



POLICY & PROCEDURES MANUAL

Last revised July, 2017

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1.0 Middle Atlantic Swimming

1.1 Organization

Middle Atlantic Swimming, Inc. (MAS) is one of 59 Local Swimming Committees (LSC) with responsibility delegated by USA Swimming, Inc. (USA Swimming) to manage swimming competition in Delaware, eastern Pennsylvania and southern New Jersey. MAS operates under By-Laws approved October 14, 1996 and amended thereafter. MAS is governed by its House of Delegates (Article 604), a Board of Directors (Article 605), elected and appointed Officers (Article 606) and various Divisions, Committees and Coordinators (Article 607) as described in the By-Laws.

1.2 Objectives

The objectives and primary purpose of MAS shall be the education, instruction and training of individuals to develop and improve their capabilities in the sport of swimming. MAS shall promote swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules, regulations, policies and procedures of the Federation Internationale de Natation Amateur (FINA), USA Swimming and MAS.

1.3 Mission Statement

Middle Atlantic Swimming advocates the growth and development of a diverse swimming community through education, innovation and a commitment to excellence.

(approved Jan, 2006)

1.4 Vision Statement

Middle Atlantic Swimming promotes the sport of swimming in an environment that provides safe competitive opportunities for members of all ages and abilities. Strong leaders. Innovative coaches. Faster swimming.

1.5 Core Values

We believe in a positive environment. We will provide fun and rewarding experiences in a safe and healthy environment that is conducive to success.

We value integrity and fairness. We will uphold the rules of fair play and provide opportunities for all to participate. We will encourage team spirit and group and individual sportsmanship. We will deal fairly and honestly with each other in all that we do.

We believe in excellence. For over half a century, Middle Atlantic has consistently placed athletes on the US Olympic swim team. We will continue to provide the best programs and encourage every swimmer to develop to his/her fullest potential.

We value leadership. We will demonstrate personal and organizational leadership in all that we do, and we will encourage leadership qualities in our athletes.

We value innovation and creativity. We will find creative ways to develop, improve and promote our programs, as well as to be innovative in our teaching and coaching techniques. We will maintain financial security, and continue to be open to innovation in all areas of administration and programming.

1.6 Statement of Principles, Ethical Behavior, Conflict of Interest

Those who choose to serve MAS, whether as volunteers, staff or paid professionals, are held to a high standard of conduct. As guardians of Olympic ideals, they assume an obligation to subordinate individual interests to the

interests of the Olympic Movement. What may be considered acceptable conduct in some businesses may be inappropriate in Olympic service.

Those who serve MAS must do so without personal gain in order to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real conflict of interest as well as to avoid even the appearance of a conflict of interest.

While no set of guidelines can guarantee acceptable behavior, the principles which guide behavior in this area are disclosure, non-participation in the decision making process where personal or family gain is a possibility, and a commitment to honor the confidentiality of organizational information. All conduct is founded on the individual's own sense of integrity. Any individual accepting the honor of serving USA Swimming must also accept the burdens of public disclosure and public scrutiny.

In our complex society, the inter-mix of volunteer work, business interests, governmental activity and family relationships often create potentially conflicting interests. What is required is disclosure of conflicting interest when they arise and strict non-participation in any evaluation process relating to the matter in question.

The following seven items reflect specific expectations by MAS. These items cannot and do not completely define what is acceptable. They are intended rather as guidelines and not a precise road map to what is acceptable conduct.

Each individual must find his or her own way within this guidance.

1. A good faith effort must be exercised to conduct the business of Middle Atlantic Swimming in observance of both the spirit and letter of applicable federal and state laws.
2. Middle Atlantic Swimming properties, services, opportunities, authority and influence are not to be used for private benefit.
3. All individuals who participate with Middle Atlantic Swimming will disclose the nature and extent of an actual or potential conflict of interest when it occurs in the evaluation of an issue and will avoid evaluating or voting on the matter involved. This includes the awarding of contracts, the purchase of goods and services, the awarding of contracts for professional services, and the allocation of Middle Atlantic Swimming resources for individual use.
4. Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given (except with full approval of the Board of Directors) nor received, except those of nominal value exchanged in the normal course of business. Gifts and favors of more than one hundred dollars (\$100.00) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told the gift is being accepted on behalf of and will be delivered to Middle Atlantic Swimming.
5. Expenses incurred in the furtherance of Middle Atlantic Swimming business are to be reasonable, necessary and (if twenty-five dollars or more) substantiated.
6. All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with Middle Atlantic Swimming and with each other.
7. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.

All individuals who participate with MAS will disclose the nature and extent of an actual or potential conflict of interest when it occurs in the evaluation of an issue and will avoid evaluating and voting on the matter involved. This includes the award of contracts, the purchase of goods and services, the award of contracts for professional services and the allocation of USA Swimming resources for individual use.

(updated Oct/2014)

1.7 Code of Conduct

Membership in USA /Middle Atlantic Swimming is a privilege that comes with responsibility. Members, both athlete and non-athlete, will be held to the standards detailed in the USA Swimming Rulebook, Articles 304 (Code of Conduct) and 305 (Athlete Protection Policies). The privilege of membership may be withdrawn or denied at any time when a member or prospective member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it.

Parents, both those who are members and those who are not, are expected to conduct themselves in a way that reflects well upon the Middle Atlantic Swimming organization, including, but not limited to exhibiting good sportsmanship, using appropriate language and displaying respectful behavior at swim meets, practices and any other swimming-related activities.

Each member of any Middle Atlantic Zone Team, along with the athlete's parent or guardian, will be required to sign a Zone Team Code of Conduct.

(revised Nov, 2014)

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2.0 Membership

Middle Atlantic Swimming (MAS) is comprised of Clubs, Organizations, Affiliated Groups, Athletes and Non-athletes, as defined in Article 602 of the Middle Atlantic Swimming ByLaws. Any of the above may become members of MAS by completing the requirements set forth below (Section 2.1 of this Policy & Procedures Manual). All memberships in MAS include membership in USA Swimming.

2.1 Registration

1. USA Swimming memberships are valid January 1 through December 31; however, applications received after September 1 are valid through December 31 of the following year.
2. Registration forms are on the MAS website (www.maswim.org/forms/registration) and should be sent to the MAS Office. The annual membership fees are established by the MAS Board and are listed in the MAS Registration Fee table under the Registration tab on the MAS website.

2.1.1 Group Membership

1. **Club**
Club memberships require the affiliation of at least one Athlete member and one properly credentialed Coach member. A Club member is entitled to compete under its name and to field relays at sanctioned swim meets.
2. **Affiliated Group**
An Affiliated Group (AffilG) membership is available to any group that supports the sport of competitive swimming and the objectives and programs of MAS. AffilG members are not required to have coach and/or athlete members. Applications for AffilG membership may be obtained from the MAS Office. Annual dues are listed in the MAS Registration Fee table on the MAS website.

2.1.2 Individual Membership

1. **Athlete**
 - a. A swimmer must be a current member of USA Swimming in order to participate in any sanctioned USA Swimming meet, including Middle Atlantic meets. A swimmer may compete representing their Club or as an UN-attached swimmer.
 - b. Applications for membership are available from MAS Clubs or the Registration tab on the Middle Atlantic website - www.maswim.org/forms/registration .
 - c. Transfers
 - (i) Any Athlete that wishes to transfer from one MAS Club to another MAS Club, from representing a MAS Club to UN-attached status, from UN-attached status to registering with a MAS Club, or from registration in another LSC to registration with MAS, must submit the MAS Transfer/Release Form signed by the Athlete and his/her parent. The purpose of this form is to record the affiliation intent of the swimmer. Although a swimmer may change their registration at any time, USA Swimming Rule 203.3 requires that 120 consecutive days must pass from the date of a swimmer's last competition representing a prior Club before a swimmer may represent a new Club in USA Swimming competition.
 - (ii) MAS requires that a swimmer transferring from a MAS Club must leave behind no unpaid fees. Upon receipt of a completed Transfer/Release form, USA Swimming will notify the head coach of the previous Club that their Club has sixty (60) days in which to produce a court judgment for non-payment of membership dues and/or fees. If MAS is notified of any such judgment and until such time as that judgment is satisfied, the swimmer may compete but may not attach to or represent the new Club. If no court judgment is provided, the swimmer will be attached to the new Club.
 - (iii) The Transfer/Release form is available on the MAS website and should be sent to the MAS office. A fee of \$10.00 is required to process the transfer of the registration of an Athlete

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from one MAS Club to another MAS Club, or from a MAS Club to UN-attached status. There is no fee for changing from UN-attached status to attach to a specific MAS Club, or to transfer from an LSC other than MAS to a MAS Club.

- (iv) Indication of an Athlete's intent to transfer to another Club (e.g., through receipt of registration materials for that Athlete from the new Club) will be cause to UN-attach the swimmer pending receipt of the proper Release/Transfer form and fee.
- d. The registration fee for any Athlete who registers three (3) days or less before the start date of a meet at which they intend to participate, or who registers at a Middle Atlantic sanctioned meet (with the intention of participating at that meet), and said Athlete registers with a MAS Club affiliation, shall be twice the registration fee. This additional fee is intended to encourage athletes to register in a timely manner through their Club to insure consistent registration information. The additional fee shall not apply to athletes who register as UN-attached and compete as such at the meet, nor to swimmers who are registering with another LSC.

(approved 4/14/08; rev July, 2013)

2. Outreach Athlete

Outreach Athlete membership is available to qualified athletes in accordance with USA Swimming guidelines. The purpose is to make membership available to athletes who might otherwise not be able to afford regular membership. The current Outreach Athlete membership fee is established by the MAS Board and is listed on the MAS Registration Fee table on the website. Other than the membership fee, an Outreach Athlete member is not distinguishable from any other Athlete member.

Applicants for Outreach Membership must be eligible for food stamps or for a similar need-based program. The athlete's Club should submit an application for membership, whether as a new or renewing member, to the MAS office in a manner consistent with the policy for submission of other membership applications together with a copy of the documentation confirming eligibility for participation in the Outreach Program.

3. Non-Athlete - Coach

Coach Members must -

- (1) provide the current safety credentials required by USA Swimming (Rule 502.6.4). A photocopy of the front and back of the appropriate coach credentials must be submitted along with the registration form.
- (2) provide proof of satisfactory completion of the USA Swimming coach education requirements. (Exemption: individuals who were coach members in the 1998 or prior registration years do not need to complete the coach education requirement).
- (3) satisfy the USA Swimming BackGround Check (BGC) and Athlete Protection Training (APT) requirements.

Each coach member will be issued a membership card. Coaches may use either this membership card or their Deck Pass app to confirm their membership status.

- (1) *'Valid To'* date

Coach membership cards are valid until December 31 of the current year or until the first expiration date of a Coach's BGC, APT or Safety credential (CPR or Safety Training for Swim Coaches), whichever occurs first. The *'Valid to'* date will be printed in large bold characters on the face of each Coach membership card.

When a Coach member submits new credentials with a later expiration date, a new card will be printed and mailed to the Coach. There is no additional fee for this service.

- (2) Expired Cards

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If the required credentials are not provided before the passage of the *Valid To* date, the coach will lose all coach privileges and authority. The individual will not be permitted on deck at a sanctioned meet and risks lapsed insurance coverage for themselves and their Club.

4. Non-Athlete – other than Coach

Non-Athlete, Non-Coach Members

- (1) Any individual interested in the purposes and programs of MAS may become a Non-Athlete member. All non-Athlete members must satisfactorily complete the USA Swimming BackGround Check (BGC) and Athlete Protection Training (APT) programs as part of the membership requirements. The specific requirements and procedures for the BGC and APT programs are described on the USA Swimming website at - <https://www.usaswimming.org/background-checks> and <https://www.usaswimming.org/utility/landing-pages/safe-sport/apt> , respectively.
- (2) Deck Officials (Starter, Referee, Stroke & Turn Judge, Admin Official) must be non-Athlete members of USA Swimming and complete the BGC and APT.
- (3) MAS Certified Meet Directors and Safety Directors must be non-athlete members of USA Swimming and complete the BGC and APT.
- (4) MAS Officials will not be issued an annual USA Swimming membership card; they may print a copy of their membership and/or their Official's certification card using their account in the Officials Tracking System (OTS), or use their Deck Pass to confirm their membership and certification status.
- (5) Voting Members of the House of Delegates and Club Representatives to the MAS House of Delegates must be members of USA Swimming.

5. Credit Card for individual Registration fees

- a. Middle Atlantic Swimming will accept a credit card for Individual member applications only (i.e., either Athlete or Non-Athlete.)
- b. Registration using a credit card requires that you contact the MA Office and talk with a staff person. Credit card information left in a voice message or in an email will NOT be processed.
- c. The appropriate Application form must be completed and sent to the office by email or postal service before a registration will be processed
- d. A four dollar (\$4.00) processing fee will be added to each membership application processed with a credit card. (Note that registrations processed with a credit card are subject to the additional fee for certain Athlete registrations as provided in 2.1.2.1e above.)

6. USA Swimming Registration

All Individual membership registrations with MAS include membership with USA Swimming. A portion of all Individual registration fees is sent to USA Swimming according to the fees established by the USA Swimming House of Delegates.

2.1.3 Early Registration Discount

1. Club

As established by the MAS Board, the current annual Club registration fee of \$300 shall be discounted as follows for Club registrations received at the MAS office prior to the start of the registration (calendar) year:

Registration from September 1 through October 31 of prior year	\$100
Registration from November 1 through December 31	\$150
After January 1 of the current year	\$300

The Registration Fee for new Clubs registering for the first time, and for college clubs consisting only of college swimmers, shall be \$100 (without further discount).

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(Note: these fees may be changed by action of the MAS Board.)

(approved 2/11/08)

2. Athlete

Athlete membership registrations (except for Outreach athletes) which are sent electronically (via e-mail) to the MAS office no later than October 15 of the prior year shall be eligible for a discount, as shown in the MAS Registration Fee table on the MAS website.

Payment for such registrations must be post-marked by October 15 to receive the discount. The discount amount shall be determined by the MAS Board. No discount will be given to any membership application received on a paper Athlete registration form.

(approved 4/8/02; Revised 7/05 and 5/06)

2.2 Insurance

2.2.1 Club

USA Swimming provides insurance coverage to Clubs subject to their compliance with USA Swimming regulations.

2.2.2 Organization (Affiliated Group)

USA Swimming provides NO insurance coverage to Affiliated Group members.

2.2.3 Individual

USA Swimming provides liability and secondary medical insurance coverage to Individual members.

2.3 Voting members to House of Delegates

2.3.1 General

In accordance with the Bylaws of MAS, the following members are eligible to vote at any House of Delegates meeting:

- Club Member Representatives (one of each, per Club)
- Coach Representative
- Athlete Representative
- Non-Coach Representative
- Members of the Board of Directors
- At-Large House Members

2.3.2 Club Members

Each Club Member of MAS is entitled to appoint from its membership three representatives that shall be one Coach, one Athlete and one (non-Coach) non-Athlete member. Each designated Representative shall have voice and one vote at all meetings of the MAS House of Delegates. Representatives must be declared on the Club's membership application; alternate Representatives must be submitted in writing to the MAS office, according to Article 604.1.1 of the MAS ByLaws.

2.3.3 Affiliated Group Members

Affiliated Group Members shall have voice, but no vote, at MAS House of Delegates meetings.

Section 3

3.0 Governance

Middle Atlantic Swimming is governed by the House of Delegates, the Board of Directors and the Executive Committee as described in the MAS Bylaws. The administrative work of the organization is carried out by MAS committees and the Middle Atlantic staff.

3.1 House of Delegates

Membership in the House of Delegates, along with the duties and powers assigned to this body is defined in Article 604 of the Middle Atlantic Bylaws.

The annual Middle Atlantic House of Delegates meeting will be held in April. The meeting date will be established by the MAS Board of Directors.

Items for consideration (i.e., the Agenda) and unapproved minutes of the previous HofD meeting will be posted on the Middle Atlantic website (www.maswim.org) no less than twenty (20) days prior to the meeting. Any items not on the published agenda must be approved by a 75% majority of those present and voting in order for the item to be added to the Agenda, and will require a subsequent 75% majority for approval.

3.2 Board of Directors

The members of the Board of Directors, along with the duties and powers assigned to this body, is defined in Article 605 of the Middle Atlantic Bylaws.

The present (2017) Middle Atlantic Board of Directors consists of:

General Chair	Admin Vice-Chair
Senior Vice-chair	Age Group Vice-chair
Operations/Development Vice-chair	Finance Vice-chair
Secretary	Treasurer
Technical Planning Chair	Safety Chair
Officials Chair	Diversity Chair
Coach Representatives (2)	At-Large (2)
Athlete Representatives (sufficient to constitute 20% of the Board of Directors)	

In April, 2017, the MAS adopted a revised ByLaws which reduced the number of members of the Board of Directors. This change will be phased in over the next two years. In 2019, the members of the Board of Directors shall be:

<i>General Chair</i>	<i>Administrative Vice-Chair</i>
<i>Performance/Competition Vice-Chair</i>	<i>Operations Vice-Chair</i>
<i>Finance Vice-Chair</i>	<i>Secretary</i>
<i>Safe Sport Chair</i>	<i>Safety Chair</i>
<i>Coach Representative</i>	
<i>Athlete Representatives (sufficient to constitute 20% of the Board of Directors)</i>	

3.2.1 Meetings

Meetings of the MAS Board of Directors are generally held on the 2nd Monday of each of the following months: May, June, July, October, November, January, February and April. Additional meetings may be scheduled, when necessary. At the discretion of the Board, some meetings may be designated as Executive Committee meetings.

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Items for consideration and unapproved minutes shall be sent to all members of the Board of Directors and posted on the MA website no less than seven (7) days prior to each meeting. Any items not on the published agenda must be approved by a 75% majority of those present and voting for the item to be added to the Agenda, and will require a subsequent 75% majority for approval or adoption.

3.2.2 Orientation

New members of the Board of Directors should be acquainted with the philosophy of the organization and the makeup of the community it services. Each new Board member should:

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

Each Board member will have access to the restricted Board of Directors section of the MAS website.

3.2.3 Attendance

Election to the Middle Atlantic Board of Directors (the "Board") implies a dual responsibility: (a) to perform the specific duties and responsibilities of each Board position as defined in Article 606.7 of the Middle Atlantic ByLaws; and (b) to participate and conduct the business of MAS as a member of the Board of Directors as defined in Article 605.6 of the Middle Atlantic ByLaws.

In order to assure that all Board members effectively participate in the operation of MAS, elected Board members are expected to attend and contribute to the business conducted at all regularly scheduled meetings of the Board of Directors – and are subject to the following **MA Board Attendance Policy**:

- a. Board members are expected to attend all regularly scheduled Board of Directors meetings in-person. Any Board member that cannot attend a regularly scheduled meeting should notify the General Chair no less than twenty-four (24) hours, or as soon as is practically possible (whichever is earlier), prior to the scheduled time of the meeting.
- b. In the event that a regularly scheduled meeting of the MAS Board of Directors is conducted via conference call or web/video-based media, Board members are expected to participate in such meetings.
- c. Non-participation in two (2) regularly scheduled Board meetings within the previous twelve (12) months shall be considered to be a violation of this policy.
- d. The General Chair shall contact any Board member that is in violation of this policy and discuss with that member their interest and commitment to further participation on the Board. The General Chair shall present the results of such contact to the Board at the next regular meeting of the Board and the Board shall determine whether such member shall be removed from the Board. In the event of any such removal, the member shall be replaced according to procedures in Article 606.9 of the MA ByLaws.
- e. Athlete members are encouraged to participate in all meetings of the Board, including participation via conference call or web/video-based media at regular *on-site* meetings.

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3.3 Executive Committee

Makeup of the Executive Committee, along with the duties and powers assigned to this body, is defined in Article 605.7 of the Middle Atlantic Bylaws.

3.4 Standing Committees

The administrative work of Middle Atlantic Swimming (MAS) is carried out by the various committees as noted in the Middle Atlantic Swimming Bylaws, Article 607.

3.4.1 Committee Appointments

All members of a MAS standing committee must be an Individual Member of USA Swimming as described in Article 602.1.2 of the MAS Bylaws. Each Committee Chair (or Coordinator) shall propose members for appointment to the committee. Specific membership requirements for certain committees are provided in Article 607.3 of the Bylaws. Committee members shall be appointed for a two-year term, and can be renewed; terms should be staggered so that approximately one-half of the committee members shall be appointed in any given year.

3.4.2 Mission Statement of the Committee

Each committee shall establish a Mission Statement which is to be reviewed annually. The Mission Statement shall be forwarded to the MAS Board of Directors (the 'Board') for approval.

3.4.3 Goals of the Committee

Each committee shall establish goals for the committee and a timetable or action plan for achieving these goals. The goals, timetable and action plan shall be distributed to the respective Vice-Chair to whom the committee reports.

3.4.4 Functions of the Committee

The functions of the committee may include but are not limited to the following:

1. To study and evaluate existing programs of MAS;
2. To create and develop new programs for MAS for recommendation to another committee or to the Board;
3. To advise the Board through the Vice-Chair to whom the committee reports;
4. To consider items which have been referred to the committee from the MAS Board, from another committee or from the MAS membership;
5. To present resolutions for action items that should be referred to the Vice-Chair for consideration by the Board ;
6. To implement the policies of the Board and MAS;
7. To prepare a budget for the projects and committee administration in the next fiscal year;
8. To conduct the committee projects and operate the activities of the committee within the approved budget for the current fiscal year.

3.4.5 Responsibilities of Committee Chair or Coordinator

The responsibilities of the Committee Chair (or Coordinator) include:

1. Propose athlete and non-athlete members for appointment to the committee;
2. Schedule all meetings of the committee;
3. Propose an agenda for committee meetings;
4. Preside at all meetings of the committee and guide the business of the committee;
5. Prepare a report to the Vice-Chair of the activities of the committee since the last committee meeting;
6. Serve as the spokesperson for the committee;

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7. Work with the respective Vice-Chair and the MAS staff liaison to manage the programs and activities of the committee within the approved budget;
8. Assume responsibility for the committee's compliance with the policies of MAS;
9. Assume responsibility that the committee meets and fulfills the goals and obligations of the committee.

3.4.6 Operation of Standing Committees

1. Minutes shall be kept of all committee meetings, including conference calls. A copy of the committee meetings shall be sent to the MAS staff liaison to be maintained on the MAS server (computer). Permission shall be obtained from the Committee Chair before a copy of any committee minutes is released to anyone other than the General Chair, the respective Vice-Chair or a committee member.
2. The Committee Chair shall provide an Executive Summary to the respective Vice-Chair prior to all meetings of the MAS Board summarizing any meetings and/or committee action taken since the previous Board meeting. (MAS will provide a form for such Executive Summary.)
3. Any action deemed by the Committee to require discussion or action by the Board (or another MAS Committee) shall be highlighted in a section of the Executive Summary; the Vice-Chair shall be responsible that such items are considered by the Board.

3.4.7 Equal Opportunity to Participate

It is the intent and purpose of MAS to provide an equal opportunity to its athletes, coaches, administrators and officials to participate in the governance of MAS without discrimination on the basis of race, color, religion, age, gender, disability or national origin. No conditions or restrictions for participation in the governance of MAS may be imposed unless otherwise set forth in the MAS Bylaws.

3.4.8 Open Meetings Policy

All meetings of Committees shall be open to all members of MAS except in those situations where by majority vote of the body it would be in the interests of MAS to hold closed sessions (e.g., those relating to corporate or committee personnel or legal matters).

3.4.9 Roberts Rules of Order

At all meetings of MAS committees, Roberts Rules of Order shall be the governing procedural rules, unless otherwise modified in the MAS Bylaws or the MAS Policies and Procedures Manual.

3.4.10 Confidentiality Items

Items which are of a confidential or sensitive nature, should not be disclosed outside the setting of the committee. Members who knowingly divulge this information may be subject to disciplinary action.

3.5 Awards and Recognition

Middle Atlantic will annually present several Recognition Awards to its members. These Awards include: Coach of the Year, Athlete of the Year, Outstanding Service Award, Lifetime USA Swimming membership.

3.5.1 Coach of the Year

3.5.1.1. General

The Coach of the Year award shall be given to two coaches annually - one for Senior level coaching and one for Age-Group level coaching. The Award encompasses both the short course and the long course seasons. All Middle Atlantic/USA Swimming registered coaches are eligible for the award. The selection shall be based on accomplishments from May 1 through the following April 30.

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3.5.1.2 Criteria

The Coaches Committee shall establish appropriate criteria for selection of the awards, which may be different for the Senior and Age Group categories. The selection criteria shall be published and made available to all MA coaches prior to the time at which selection will occur; such publication shall include notification on the MA website.

3.5.1.3 Selection Process

- a. The Coach of the Year award recipients shall be elected by the MA coaches attending and voting at the season-ending Long Course championships – i.e., the Senior Coach shall be elected at the Middle Atlantic LC Senior Championships, and the Age Group Coach shall be elected at the Middle Atlantic LC Junior Olympics Championships.
- b. The election of the Senior and Age Group Coach of the Year shall be conducted by one or both of the Coach Representatives in attendance at the meet. Balloting shall be scheduled so that the Award winner can be announced before Finals on the last day of the respective Championship meet.
- c. Nominees for each award shall be named by the Coaches Committee prior to the meet where the election will occur. Nominations shall be posted on the MA website; however, any MA coach may make additional nominations at the meet by notifying the Coach Representative at the appropriate time prior to the voting.
- d. Each registered MA Club will be allowed one (1) vote for each of the awards. Voting will be limited to those Clubs in attendance at the meet where the election is occurring.

3.5.1.4 Award

The nature of the Award shall be approved by the MAS Board. Funding for the Awards shall be included in the annual MA budget. A plaque listing the Award recipients shall be maintained at the Middle Atlantic office. The Award winners shall be prominently announced on the Middle Atlantic website and at the annual MA House of Delegates meeting.

3.5.2 Athlete of the Year

The criteria for selection of the Athlete of the Year awards are being developed by the Athletes Committee with oversight by the Admin V-chair. The criteria and nature of the Awards will be updated at a future time.

3.5.3 Outstanding Service Award

3.5.3.1 General

The Outstanding Service Award is presented to a deserving volunteer member of Middle Atlantic Swimming in appreciation of their contributions to MA. The Award is presently sponsored by ConocoPhillips; a recognition certificate and appropriate memento is provided by USA Swimming and ConocoPhillips. The names of the recipients shall be maintained on a plaque in the MA office.

3.5.3.2 Nomination, Selection and Presentation

- a. Nominations shall be solicited by the MA Board each Spring. Nominations should be sent to the MA office by March 1. The nomination should include a description of the quality, level and years of service to USA Swimming and Middle Atlantic Swimming in elected or appointed positions.
- b. A selection committee, which shall include prior winners of the Award, shall be appointed by the General Chair. The committee shall determine the Award recipient, or may determine that there is no appropriate nominee in a given year. The committee shall notify the MA office of a recipient in a timely manner so that the office can submit the winner to USA Swimming and receive the Award prior to the annual House of Delegates meeting.
- c. When possible, the Award should be presented at the annual House of Delegates meeting.

Section 3

3.5.4 Life Membership in USA Swimming

- a. When deemed appropriate, MA shall award a Life Membership in USA Swimming to a selected member or members in recognition of long-time and committed service to Middle Atlantic Swimming. Selection criteria shall consider the level, quality and years of service.
- b. Nominations for Life Membership shall be solicited by the MA Board of Directors and the nomination may be from any member of Middle Atlantic. Nominations shall be due by June 1 of each year. If deemed appropriate by the Board, prior recipients of the Life Membership award may be asked to review the nominations and decide whether a Life Membership award shall be granted in any specific year, subject to review by the General Chair.
- c. Life Memberships are recognized and awarded at the USA Swimming annual House of Delegates meeting (in September.) Life Memberships from LSCs are frequently awarded as a 'surprise' to the recipient and this practice should be considered by MA whenever appropriate.
- d. MA shall generally grant one Life Membership each year, but such award shall be given only in years where a worthy recipient is selected to receive the Award. Funding for the Award shall be included in the annual MA budget.

3.5.5 Club Excellence Award

For 2017, each Club in MAS that has been recognized within the USA Swimming **Club Recognition Program** will be awarded a grant by MAS based on the Club's present level of achievement within that program as follows: Level 1 - \$100; Level 2 - \$200; Level 3 - \$300 and Level 4 - \$400. MAS is presently developing a continuing program which will recognize Clubs in subsequent years when they achieve an initial or higher level of recognition within the **Club Recognition Program**.

3.6 Electronic Communication – Clubs

USA Swimming clubs are required to implement an electronic communication policy. The policy must be reviewed with and agreed to by all athletes, parents, coaches and other adults affiliated with the club. A model policy for appropriate electronic communication between adults and athletes is provided to assist USA Swimming member clubs with developing their own policies. If a club chooses not to, or is unable to, create a written electronic communication policy, the model policy as referenced below will become the default electronic communication policy for that club. Once a customized set of policies is developed and approved by a club, the default policy will no longer apply. Each member club and each LSC has the responsibility for approval and implementation of its own electronic communication policy.

The USA Swimming model policy can be found at -

https://www.usaswimming.org/docs/default-source/safe-sportdocuments/club-toolkit/1.-policies-and-guidelines/model-policy_electronic-communication.pdf?sfvrsn=12

Section 4

4.0 Financial

Section 4.0 is under review by the current Finance Vice-Chair (July, 2015) and will be updated.

Financial controls and procedures are essential and serve as a system of checks and balances to protect Middle Atlantic Swimming (MAS) and its staff and volunteers from a risk. These policies must be followed in order for MAS to serve its primary mission in support of the growth and development of the swimming community.

4.1 Monetary

4.1.1 Deposits and Records

Office Personnel shall have the following duties and responsibilities regarding the finances of MAS.

1. Prepare for deposit all cash and checks received by stamping each check with the approved bank stamp and recording each item on a bank deposit slip or similar listing.
2. All deposits shall be made into the MAS general accounts. Deposits shall be made in a timely fashion, but no less frequently than once per week.
3. Receipted deposit tickets will be maintained pending receipt of the monthly statements from the bank.
4. All incoming monies (checks, cash) shall be promptly recorded into the current bookkeeping software system of MAS.
5. Any documents accompanying monies for deposit will be separated and appropriately handled or filed.
6. The general bank accounts of MAS shall be reconciled monthly; the reconciliation will be reviewed monthly by the Treasurer or Finance Vice Chair (or their designee). (Note: the person who reconciles the monthly statements may NOT have signatory authority to write or issue checks for MAS.)
7. Office personnel will be authorized to make transfers between the MAS general accounts and MAS money-market funds, as directed by the Finance Vice Chair.
8. Office personnel will contact the payee to determine the status of any check issued by MAS that is outstanding for more than sixty (60) days.
9. MAS will impose a charge of \$20 for any deposited check that is returned for insufficient funds or due to a closed account. Any club or individual who fails to make good on the check and pay the service charge will be referred to the MAS Board of Directors for action.

4.1.2 Disbursements

1. Physical control of all checks will be with office personnel.
2. Office personnel shall not have signature authority on MAS checks.
3. All invoices and reimbursement requests will be accounted for in the current MAS accounting system.
4. Original receipts or similar documentation must accompany each reimbursement request. No payments will be processed without original invoices, receipts or similar documentation.

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5. Approval for payments will be deemed granted if the requested amount is within the current year approved MAS budget and not yet spent or appropriated. The MAS Board of Directors must approve any request for payment in excess of the remaining unspent budgeted amount.
6. Office personnel will be responsible for preparing checks based on received invoices and reimbursement requests. The documentation for such payment will be attached to the check stub and filed appropriately.
7. Unless decided otherwise by the MAS Board of Directors, the Treasurer, the Finance Vice Chair, the General Chair and the Administrative Chair shall be authorized to sign checks for MAS. Checks for an amount less than \$5,000 shall require one authorized signature; checks for an amount of \$5,000 or more shall require two authorized signatures.

4.1.3 Reports

1. Office personnel will prepare a monthly income or profit/loss statement of the MAS general accounts. This statement will be presented to the Finance Vice Chair, and also to the Board of Directors or the House of Delegates at its next regularly scheduled meeting. Following the close of the fiscal year, an annual income statement and Balance Sheet shall be prepared and presented to the Board of Directors.
2. An outside auditor will review the MAS financial statements annually. This audit shall be completed no later than the end of the third month after the end of the MAS fiscal year.
3. The Treasurer, with the assistance of the outside auditor, will prepare and file the annual tax return(s) for MAS, based on the approved financial statements. The tax return(s) will be reviewed by the Finance Vice Chair, and submitted to the appropriate agencies.
4. The Treasurer will submit a copy of all pertinent financial reports to USA Swimming within five (5) months after the close of the MAS fiscal year, as provided in Article 509 of the USA Swimming Rules and Regulations.
5. An internal MAS Audit Committee shall be appointed to review the MAS financial records at least semi-annually.

4.1.4 Investment Accounts

1. All monetary funds of MAS shall be considered to be either (a) General Operating Funds (GOF) or (b) Reserve Funds (RF).
2. All MAS accounts shall be managed in accordance with Article 606.11 of the MAS ByLaws relating to Depositories and Banking Authority.
3. General Operating Funds (GOF) are those resulting from the general, ongoing operations of MAS – including Income and Expenses as in the presently approved MAS Budget. It is intended that the GOF shall be deposited primarily in one or more MAS checking accounts at banks to be designated by the MAS Finance Committee. The MAS checking accounts intended primarily for GOF may or may not be interest bearing, but shall be maintained in accounts that are insured to the full extent available under the FDIC.
4. The balance of GOF shall be maintained in such accounts to generally provide not more than thirty (30) days of operating expenses. Whenever the GOF balance in any non-interest bearing checking account exceeds this amount, or a balance of \$100,000, whichever is larger - the Treasurer shall transfer the excess of such amount to an interest bearing account (e.g., a Money Market Fund) or to one of the accounts designated and intended primarily for Reserve Funds.

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5. It shall be the objective of MAS to maintain Reserve Funds (RF) that are at least equivalent to one year's operating budget of MAS. Such funds shall be maintained primarily in 'conservative' accounts, such as Money Market Funds (MMF) or Certificates of Deposit (CD); however, up to 20% of the RF may be invested in mutual funds or similar managed accounts as determined appropriate by the MAS Finance Committee.
6. The total of GOF and RF in any one financial institution shall be managed so that the total funds in such institution shall not exceed the amount covered by the FDIC.
7. CDs shall be invested so that the amount of any single CD may not exceed \$100,000 when issued, or may have a term which exceed five years in length.
8. The members of the MAS Finance Committee are as designated in Article 607.3.8 of the MAS ByLaws; the duties of the Finance Committee are as prescribed in Article 607.4.4 of the ByLaws.

4.2 Expenses

4.2.1 Payments to vendors

1. Vendors must submit an itemized invoice for payment.
2. All payments will be issued from the Middle Atlantic office.

4.2.2 Purchases

1. When purchasing Middle Atlantic equipment or supplies estimated to cost more than \$500, MAS will obtain no less than three (3) bids or price quotations. Whenever possible, at least two of these bids will be solicited from vendors located within the LSC boundaries.
2. Bids for equipment or supplies (e.g., Zone Team equipment) totaling over \$5,000 will be by sealed bid.
3. Award will be made to the lowest bidder.
4. Purchases of supplies and equipment totaling less than \$500 may be made by the appropriate MAS representative when such purchase is provided for in the MAS budget.

4.2.3 Zone Team Expenses

1. MAS shall provide financial support of the Eastern Zone (EZ) age-group teams as provided in the MAS Zone All-Star Travel policy, Section 3.3.3. Support for the Short Course (Spring) All-Star team shall include partial payment of all travel, hotel/lodging, food and equipment costs for the Team; support for the Long Course (Summer) team shall cover administrative costs and expenses of the manager and coaches only.
2. Prior to each EZ age-group meet, the Zone Team Manager and/or the Age Group Chair shall prepare a budget for the meet, including estimated cost for all travel, hotel, food, equipment and expenses of the coaching staff. Such budget shall be reviewed and approved by the MAS Board of Directors.
3. All contracts for travel, hotel/lodging, food and equipment must be solicited and bid following the MAS Purchase policy described (see Section 4.3.2). If no acceptable bids are received under the above policy, the Age Group Chair, with the concurrence of the Finance Vice Chair, may negotiate a contract for said services or equipment.

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4. Prior to each EZ age-group meet, the Zone Team Manager and/or the Age Group Chair shall prepare a budget for the meet, including estimated cost for all travel, hotel, food, equipment and expenses of the coaching staff. Such budget shall be reviewed and approved by the MAS Board of Directors.
5. All contracts for travel, hotel/lodging, food and equipment must be solicited and bid following the MAS Purchase policy described (see Section 4.3.2). If no acceptable bids are received under the above policy, the Age Group Chair, with the concurrence of the Finance Vice Chair, may negotiate a contract for said services or equipment.

4.3 Middle Atlantic Travel Reimbursement

1. Reasonable travel, lodging and other relevant expenses will be provided for Middle Atlantic (MAS) representatives at meetings, workshops, seminars, conventions (for the USA-S convention, see 4.3.1 below) and other relevant activities, when approved by the appropriate MAS Officer or Committee Chair, and funds for such travel have been provided in the MAS Budget. This includes travel to the USA Swimming (USA-S) annual convention (see 4.3.1 below), the Eastern Zone meeting (see 4.3.2), and to clinics, workshops and conferences sponsored by USA-S (see 4.3.4).
2. Travel reimbursement for automobile travel (driver only) will be based on the current IRS business organization mileage rate; air travel shall be at the lowest generally available airfare to the meeting site (at the time the travel is authorized or approved) from a reasonably convenient airport. (Note: reimbursement for automobile travel shall not exceed the lowest generally available airfare to the meeting site.)
3. Lodging expenses will be based on double occupancy (whenever appropriate).
4. A per diem allowance based on the current IRS domestic per diem rate for the appropriate city/county/state will be provided except when meals are provided at the meeting.
5. Airport parking will be reimbursed at the lowest economy rate at the respective airport, not to exceed \$10/day and \$50 per trip. Relevant tolls shall be reimbursed, when appropriate. Receipts are required for all MA travel expenses.
6. Travel, meal and lodging expenses covered by any other organization are not eligible for reimbursement by Middle Atlantic.

GUIDELINES

1. The MA office will arrange airline transportation and lodging for convention delegates and others traveling on MAS business. Travelers must communicate their itinerary to the office, in writing, sixty (60) days prior to the activity (or as soon as appointed, if less than 60 days prior to the activity). Traveler should include date and approximate time they wish to arrive at the activity, the preferred departure airport, and date and time of their return.
2. If traveler prefers to make their own arrangements, they will be reimbursed for airfare at the lowest available fare (based on 4-week advance purchase), round trip, from the departure city to the activity location. The original airline ticket stub must be mailed to the office as a receipt.
3. Any fee for a change and/or cancellation to an issued ticket is the responsibility of the traveler, unless such change is at the request of MAS.
4. The MA office will arrange hotel accommodations, ground transportation (if needed), pay convention and/or meeting fees and issue *per diems* prior to departure.

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4.3.1 Convention Reimbursement Policy

The intent of this policy is to cover reasonable travel and lodging expenses (hereinafter “Expenses”) for members of MAS that attend the USA Swimming (USA-S) National Convention. Reimbursement of lodging expenses shall be on a pro-rata basis depending on the length of stay at the convention.

1. The General Chair, Administrative Vice-Chair, Senior Vice-Chair, Age Group Vice-Chair, Senior Coach Representative, and Senior Athlete Representative have votes at the Convention and will receive reimbursement for their Expenses. If any of the above delegates are unable to attend and an alternate representative attends in their place, said alternate shall receive reimbursement for their Expenses.
2. The General Chair, with the advice and consent of the Board of Directors, may appoint additional delegates to attend the USA-S Convention (up to the extent allowed) when additional votes are made available to MAS, and those voting delegates shall receive reimbursement for their Expenses provided that the delegate is currently active on at least one (1) MAS Committee and is active in Middle Atlantic affairs (other than as a Club Coach.)
3. In addition, any other MAS member who is an active member of a USA-S National committee, shall be reimbursed for their Expenses, provided that the representative is also currently active on at least one (1) MAS Committee (i.e., other than as a Club Coach.)
4. The General Chair, with the advice and consent of the Board of Directors, may also designate a full-time member of the MAS Office staff to attend the USA-S Convention; such employee shall also be entitled to receive reimbursement for their Expenses. Whenever appropriate, it is suggested that such employee shall be assigned one of the additional votes granted to MAS by USA-S, when available.
5. If the overall delegation of MAS members attending the USA-S Convention in any year consists of less than three (3) Coach members, the General Chair, with the advice and consent of the Board of Directors, may appoint an additional ‘Coach’ to attend the Convention, regardless of said Coach having a vote. Such Coach shall be reimbursed for their Expenses. The Coach must be a registered member of MAS with fully certified coach credentials at the time of attendance at the Convention.
6. A *per diem* allowance based on the current IRS Domestic *per diem* rate for the appropriate city/county/state where the Convention is held will be issued to those delegates attending the USA-S Convention to cover food and miscellaneous expenses. The *per diem* allowance shall be prorated on arrival/departure days based on actual travel times to and from the convention.
7. Any remaining budgeted funds (for USA-S Convention) may be divided between other MAS members with voting credentials by reason of an affiliated governing body, such as ASCA or YMCA, provided such members are currently active on at least one (1) Committee in Middle Atlantic (i.e., other than as a Club Coach.)
8. MAS delegates may leave the convention after adjournment of the House of Delegates meeting on the last day of the convention. Delegates returning on Saturday evening are responsible for any airfare or other penalties that may result from their early departure. MAS will not be responsible for additional expenses incurred by the delegate on the last day, such as late check-out, airline ticket change fees, etc. Travelers taking a “red eye” flight arriving after midnight are not entitled to the *per diem* allowance for the morning of their arrival.

NOTE: A discussion of the delegates to convention is in the Middle Atlantic ByLaws, Article 606.7.12

(adopted effective 1997)

Section 4

4.3.2 Eastern Zone Meeting Reimbursement

1. Transportation, lodging, and meeting fees will be provided for three (3) delegates from Middle Atlantic (MAS) to attend the Eastern Zone Meeting; delegates shall be appointed by the General Chair and approved by the Board of Directors. If an Eastern Zone Director is a member of MAS, transportation and lodging will also be provided for that Director. A per diem may be issued, depending on the length of stay and arrangements at the meeting.
2. Automobile travel reimbursement (for driver only) will be at the current IRS business mileage rate from the delegate's residence to the Meeting Site, or departing airport. Allowance will be made if the driver picks up other delegates. When air travel is required, arrangements will be made by the MAS Office. Any expense above the airfare established by the MAS Office will be the delegate's responsibility.
3. Any remaining (budgeted) funds may be divided among other attendees at the Eastern Zone meeting (at the discretion of the General Chair), provided that the attendee has a vote in the MAS House of Delegates and is active in Middle Atlantic (other than as a Club Coach.)

4.3.3 Zone All-Star Travel

1. For Zone Meets held within the MA boundaries, the appointed Zone Coaching Staff may be responsible for their own transportation to and from the Meet location. The exception would be Spring All-Star Zone Meet in which case the Zone Staff must travel with the athletes in transportation provided by MA.
2. For Zone Meets outside the MA boundaries, MA will be responsible for providing transportation to and from the meet, and all transportation needs during the meet. Staff who decline the transportation provided by MA will not receive reimbursement for their own transportation. It is strongly suggested that the Zone Staff use the transportation provided by MA. *(Approved by Board, 4/12/04)*
3. MAS will provide transportation and/or lodging expenses for one MA certified Official to attend each EZ age-group meet, with the understanding that the Official is not attending the meet as the parent of a participating swimmer and that the Officials will work at a majority of the meet sessions. When appropriate, two Officials may share the reimbursement. Travel mileage reimbursement will be at the approval of the MAS Officials Chair. (see Section 10.3.1.2 herein for additional information, inc Sectionals.)

4.3.4 Seminars and Workshops

1. Middle Atlantic will provide transportation, meals and lodging for various seminars and workshops hosted by USA Swimming. Delegates must meet the criteria for attendance, and be appointed by the appropriate committee chair or General Chair.
2. MAS personnel shall be reimbursed for mileage when traveling to present a Middle Atlantic clinic or workshop that is outside the local area of residence. This includes presentations at clinics or workshops for Officials, Meet and/or Safety Directors, etc. It is not intended to reimburse travel by MAS members to attend regular MAS House of Delegates, Board of Directors or various committee meetings.

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GUIDELINE

1. The MAS office will arrange transportation for delegates to seminars and workshops. Delegates must communicate their desired itinerary to the office, in writing, 45 days prior to date of departure (or as soon as appointed, if less than 45 days from departure date). Include date and approximate time you wish to arrive at your destination, preferred airport, and date and requested time of departure for your return. Otherwise, you are on your own.
2. If you prefer to make your own arrangements, you will be reimbursed for your travel at the lowest available fare (based on 4 week advance purchase), round trip, from your departure city to your destination. Your original ticket stub must be mailed to the office as your receipt. Any fee for a change and/or cancellation to an issued ticket is the responsibility of the delegate. The MAS office will arrange hotel accommodations, issue per diems (if indicated) and pay registration fees prior to departure.

4.4 Reimbursement for Expenses for Director of Competition

1. Middle Atlantic (MAS) will reimburse the Director of Competition for expenses incurred in association with performing the duties of the position (“Required Duties”) as directed by the Middle Atlantic Board of Directors.
2. Reimbursement will be in accordance with MAS travel policy. Receipts are required for all MAS Travel expenses.
3. Expenses will not be reimbursed unless a written Expense Report is submitted and approved, in the format determined by the MAS Finance V-Chair. Expenses will be reimbursed monthly. The Expense Report must include:
 - a. The individual’s name
 - b. The travel date, meet/event name and location
 - c. An itemized list of all expenses for which reimbursement is requested.
4. Reimbursement for mileage travelling to/from meets and other meetings associated with the Required Duties shall be for the actual mileage at the IRS Standard Mileage Rate for business, as published by the IRS. Tolls will be reimbursed at the actual rate incurred.
 - a. *For 2014, the rate is \$0.56/mile.*
5. Hotels shall be reimbursed at the actual rate charged, including applicable taxes. Convenience and proximity to other venues on the individual’s itinerary shall be considered in determining the need for overnight stays.
 - a. Meals and incidental expenses shall be reimbursed as incurred. In lieu of receipts a meal stipend of up to the following will be allowed: Breakfast - \$7; Lunch - \$11; Dinner - \$23.
6. The Middle Atlantic Personnel Committee will establish a monthly allowance as reimbursement for cell phone (both voice and data).

4.5 Officials Expenses and Reimbursement

4.5.1 Middle Atlantic meets

1. MAS will reimburse the hotel accommodations for the Meet Referee and the Admin Referee at all MAS Championship and related meets when those officials have been assigned/approved by the MAS Officials Chair and the official resides more than twenty-five (25) miles from the meet location. Said meets will generally include the MA Senior Championships, the Junior Olympic Championships, the MA Silver Championships, and any other designated meets of a comparable level (e.g., the Mid-Winter Classic), when officials are assigned by the MA Officials Chair.

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2. Additional rooms for other senior officials at those meets (i.e., Referee, Starter, Chief Judges) will be reimbursed at the discretion and approval of the MAS Officials Chair.
3. Travel allowance (i.e., mileage) will generally not be paid for officials attending such meets.

4.5.2 Eastern Zone meets

1. MAS will pay for, or provide, travel and accommodations for up to two MA officials to attend an Eastern Zone Sectional or Age Group meet, on the following conditions:
 - a. The Officials must be available to work on each day of the meet (but are not required to work all sessions when there are multiple sessions each day.)
 - b. Officials with children participating in the meet must have an ‘assigned’ position at the meet or have the approval of the MAS Officials chair. An ‘assigned’ position is that of Meet Referee, Admin Referee, Deck Referee, Starter or Chief Judge.
 - c. Officials will be expected to share a room, when appropriate.
2. Mileage will be paid at the current IRS rate for charitable organizations.
3. An official can receive only one such subsidy per MAS fiscal year (i.e., September thru August.)
4. If appropriate, an official may be offered transportation via the MA Team bus in lieu of a mileage allowance.
5. The amount of support available to each official shall not exceed the amount of the Level 1 support provided to MA Athletes as discussed in section 7.1.2.5 herein.

4.5.3 National meets

1. MAS will provide financial support to those MA Officials that attend and work at a USA Swimming ‘National’ meet – e.g., a Trials Class meet, National Championship, Junior National Championship, US Open, USA Open Water Championship, when –
 - a. The Official has an Assigned position at the meet – i.e., Referee, Starter, Chief Judge, or
 - b. The Official has no ‘child’ attending and participating in the meet.
2. The amount of the support shall not exceed the amount of the Level 1 support provided to MA Athletes attending such meets (see section 7.1.2.5 herein). Officials that attend the Olympic Trials meet shall be eligible for support not to exceed the support for Athletes attending the Olympic Trials meet (see section 7.1.2.6).
3. Covered expenses may include air transportation, hotel accommodations, or mileage (to be paid at the IRS rate for charitable organizations)
4. An official may receive support for only one National meet per MAS fiscal year.
5. To receive support for a National meet, an official must have worked at least ten Middle Atlantic meet sessions within the previous twelve months, including at least four sessions at a Middle Atlantic Championship level meet (e.g., Senior Champs, JOs, Silver, etc).
6. Officials attending a National meet should apply to the Officials Chair for reimbursement. Total subsidies shall not exceed the MA budgeted amount for that fiscal year, and subsidies may be reduced as appropriate in order not to exceed the budget. The Application Form is posted on the MA Officials website (www.maswimofficials.org) (Note: officials expecting to work at a National meet should apply to the national Officials committee for acceptance to the meet.)

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4.5.4 General

All relevant expenses must be included in the MAS Officials budget; expenses that exceed the budget must be approved by the MAS Board.

Approved by MA Board – Oct., 2010

4.6 BackGround Check - Reimbursement

1. USA Swimming requires that all non-athlete members complete and pass an ongoing BackGround Check (BGC) with the USA Swimming vendor. Officials must apply and complete the BGC and pay the appropriate fees to the vendor. The BGC program consists of a monthly criminal record search of certain possible criminal activities by the member.
2. A BGC is valid for two years and must be renewed at that time. The expiration date is recorded on the USA Swimming membership registration and the official's LSC Certification Card, either of which can be printed by the official using the Officials Tracking System (OTS). The BGC must be renewed within thirty (30) days of expiration in order to avoid having to initiate a new BGC process.
3. Middle Atlantic Swimming (MAS) will reimburse Middle Atlantic certified officials the cost to obtain and maintain the BGC with the USA Swimming vendor. A check for the initial BGC will be issued when an official becomes initially certified. Upon subsequent renewals, the official should send a copy of their electronic renewal receipt from the vendor to the MA Officials Chair. A form for this reimbursement is available on the MA Officials website.
4. Non-athlete members do not need to notify MAS (or the MA Officials Committee) when they complete (or renew) the BGC process. Results of the BGC are reported directly to USA Swimming and are recorded and noted in the SWIMS Registration and OTS databases.
5. Apprentice officials that do not complete the certification process for Officials are not eligible for reimbursement of the cost of the BGC.

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Section 5

5.0 Meets - Sanctioned, Approved, Observed

There are three categories of meets recognized by USA Swimming – Sanctioned, Approved and Observed. The requirements and conditions associated with each meet type are stated in Article 202 of the USA Swimming Rulebook. MAS is authorized by USA Swimming to issue the sanction or approval for all such swimming competitions and related events involving competitive swimming within the geographical boundaries of MAS (see Article 202.1), except when national swimming competitions as defined by the USA Swimming Program Operations Division may be held within MAS. The process for obtaining approval from MAS for each meet type, and for reporting times from each meet for the SWIMS database, is included in this Section.

1.1 Sanctioned Meets

5.1.1 Definition

Sanctioned meets require that all competing swimmers be Athlete members of USA Swimming. In addition, key meet personnel such as Meet and Safety Directors, and all Coaches and Officials, must be non-athlete members of USA Swimming. As the local administrative arm of USA Swimming, Middle Atlantic Swimming (MAS) is authorized to issue the sanction for all swimming competition and benefits, exhibitions, clinics and entertainment involving competitive swimming within its geographical boundaries. Sanctioned meets must be conducted under current USA Swimming rules and regulations.

5.1.2 Requirements and Conditions

1. The requirements and conditions for Sanctioned meets are listed in Article 202.4 and 202.5 of the USA Swimming Rulebook. All provisions of these sections must be followed by the hosting organization.
2. An application for a meet sanction must be submitted to MAS according to procedures established by MAS, and must be accompanied by the appropriate fee as stated in the Meet Application Table on the MAS website.
3. The Meet Announcement for all sanctioned meets must be submitted and approved by MAS before such information may be published; MAS will post the meet announcement on the MAS website for all open-competition, sanctioned meets.
4. The meet announcement, entry forms and meet programs must contain the statement “Held under the sanction of USA Swimming / Middle Atlantic Swimming.” The meet announcement must contain the items noted in Section 202.4.9 of the USA Swimming Rulebook.
5. MAS requires that the following information regarding finances be submitted by every organization receiving a sanction:
 - a. within 45 days after the event, a financial statement setting forth all receipts and disbursements in connection with the sanctioned event;
 - b. MAS also retains the right to require the organization to furnish, within 15 days after written request, all receipts and vouchers relating to the sanctioned event, whenever necessary.No sanction to hold an event of any kind shall thereafter be issued to an organization that has failed or refused to file with MAS any statement or affidavit required under any subdivision of this section, until the statement or affidavit is filed, or until such time as the LSC may otherwise determine.
6. Conduct of the sanctioned event shall conform in every respect to all technical and administrative rules of USA Swimming.

5.1.3 Bid Process

1. The MAS Technical Planning committee is charged to issue by February 1 of each year a schedule of proposed meets for the upcoming season beginning September 1; this schedule is to be reviewed and approved by the Board of Directors no later than the March meeting.
2. The proposed schedule shall list the types and number of meets (A/BB/C, distance, IMX, mini, etc.) by month for the upcoming Short Course (SC – September thru April) and Long Course (LC – May

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- thru August) seasons. The proposed schedule shall include recommended dates for the **MAS Champs** meets as agreed with the Senior and Age Group committees (see Section 6.1.1 below for a list of the ‘**MAS Champs**’ meets). As determined by the Age Group Chair, more than one meet location/host may be designated for the Silver and/or Bronze Championship meets. Those **MAS Champs** meet dates are generally not available for clubs to host other meets. The dates for USA Swimming National meets, Eastern Zone (EZ) Sectional and Age Group meets, and relevant state high school championships will be provided for informational purposes only, when available.
3. Following approval by the Board, the proposed schedule shall be published – i.e., posted on the MAS website and sent to MAS clubs that have previously hosted meets.
 4. Clubs wanting to bid for meets, including the **MAS Champs** meets, should submit a Meet Host Application form to the MAS Director of Competition by April 1. The bid packet should include:
 - a. Meet Host Application form – this is a summary of each meet a club wishes to host. There is no limit to the number of meets a club may bid; creativity is encouraged and quality competition is the emphasis. Each club is expected to be able to staff each meet they wish to host. Keep in mind the limitations of the facility, the hosting club’s staffing capabilities and all safety issues. The application form is available on the MAS website under ‘MA Forms.’
 - b. Facility usage request form – this confirms that the club has communicated with the facility in which the meet will be held and that the facility is aware of the proposed meet dates and times.
 - c. State Code Compliance agreement – MAS encompasses three states with different sets of state requirements which must be followed when hosting a meet. This form affirms that the host club will follow the laws of the state in which the meet(s) will be held. Pay particular attention to the state requirement in regard to lifeguards on duty at a meet.
 - d. If any meet does not conform to the guidelines on the approved schedule, a meet format must be submitted with the bid for review by the Director of Competition and approval by the Technical Planning committee.
 - e. If a Club wants to bid on a **MAS Champs** meet but cannot hold the meet on the designated dates for that meet (e.g., due to facility un-availability or other similar reason), the Club should promptly contact the MAS Director of Competition to discuss possible alternate dates.
 5. Teams that want to host closed invitational, dual, intra-squad, “Q” meets or any other special meet should include those meets in their application so that all bidders are aware of the complete potential meet schedule for each weekend.
 6. Any A/BB/C meet, BB/C, sub JO or Senior meet may use either a Timed Final or a Prelims/Final format, or combination thereof. Unless these meets have “faster than” qualifying standards, only swimmers who are nine (9) years or older may participate in those meets. Mini-meets are intended for swimmers who are eight (8) years or younger. Developmental meets may be designed to include both eight and under swimmers and ‘less than A-level’ 9-10 year old swimmers; additional safety related requirements (e.g., warm-up schedule) may apply for such meets.
 7. Each meet application must include a Meet Director and Safety Director certified by MAS. Each meet must also designate a Meet Referee or Officials Coordinator who will be responsible that the required number of officials are present for each meet session.
 8. The MAS Director of Competition, in conjunction with the Technical Planning Chair, will review the bids and assist with any re-arrangements that might be appropriate. A ‘bidders/meet host’ meeting for all potential meet hosts to discuss the schedule will generally be held the weekend of the MAS House of Delegates meeting in April. If multiple bids are received for any **MA Champs** meet, the respective Senior/Age Group committee shall determine which bid, if any, is to be accepted. In the event that acceptable bids are not submitted for any of the **MAS Champs** meets, MAS retains the option to serve as the Host organization for those meets. The intent is to have the final schedule approved by the HOD at the annual April meeting.

5.1.4 Application Procedure

1. For meets approved by the MAS House of Delegates and placed on the MAS schedule, a Sanction application shall be submitted to the Director of Competition along with an electronic copy of the proposed meet announcement; said meet announcement must include the complete format of planned events and sessions. Applications for short course (SC) season meets (i.e., September thru April) are due no later than August 1 preceding the SC season. Applications for long course (LC)

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season meets (May thru August) are due no later than January 15 preceding the LC season. The Sanction application form is available on the MAS website under **MA Forms**.

2. The complete application should include:
 - a. Sanction application form
 - b. Sanction fee
 - c. Electronic copy of the proposed meet announcement
 - d. Team Manager (TM) events file (for posting on the MA website)
 - e. Emergency Action Plan for meet facility and any other emergency/related issue that may affect the meet (e.g., weather, mechanical pool problem, etc.)
3. Incomplete or incorrect applications will be returned to the applicant and no sanction will be issued until all omissions or errors are corrected. Once an application is complete, a sanction number will be issued. (Note: a BackUp copy of the Meet Manager file may be submitted with the sanction application, but is not necessary and will not be reviewed by the Director of Competition nor relieve the meet host of the responsibility for an accurate meet format. It is the responsibility of the meet host to insure that the MM file agrees with information in the meet announcement.)
4. The Director of Competition will notify any applicant promptly if a request for Sanction is being denied. The reason for any denial will be clearly stated in the denial notification.
5. Any significant changes to a previously sanctioned meet (format, dates, etc.) will generally require a new sanction application and fee. Requests for changes should be sent to the Director of Competition using the form provided on the Middle Atlantic website. Failure to notify the Director of Competition of such changes could result in fines or penalties, including the denial or suspension of future meet sanctions.
6. Failure to comply with the meet format or other provisions as stated in the Meet Announcement could result in fines or penalties, including the denial or suspension of future meet sanctions.

5.1.5 Denied Sanction Appeal Process

1. Any applicant whose sanction application has been denied by the Director of Competition shall have the right to appeal the denial to the Eastern Zone Sanction Appeal Panel (as provided in Article 202.3 of the USA Swimming Rulebook.) Procedures for the filing and conduct of such appeals shall be established by the Eastern Zone – and can be found at:
<http://www.easternzoneswimming.org/misc/Sanction%20Appeal%20Process%20Handbook-Final%201-12-15.pdf> .

5.1.6 Additions to the Meet Schedule

1. A Club wishing to add a meet to the schedule after the schedule has been approved must complete the 'Request to Add a Meet' form (found on the MAS website under the Meet Director tab) and submit it to the Technical Planning chair and the Director of Competition. If approved, the Sanction application and appropriate fee should be submitted to the Director of Competition.
2. The application fee for meets added after the schedule has been approved shall be double the fee listed in the Meet Application Table (on the MAS website.)
3. Except in unusual circumstances agreed by the Technical Planning Chair and the Director of Competition, applications for all meets must be submitted at least sixty (60) days in advance of the meet.

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5.1.7 Times

Times achieved at a Sanctioned Meet are considered official times for all purposes, and will be entered into the SWIMS database by the MAS Times Coordinator.

5.2 Approved Meets

5.2.1 Definition

An Approved Meet is a competition conducted in accordance with USA Swimming technical rules, but where all athletes need not be members of USA Swimming - such as a closed competition (e.g., YMCA District Meet), a club-hosted Invitational meet, or other similar meets. The host organization does not have to be a member of USA/Middle Atlantic Swimming.

Subject to review and approval by the MAS Director of Competition, MAS will recognize certain types of meets as follows:

- (a) Championship meets – a league or season-ending culminating meet (e.g., a YMCA League Championship or District meet);
- (b) Invitational meets – a multi-session meet having five (5) or more teams and at least 200 swimmers;
- (c) Multi-team meets – a competition with four (4) or more participating teams and at least 150 swimmers.

5.2.2 Requirements and Conditions

1. The requirements for an Approved competition are stated in Article 202.6 of the USA Swimming Rulebook. All provisions of this section must be followed by the hosting organization.
2. A MAS Approved Meet application must be submitted along with the Application Fee to the MAS Director of Competition no later than sixty (60) days prior to the first day of competition; applications received less than 60 days prior to the meet will be considered only after payment of the additional fee according to section 5.2.3 below. Applications will not be accepted less than thirty (30) days prior to the meet. The Application must be accompanied by complete meet and event information and a statement of the nature and value of prizes to be awarded. The application form is on the MAS website under 'MA Forms.'
3. Other than for YMCA sponsored meets, the application must include the names of the USA Swimming certified officials that will be present at the meet to observe and certify that the competition was in conformance with specified USA Swimming technical rules; at least two (2) certified officials must be present at each meet session (see Article 202.6.8). YMCA sponsored meets must be sufficiently staffed by YMCA certified officials and affirmed on the application.
4. The meet host must send an electronic backup of the meet database to the MAS office seven (7) days prior to the start of the competition. The meet database should include ID numbers for ONLY those athletes who are registered Athlete members of USA Swimming. The resulting meet recon will be returned to the meet host with information regarding the registration status of those athletes with ID numbers in the meet database. The meet host should remove ID numbers from unregistered athletes and correct any other ID issues that are noted on the recon.
5. An electronic copy of the complete meet results should be submitted to the MAS office within seven (7) days following completion of the Meet.

5.2.3 Fees

1. A non-refundable Application Fee must accompany the application. Fees are listed in the Meet Application Table on the MAS website. An additional \$50 fee is required for applications received

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less than sixty (60) days and more than thirty (30) days prior to the meet. Applications may not be considered if received less than thirty (30) days prior to the meet.

2. In addition, the host organization must pay a 'splash fee' to Middle Atlantic Swimming of \$ 0.50 per swim; this 'splash fee' is based on the total meet entries (except for relays), including non-USA Swimming members; the 'splash fee' is due seven (7) days after completion of the meet; failure to pay the 'splash fee' may result in times from the meet not being recorded in the SWIMS database.

5.2.4 Times

1. Times achieved by USA Swimming registered athletes will be entered into the SWIMS database following procedures established by the MAS Times Coordinator. It is the responsibility of the meet host to provide correct USA Swimming registration IDs for each USA Swimming member athlete.
2. The times achieved by member athletes at an Approved meet may be used for entry to any USA Swimming competition, or for any other purpose which requires an official time. This includes consideration for National Top 10, Middle Atlantic Top 10, Middle Atlantic records, and Middle Atlantic Zone Team (subject to MA Zone Team regulations.)
3. Un-registered swimmers whose times from an Approved meet qualify for entry into a Middle Atlantic (Senior or JO) or Eastern Zone (Age-Group or Sectional) Championship meet may request, on a one-time basis per athlete, that those times be entered into the SWIMS database upon completion of their USA Swimming athlete registration; such request shall be made by the athlete or their coach to the MAS Times Coordinator.

5.3 Observed Meets

5.3.1 Definition

An Observed Meet is a meet held under rules other than those of USA Swimming (e.g., NCAA or NFHS), but from which certain times may be used for entry into any USA Swimming competition. USA Swimming or YMCA certified officials must observe certain individual swims and provide verification that the swimmer has complied with current USA Swimming technical rules. Meets other than a season-culminating championship meet must be specifically approved by USA Swimming. MAS will not consider applications for Age-Group format meets.

5.3.2 Requirements

1. The requirements for an Observed competition are stated in Article 202.7 of the USA Swimming Rulebook. All provisions of this section must be followed by the hosting organization.
2. An application to have a Meet recognized as an Observed Meet must be submitted to the MAS Director of Competition at least thirty (30) days prior to the first day of the Meet. The application form is available on the MAS website under 'MA Forms'. There is no application fee for an Observed meet.
3. Each application must include the name of the individual who will be responsible for identifying those swimmers (or swims) that are to be uploaded into the SWIMS database, and for providing correct USA Swimming registration information (i.e., IDs) for those swimmers (see paragraph 6 below).
4. All swimmers requesting their time(s) to be recorded in SWIMS must be either a current athlete member of USA Swimming at the time of the meet, or a former athlete member of USA Swimming.
5. The Observed meet application must include the names of at least two (2) USA Swimming or YMCA certified officials that will be present at all meet sessions to observe the competition and verify that the requested swims were conducted according to USA Swimming technical rules. (Note: it recommended that the officials observe all swims at the meet and note any swims that are NOT in compliance with the rules; this will make it possible for relevant swims to be recorded in SWIMS if a request should occur subsequent to the meet.)

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6. For high school and other non-NCAA meets, an electronic copy of the meet results database should be sent to the MA Times Coordinator (at the MAS Office); the database should include the USA Swimming ID numbers for ONLY those athletes who wish to have times recorded in SWIMS. The meet host should remove USA Swimming ID numbers from any other athletes in the meet database.
7. NCAA (college) meets (i.e., college championship or other invitations meets) should follow the above application procedures to obtain Observed status, as appropriate. The Meet results should be submitted to NCAA@usaswimming.org at the conclusion of the meet.

5.3.3 Times

1. Times achieved by USA Swimming registered athlete in accordance with USA Swimming technical rules will be entered into the SWIMS database following procedures established by the MA Times Coordinator.
2. Times achieved at an Observed meet may be used for entry into any USA Swimming competition, or for any other purpose which requires an official time. This includes consideration for National Top 10, Middle Atlantic Top 10, Middle Atlantic records, and Middle Atlantic Zone Team (subject to MA Zone Team regulations.)

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6.0 Meet Administration – Sanctioned Meets

6.1 Championship Meets (MAS Champs)

Middle Atlantic Swimming (MAS) meets designated as ‘**MAS Champs**’ meets include: the MAS SC and LC Senior Championships, the MAS SC and LC Junior Olympics Championships, the MAS SC and LC Silver Championships and the MAS SC Bronze Championships. Additional provisions relevant to these meets, including responsibilities of MAS, are covered in sections 6.1.1 and 6.1.2 and/or will be included in a ‘Meet Agreement’ which is to be signed by both MAS and the Host organization.

At the discretion of the MAS Age Group Chair, the Middle Atlantic Winter Classic, when held, may also be designated as a MAS Champs meet. When so designated, the conduct and responsibilities for the meet shall be similar to those stated herein for a Silver/Bronze championship meet.

6.1.1 MAS Champs Meets - Senior

1. The MAS Senior Committee retains ultimate responsibility for the SC and LC Senior Championship meets. The Senior Committee shall have final approval of the meet host(s) and retains responsibility for designating the meet format (e.g., number of days, etc) for these meets. The meets shall be a Prelims/Finals format. The qualifying Time Standards for each meet shall be established by the Senior and the Technical Planning Committees and shall be published on the MAS website no later than November 1 (SC) and May 1 (LC).
2. The respective host Club will be responsible for all financial and other aspects of the meet, including the Sanction request, the facility arrangements, the entry process and the reporting of the results. The host Club shall pay the designated ‘splash fee’ to MAS.
3. The host Club will be responsible for designating the Meet Director and Safety Director for each meet, subject to approval by the Senior Chair and the Director of Competition. The Officials Chair will designate the Meet Referee and the Admin Referee for each meet; MAS will cover the room (and possibly the travel) expenses for the Meet Referee and the Admin Referee, when appropriate. The Officials Chair shall have the option to designate either meet as an Officials Qualifying Meet (OQM).
4. The Meet Announcement shall be subject to review and approval by the MAS Senior Chair and the Director of Competition. The Meet Announcement shall be posted on the MAS website no later than three (3) months prior to the first day of the meet.
5. An electronic entry process shall be used for all Senior Championship meets. The use of the USA Swimming Online Meet Entry (OME) process is highly recommended.

6.1.2 MAS Champs Meets – Age Group

1. The MAS Age Group committee retains responsibility for the SC and LC Junior Olympics (JO) Championships, the SC and LC Silver Championships and the SC Bronze Championships. The Age Group Chair shall have final approval of the meet host and the meet format for each meet (e.g., number of meet days, whether the meet is Prelims/Finals or Timed finals, etc.).
2. The host Club will be responsible for designating the Meet Director and Safety Director for each meet, subject to approval of the Age Group Chair and the Director of Competition.
3. The qualifying Time Standards for the meets shall be established by the Age Group and the Technical Planning Committees so as to be consistent with the standards for the other **MAS Champs** meets. Time Standards shall be published on the MAS website no later than November 1 (SC) and May 1 (LC).

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4. The meet announcement shall be prepared by the meet host, and is subject to review and approval by the MAS Age Group Chair and/or the Director of Competition. The meet announcement shall be posted on the MAS website no later than three (3) months prior to the first day of the meet.
5. The host Club shall be responsible for all financial aspects and all other aspects of the meet, including the Sanction request, the facility arrangements, the entry process and the reporting of the results. The host Club shall pay the designated 'splash fee' to MAS..
6. The Meet Referee and Admin Referee for the Junior Olympics meets shall be designated by the Officials Chair. The Officials Chair retains the option to designate the Meet Referee and/or an Admin Referee for the other meets, as appropriate. MAS will cover the room expenses for the Meet Referee and the Admin Referee, when appropriate. The Officials Chair shall have the option to designate either of the JO meets an Officials Qualifying Meet (OQM).

6.1.3 Other Meets

MAS Clubs are encouraged to host other sanctioned meets according to the regulations and procedures described in Section 5.1 of this Policy Manual. All times achieved and recorded at Sanctioned meets will be entered into the SWIMS database. All swimmers participating in a sanctioned meet must be Athlete members of USA Swimming; in addition, certain workers associated with the conduct of such meets must be non-athlete members of USA Swimming and have met all of the requirements thereof.

6.2 Meet and Safety Directors

6.2.1 General

1. All sanctioned meets hosted by MAS or a MAS Club must have a Meet Director and Safety Director that is certified by MAS. The names of the certified Meet Director and Safety Director must be included on the Sanction Application in order for the application to be considered. (Sanction applications from non-MAS clubs must include a Meet Director and Safety Director, but they do not have to be certified by MAS.)
2. All Meet Directors and Safety Directors must be non-athlete members of USA Swimming and complete all membership requirements thereof.
3. The certification program for Meet Director and Safety Director shall be a responsibility of the MAS Director of Competition. The Director of Competition will maintain a list of the certified Meet Directors and Safety Directors which shall be posted on the MAS website.
4. Note: It is recommended that the elected position of MAS Safety Chair shall be a MAS certified Safety Director. The Safety Chair shall serve as the Safety Director for MAS hosted meets, when certified, as one of his/her responsibilities.

6.2.2 Meet Director

1. The requirements for certification as a Meet Director (MD) are included in the Meet Director handbook; a copy of the handbook is located under the Admin tab on the MAS website. MD certifications are for two (2) years from the date of certification, and must be renewed.
2. The MD certification program is managed by the MAS Director of Competition.
3. All MAS Meet Directors must also attend a clinic for Admin Officials and be certified as an Admin Official.
4. All re-certifications are subject to review by the Operations Vice-Chair. If a MD does not complete all the re-certification requirements, then they must begin again with the initial certification requirements.

6.2.3 Safety Director

1. Initial certification as a Safety Director (SD) requires -

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- a. Participation with a certified SD at three (3) meet sessions at no less than two (2) sanctioned MA meets;
 - b. Successful completion of the MA Safety Director test, administered by the Safety Chair.
2. Certifications shall be for two years from the date of certification. Re-certification requires -
 - a. Participation as a Safety Director at no less than three (3) sanctioned MAS club-hosted meets;
 - b. Completion of the MD Safety Director test.
 3. The Safety Committee Chair shall review and approve all requests for Safety Director certification and re-certification.
 4. The responsibilities of the Safety Director prior to, during and following a meet are listed in the Safety Director Handbook which is posted on the Middle Atlantic website.

6.3 Meet Entry process

6.3.1 Acceptance and Seeding of Entries

1. Prior to deadline
Any entry which was submitted properly and prior to the Meet Entry dead-line, but which was left out of the Meet Program must be considered to be an Official Entry to the meet. The Referee should take whatever action is necessary to include those swimmers in the proper events at the meet. If appropriate, the event should be re-seeded. Alternatively, the swimmer may be willing to swim in any “open” lane, including an open lane in the first heat.
2. After the deadline
Entries which are received after the Meet Entry deadline may be accepted by the meet director at their discretion when unusual or extenuating circumstances exist. In general, “late entries” should not be accepted more than one or two days after the deadline, and only when such entries can be accepted and entered into the meet before the final meet program has been printed. When accepted in this way, such entries are Official and swimmers are eligible for all awards.

6.3.2 Guideline - Entry date for non-MA teams

1. FOR LC MEETS ONLY, an Early Entry Date of no less than seven (7) or more than fourteen (14) days prior to the Final Entry Deadline shall be specified and included in the Meet Announcement. Only entries from MAS Clubs may be accepted prior to and including the Early Entry Date; entries from Out-of-LSC Teams (i.e., not MAS Clubs) may not be accepted until after the Early Entry Deadline.
2. Dates for approval and distribution of the Meet Announcement for LC Meets shall be based on the Early Entry Date.
3. Any Club hosting a LC Meet, may elect to hold a Closed Meet – i.e., a Meet limited to MA Clubs.
4. The Senior or Age-Group Committee shall recommend whether a **MA Champs** Meet will be Open or Closed, subject to approval by the MA House of Delegates or Board of Directors.

(approved June, 2001)

6.4 Meet Reconciliation

The Meet Director is responsible for assuring that all athletes entered in a sanctioned meet are current members of USA Swimming.

Ten business days prior to a meet, a copy of the meet entries (usually via a BackUp of the MM program) must be sent to the MA Registration Coordinator to confirm that all athletes entered in the meet are properly registered. Any registration errors must be corrected prior to the meet, including the

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registration of athletes before or at the meet following procedures established by MA. (Additional information regarding these procedures is included in the MA Meet Directors Manual.)

6.5 Financial

6.5.1 Fees

- Sanction application fees are discussed in Section 5.1 herein.
- The maximum Entry Fees for any meet hosted by MAS or a MAS Club are as follows, unless an exception has been approved by the MA Board.

(effective Sept, 2014)

ENTRY FEES			
Type of meet	Level	Individual	Relay
Mini	Sanctioned	\$5.00	\$10.00
Club-hosted Short Course meet	Sanctioned	\$5.00	\$10.00
Club-hosted Long Course meets	Sanctioned	\$6.00	\$10.00
JOs or Elite	Sanctioned	\$6.00	\$10.00
Senior LSC Championships	Sanctioned	\$6.00	\$10.00
Time Trials	Sanctioned	\$10.00	\$20.00
Time Trials – at Senior Champs	Sanctioned	\$15.00	\$20.00
Deck entries	Sanctioned	Not to exceed twice the individual entry fee	Not to exceed twice the relay fee

(approved Sept, 2014)

- Clubs have the option to charge a \$15 per swimmer fee for entries submitted on a paper entry form, or up to an additional \$25 per swimmer when entries for more than five swimmers from an entering club are submitted via paper entry. These fees are at the option of the hosting Club, and are intended to encourage the use of electronic entries.
- The USA Swimming Online Meet Entry (OME) process may be used for entry to Club hosted meets, as determined by the host Club.
- Clubs hosting a long course (LC) meet may charge an additional surcharge per swimmer, not to exceed \$5 per swimmer unless approved by the MAS Board. Requests for a greater surcharge must be approved prior to submission of the meet sanction application. There is no rebate to MAS based on this surcharge, unless decided otherwise by the MAS Board.
- Rebate Fees (or Splash fees) are to be paid to MAS by the hosting Club for all Sanctioned and Approved meets, as follows: (Unless indicated otherwise, the Rebate Fee is 20% of the Entry Fee.)

REBATE FEES			
Type of meet	Level	Individual	Relay
Mini	Sanctioned	\$1.00	\$2.00
Club-hosted Short Course meets	Sanctioned	\$1.00	\$2.00
Club-hosted Long Course meets	Sanctioned	\$1.20	\$2.00

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Club hosted Senior meets	Sanctioned	\$1.20	\$2.00
Intra-squad meets *	Sanctioned		
Closed invitational **	Sanctioned	20% of entry fee or \$1.00 per splash	20% of entry fee or \$2.00 per splash
Dual meets **	Sanctioned	20% of entry fee or \$1.00 per splash	20% of entry fee or \$2.00 per splash
All other club-hosted meets **	Sanctioned	20% of entry fee or \$1.00 per splash	20% of entry fee or \$2.00 per splash
Time Trials	Sanctioned	\$5.00	\$10.00
Deck entries	Sanctioned	20% of entry fee	20% of entry fee
Open Water	Sanctioned	\$1.00	N/A
Any Approved meet ***	Approved	\$0.50	\$0.00

* For Intra-squad meets, no Rebate Fee will be due if there is no fee associated with participation in the meet. Information relating to entry or participation fees must be included with the Sanction application for such meets.

** For Dual meet, Closed Invitational meets or other Club-hosted meets, the Rebate Fee is 20% of the entry fee, or \$1.00 per splash (\$2.00 per relay) if there is no entry fee.

*** For Approved meets, a \$.50 per splash is due for all (individual) entries in the meet, including non-USA Swimming member participants; there is no fee due for Relays.

(approved Sept, 2014)

6.6 Reports

The following reports are due at the completion of every Sanctioned meet:

- Meet Results – E-mail a full meet backup to the MAS Office within two (2) days of the conclusion of the meet.
- Rebate check – to be mailed within seven (7) days of the end of the meet. Enclose a team summary report showing number of athletes, splashes and relays.
- Officials report – the Meet Referee (or an appointed designee) is required to list the officials that worked at the meet and their assignments in the USA Swimming Online Tracking System (OTS.) Contact Bert Hewitt (WEHewitt@gmail.com) if the Referee or designate does not have access to the meet in the OTS.
- Safety Report – Submit this report electronically to the MAS Office within 14 days of the conclusion of the meet.
- Meet Activity Report – Submit to the MAS Office electronically within 45 days of the conclusion of the meet.
- Meet Financial Report – Submit to the MAS Office electronically within 45 days of the conclusion of the meet.
- Reports of Occurrence are to be submitted electronically online to USA Swimming and to Risk Management using the links provided. Upon receipt of confirmation from USA Swimming via e-mail, forward that confirmation via e-mail to the MAS Safety Chair at Safety@maswim.org

6.7 Penalties

1. Meet Hosts are required to comply with the provisions of Articles 202.4 and 202.5 of the USA Swimming Rulebook, as well as any additional MAS requirements. As such, penalties will be imposed on all meet hosts that violate one of more of these requirements. All future meets will be suspended and future meet sanctions may be withdrawn if any fines are not paid promptly.

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2. A Host Club may be fined for allowing an un-registered swimmer to compete in a Sanctioned meet. The fine shall be as follows:
 - a. First violation - \$100 per swim for any un-registered athlete.
 - b. Second violation - \$150 per swim for any un-registered athlete.
 - c. Third (and subsequent) violation - \$300 per swim for any un-registered athlete.

VIOLATION	PENALTY
Late submission of sanction application	Up to \$5 per day late
Late submission of meet announcement	\$25
Failure to make required corrections to meet information	Loss of sanction
Late submission of meet BackUp for recon	\$50 per day late
Late payment of “splash” fees	\$10 per day late
Failure to submit appropriate reports by deadline	\$10 per report per week
Blatant or repeated failure to follow meets rules and regulations established by USA Swimming and/or MAS	Loss of all future meets opportunities

6.5 Awards

The award structure designated below is intended to be a guideline for various types of meets.

Mini Meets

- Large Ribbons (rosettes) for top three places.
- Standard ribbons to 16th place.
- Heat winner ribbons (optional)**BB, C Meets**
- Ribbons to 6th or 8th place (based on number of lanes in the pool).

A, BB/C

- “A” entry times: Medals to top 3 places with ribbons to 6th or 8th place (based on the number of lanes in the pool.)
- “BB” entry times: Large rosettes to top three with ribbons to 6th or 8th place (based on the number of lanes in the pool.)
- “C” entry times: Ribbons to 6th or 8th place (based on the number of lanes in the pool.)

A Meets

Medals for top 3 places with ribbons to 6th or 8th place (based on the number of lanes in the pool)

Special A Meets (JO’s, MIDS, Etc.)

Medals to 9th place

Silver & Bronze Championships

- A & B entry times: Medals to 3rd, ribbons to 8th.
- C entry times: Ribbons through 8th place.

Senior Meets

- Medals 1st to 3rd.
- Three girls and three boys high point awards
- Team High Point (combined)

6.6 Time Trials

1. Time Trials require a separate sanction, even when held in conjunction with a scheduled meet. Sanctioning requirements are the same as for any other meet.
2. Time Trials must be officiated by at least one Referee and one Starter, both of whom must be certified officials.

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3. Swimmers must be registered with USA Swimming on the day of the Time Trials.
4. If the Time Trials are held in conjunction with another sanctioned meet, swimmers do not need to meet the general entry criteria of the meet unless required by the Meet Announcement. Entries for time trials shall be accepted if time permits, at the discretion of the Meet Director and/or Meet Referee.
5. Although anyone may swim a Time Trial, they are generally intended for swimmers trying to improve their times toward qualifying for a later meet.
6. A swimmer may swim one Time Trial per day in an event. Time Trials count in the total allowable events to be swum in one day. (Maximum five for timed finals meets, and three for prelims/finals meets.)
7. Time Trials information must be included in the meet or Time Trials announcement.
8. Time Trials should be conducted at a time that does not interfere with a scheduled meet session.
9. Time Trials results must be provided in publication order, or in session order related to the session order in the accompanying meet. When held in conjunction with another sanctioned meet, the Time Trials results must be separate, with the sanction number listed.
10. Time Trials fees and rebates are established by the MA Board. Current amounts are as follows:

	<u>Ind Event</u>	<u>Relay</u>
Entry fee	\$ 10.00	\$ 20.00
MA Senior Champ meets	15.00	20.00
Rebate to MA	5.00	10.00

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7.0 Travel Fund Assistance Policy (rev Oct, 2016)

SUMMARY: *The Middle Atlantic Travel Assistance Policy provides support to any registered MAS swimmer that has achieved a specified Time Standard and who attends one of the MAS designated meets during each of the Winter, Spring and/or Summer seasons. The applicable Time Standards and the meets approved for Travel support will be published on the MAS website by November 1 of each year. Eligibility requirements include registration and representation standards. College swimmers are not eligible for support during the college school year and must declare if they receive additional support.*

7.1 Athlete Travel Assistance (Pool swimmers)

7.1.1 General

1. Middle Atlantic Swimming (MAS) will provide **Travel Assistance** to athletes participating in USA Swimming (USA-S) championship level meets, including Olympic and/or World Championship Trials (“Trials”), USA-S National Championships (“Nationals”), USA-S Junior National Championships (“Juniors”), the Eastern Zone (EZ) senior meets (“Sectionals”), and other comparable meets – such as the NCSA Junior National SC Championships (“NCSA Jrs”) and the NASA Junior National Championships (“NASA Jrs”) - which are designated by the Travel Fund Committee (TFC) and approved by the MAS Board of Directors (the “**MEETS**”).

“Nationals” shall be understood to include the USA-S (LC) National Championships, the USA-S Winter Championships (LC or SC), and any other senior USA Swimming National Championships or the US Open, when such meets are held. “Juniors” shall be understood to include the (LC and/or SC) USA-S Junior National Championships and Winter Junior National Championships, and the USA-S Futures Championships. “Sectionals” shall be understood to include the EZ Speedo Champions Series Meets (SC and/or LC) and the EZ Long Course Senior Zone Championships. A “Trials” meets may either be held separately or in conjunction with a National Championship (“Nationals”) meet.

MAS may also provide support for swimmers that attend the Eastern Zone SC (All Star) and LC Age Group Championship meets (*as described in another section of this Policy Manual.*). Funding is also generally available for participants at designated USA-S and International Open Water and Adapted competitions, as approved by the MAS Board.

2. To receive **Travel Assistance** for a **MEET**, a swimmer must qualify for and participate in at least one Individual Event at the **MEET**. Participation only in a Bonus event at the **MEET** shall NOT satisfy this participation requirement. Swimmers who are disqualified from an event for either a stroke/turn violation or a false start may count that event for participation. Swimmers who take a Declared False Start, or are disqualified for failure to swim a deck-seeded event after they have checked in, or who fail to swim at Finals in an event for which they have qualified, except when such non-participation is for a medical or other reason that has been excused by the Meet Referee, may not count that event (i.e., a swimmer may not scratch from Finals in an event for which they have qualified and count that event toward participation.) Swimmers who are disqualified for unsportsmanlike conduct or because of a violation of a safety rule will receive **Travel Assistance** only after review and approval by the MAS Board of Directors (the “Board”).
3. The **Travel Assistance** program is managed by the **MAS Travel Fund Committee (“TFC”)**, which shall be appointed annually as provided in Article 607.3.17 of the MAS ByLaws. The responsibilities of the **TFC** are defined in Article 607.4.11 of the MAS ByLaws.
4. For **Travel Assistance** purposes, the ‘year’ shall be the same as the MAS fiscal year – i.e., from September 1 through the following August 31. Specific **MEETS** for which **Travel Assistance** is provided will be designated annually by the **TFC** and shall be posted on the MAS website no later than November 1. Meets will be designated for the Winter (generally September – December), Spring (generally January – April) and Summer (generally May – August) seasons with the understanding that meets approved for the Winter

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season shall be limited to the USA-S Winter National Championships and the USA-S Winter Junior Championships. **Travel Assistance** support for additional meets during the Spring season when there is no 'National' level meet during that season will be considered by the **TFC**, with the understanding that such meets do not need to occur during January-April period. Requests for approval of additional Spring meets must be submitted to the **TFC** by February 1; if approved, the MAS Board will be notified and the meet will be posted on the website no later than February 15. **Travel Assistance** support for additional meets during the Summer season will be considered by the **TFC**, with the understanding that such meets do not need to occur during the May-August period. Requests for approval of additional Summer meets must be submitted to the **TFC** by June 1; if approved, the MAS Board will be notified and the meet will be posted on the website made no later than June 15. Requests for any additional meets, or appeals regarding meets not approved by the **TFC**, will be considered by the MAS Board only in unusual circumstances and must include a complete description of the meet and justification for why it should be supported. It is understood that all such meets must be Sanctioned and must be open to all MAS athletes that have achieved a qualifying time for the meet.

5. A swimmer will be eligible to receive **Travel Assistance** for only one **MEET** during each season, except that a swimmer that attends a 'Trials' class meet shall be eligible to receive additional **Travel Assistance** for another **MEET** during the same season.

7.1.2 Travel Assistance Support

1. The amount of **Travel Assistance** provided to swimmers is based on their level of accomplishment, and not on the **MEET** that they attend. The **TFC** will issue three levels of **Time Standards** which will generally coincide with the Qualifying Time Standards for certain USA Swimming Championship meets.
2. *(this section deleted)*
3. A swimmer who achieves or has achieved a **Level 1 Time Standard** will receive the **Level 1 Award** regardless of which **MEET** they attend during that season. A swimmer who achieves or has achieved a **Level 2 Time Standard** will receive the **Level 2 Award** regardless of which **MEET** they attend during that season. A swimmer who achieves or has achieved a **Level 3 Time Standard** will receive the **Level 3 Award** regardless of which **MEET** they attend during that season. (Note: Level 3 Awards will generally not be available during the Winter season.) A swimmer may achieve their initial or a higher **Time Standard** at the **MEET** attended during any season and is eligible to receive the **Award** based on that initial or higher **Time Standard** (see 7.1.3.3).
4. The total **Travel Assistance** budget for each year shall be included in the annual MAS Budget; the **TFC** will determine the allocation of budgeted funds to each season. A separate budget allocation shall generally be made for the Olympic Trials meet (see below for the Olympic Trials budget). The basis for granting **Awards** to eligible swimmers is described in section 7.1.5.3 (*Note: separate allocations shall be included in the MAS budget for Open Water meets, Adapted Swimmer competitions and the EZ Age Group Championship meets.*)
5. The **Award** for each level of accomplishment is

	<u>Winter/Spring</u>	<u>Summer</u>
Level 1	\$ 675	\$ 675
Level 2	525	525
Level 3	375	375

In addition, a LC Stipend in the amount of \$200 shall be awarded during the Summer season only to any swimmer that has achieved a National LC time standard as specified in section 7.1.3.2 .

6. **Travel Assistance** for **Olympic Trials (OT)** is provided by a separate allocation in the MAS Budget and shall be distributed separately from the support of other Meets. The amount of **Travel Assistance** for **OT** shall be determined by the **TFC**, and is presently \$1200. To receive **Travel Assistance** for **OT** (beginning

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in 2016), a swimmer must have achieved at least one **OT** Qualifying Time after January 1 of the calendar year prior to the **OT** meet.

7.1.3 Time Standards

1. **Time Standards** for three levels of support will be established and published by the TFC no later than October 15 of each year or as soon thereafter as the appropriate standards are issued by USA Swimming. The **Time Standards** will remain in effect for the year – i.e., from September 1 through the following August 31.
2. Unless decided otherwise by the TFC, the **Level 1 Time Standards** shall be the qualifying times for the current season USA-S SC Championships, the **Level 2 Time Standards** shall be the qualifying times for the current season USA-S SC Junior Championships, and the **Level 3 Time Standards** shall be ‘Bonus’ qualifying time for the current season USA-S SC Junior Championships. Unless decided otherwise by the TFC, the LC Stipend (see section 7.1.2.5) shall be based on the qualifying times for the summer USA-S National (LC) Championships. (Note: it is assumed that the Summer LC standards will be significantly faster than the Winter SC standards.)
3. The qualifying period for achieving a Time Standard shall be no earlier than the following dates one calendar year prior to the Meet (i.e., approximately 12-16 months prior to the Meet.):

Winter	September 1
Spring	January 1
Summer	June 1

7.1.4 Eligibility Requirements

1. Registration
 - a) To receive **Travel Assistance** for a **MEET**, a swimmer must be currently registered in MAS at the time of the funded travel.
 - b) The **Travel Assistance** provided to each swimmer shall be reduced based on the number of years that swimmer has been registered in MAS, as follows:
 - (1) First registration year in MAS – not eligible – i.e., no Award.
 - (2) Second registration year in MAS – 25% of **Award**.
 - (3) Third registration year in MAS – 50% of **Award**.
 - (4) Fourth registration year in MAS – 75% of **Award**.
 - (5) Fifth and subsequent years in MAS – 100% of **Award**.
 - c) To receive credit for a ‘registration year in MAS,’ the swimmer must be registered with MAS on December 1 of each year. Once determined, the ‘registration years in MAS’ for each swimmer will remain the same for the entire year – i.e., registration with MAS after December 1 will NOT increase the number of years toward determination of an Award.
 - d) Registration with MAS may be either through a Middle Atlantic Club or as an UN-attached athlete.
2. MAS Meet Participation
 - a) To receive **Travel Assistance**, a swimmer must have participated in at least two (2) MAS Sanctioned meets that are open to all MAS swimmers (i.e., not a closed competition) within the one-year period immediately preceding the **MEET** for which an award is requested. Participation in a MAS meet is as defined in paragraph 7.1.1.2 above. Participation in a sanctioned Time Trial, Dual, Intra-squad or other ‘closed’ meet does NOT qualify toward this MAS participation requirement.

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- b) As participation at MAS Meets by athletes receiving **Travel Assistance** is designed to present a positive role model experience to other swimmers, all applicants are expected to put forth a good faith effort in their MAS swims.

7.1.5 Application / Payment

1. All **Travel Assistance** awards will be paid to the swimmer's respective Club (i.e., as registered at the time for which support is requested). A Club representative should submit the **Request for Travel Assistance** form (available on the MAS website), a copy of the **MEET** entry form and proof of participation at the **MEET** to the MAS Office, Attn: Travel Administrator. The form should include any UN-attached swimmers associated with the Club. UN-attached swimmers with no Club association at the time of the meet should contact the MAS Office regarding their support.
2. The deadline for submission of a completed **Request for Travel Assistance** form is as follows:
 - (a) for Winter MEETS, by December 20 or fifteen (15) days following the last day of any Winter MEET, whichever is later.
 - (b) for Spring MEETS, by April 15 or fifteen (15) days following the last day of any Spring MEET, whichever is later.
 - (c) for Summer MEETS, by August 25 or fifteen (15) days following the last day of any Summer MEET, whichever is later.
 - (d) for any other MEET, fifteen (15) days following the last day of the MEET.
3. During each season, **Travel Assistance Awards** shall be first paid to all swimmers attending a **MEET** that have achieved a **Level 1 Time Standard**; and then to those swimmers attending a **MEET** that have achieved a **Level 2 Time Standard**; and then to those swimmers attending a **MEET** that have achieved a **Level 3 Time Standard**. If there are not sufficient remaining budgeted funds within any season to grant the full **Award** to all eligible swimmers at each respective Award level, then the available budgeted funds shall be equally distributed to those eligible swimmers at that Level, taking into account any reductions as noted in section 7.1.4.1b above. The LC Stipends shall be awarded during the Summer season as part of the awarding of the **Level 1 Awards**. Any remaining funds after granting the **Awards** in each season shall be added to and be available for **Awards** during the next season. (However, such un-awarded funds shall not be carried over from one year to the next – i.e., from Summer to the following Winter season.)
4. At the completion of the Summer season, the **TFC** shall meet to consider any appeals or late applications for the current year (see section 7.1.1.4), and to decide whether any remaining funds should be distributed to swimmers that did not previously receive a full **Award** payment. Late requests and appeals must be received at the MA office no later than October 1 or fifteen (15) days after the checks for Summer Travel Assistance have been mailed by the MA office, whichever is later; late requests and appeals will not be considered thereafter.
5. All **Travel Assistance** awards must be reviewed and approved by the Finance Vice-Chair before payment to any Club or individual.

7.1.6 College and post-High School swimmers

1. Swimmers shall be eligible to receive **Travel Assistance** for a period of four (4) years following graduation from High School, not counting the Summer season immediately following graduation. (If a swimmer does not graduate from HS, the year of their presumed graduation will be decided by the TFC and used for this purpose.) In certain situations (e.g., a swimmer with a remaining year of college eligibility), a swimmer may apply for an additional year of **Travel Assistance** by submitting specific justification to the **TFC**; such request must be submitted prior to any **Meet** for which support is to be requested.
2. Swimmers participating in a college program (NCAA, NJCAA, NAIA, etc) are NOT eligible to receive any **Travel Assistance** for the Winter or Spring seasons (i.e., generally September 1 through April 30). Swimmers participating in a college program may receive **Travel Assistance** during the Summer season

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if they meet the other requirements. The TFC will have sole responsibility to resolve questions regarding whether a swimmer is participating in a college program.

*Note: College athletes are reminded that it is their responsibility to insure that acceptance of MAS **Travel Assistance**, as well as any changes in their USA Swimming registration made to comply with the requirements of the MAS travel policy, does not interfere or violate any NCAA regulations or policies of their respective college which may apply.*

3. In order to receive **Travel Assistance** during the Summer season, a College swimmer must be registered with MAS and must represent Middle Atlantic at the **MEET** for which support is requested. Representation may be either with a MAS Club or as MA-UN; the MA representation may be part of a 'dual' representation when permitted by the **MEET** (e.g., Olympic Trials).
 - a. College swimmers will maintain their registration credit under 7.1.4.1 for all prior registration years with MAS. College swimmers that are not registered with MAS on December 1 (e.g., they are registered with their college team) will receive no additional registration credit for that year (see Section 7.1.4.1c). College swimmers may have their support reduced according to the provisions of 7.1.4.1b.
4. In order to remain eligible to receive the full MAS **Travel Assistance** in subsequent Summer seasons, a college swimmer must maintain their MAS registration and represent MAS in at least one sanctioned meet during each successive Summer season. For each Summer season in which a College swimmer does not meet this requirement, their **Travel Assistance** in subsequent years shall be reduced by 25% of the otherwise eligible support.
5. Swimmers participating in a college program are required to submit a **Travel Support Declaration** which acknowledges any additional financial support (i.e., other than from MAS) that the swimmer has received or will receive while attending the **Meet**; such support is understood to include any meet expenses which have been paid directly by their college program. The amount of **Travel Assistance** will be reduced by the amount of any such additional support. The **TFC** will solely determine how any directly paid expenses (e.g., airfare or hotel costs) will be allocated to the swimmer, and whether the **Travel Assistance** support for a college swimmer should be reduced accordingly. (The **Travel Support Declaration** form is available on the MAS website.)
6. Swimmers continuing to train and compete beyond the period allowed in 7.1.6.1 above may request additional consideration from the **TFC**. Any such request must include an explanation of the reason for which the swimmer is asking for such consideration. In response for such consideration, the **TFC** may require further activities by the swimmer, such as participation at MAS Senior Championship meets and/or participation at MAS clinics or workshops.
7. Swimmers age nineteen (19) or older (at the time of the Meet), including swimmers that are participating in a college program, are eligible only for Level 1 or Level 2 **Travel Assistance**. In addition, such swimmers are exempt from the MAS meet participation requirement in section 7.1.4.2 above.

Note: it is expected that college swimmers receiving Travel Assistance support from MAS are (a) training with a MAS club at the time of funding, and (b) not receiving additional funding from their college program to attend the MEET. MAS expects that college athletes not satisfying these criteria will not apply for MAS Travel Assistance.

7.1.7 Waivers / Appeals

1. In extenuating circumstances, certain eligibility or participation requirements may be waived by the **TFC** with approval by the MAS **Board**. An **Application for Waiver** should be submitted by the Club representative (or UN-attached swimmer) to the MAS office.

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2. An Appeal of any decision regarding **Travel Assistance** may be made by the Club representative (or UN-attached swimmer) to the **TFC** by submitting a letter to the MAS Office; such appeal must be submitted by October 1 following the meet in question and may be referred to the MAS Administrative Board for resolution (see 7.1.5.4 above).

7.2 Open Water Athlete Travel Assistance

7.2.1 General

MAS will provide **Travel Assistance** to swimmers attending designated Open Water (**OW**) Championship events. The funding for **OW Travel Assistance** shall be included as a separate item in the MA Budget. Unless indicated otherwise below, the criteria and requirements will be the same as stated in section 7.1.4 above for 'pool' swimmers.

1. Meets – **OW Meets** eligible for support are USA Swimming Open Water Championships – 5K and 10K; any USA Swimming Trials class OW meet, and any other comparable OW meet which is approved by the MA Board of Directors prior to said meet (the “**OW Meets**”).
2. Participation – an OW swimmer must enter and participate in the designated **OW Meet** in order to be eligible for **OW Travel Assistance**.
3. Registration – OW swimmers are subject to the same registration requirements as pool swimmers, as defined in section 7.1.4.1D above, and may have their OW Travel Assistance reduced accordingly.
4. MAS Meet participation / Time Standard – OW swimmers do not need to participate in a MAS Sanctioned meet during the qualifying period, but must satisfy the **Qualifying Time** Standard in either the 800m/1000yd or 1500m/1650yd Freestyle event for one of the meets as defined in section 7.1.3.2 .
5. The **OW qualifying time** must have been achieved on or after June 1 of the year prior to which OW Travel Assistance is requested. OW swimmers not presently competing in 'pool' competition or who have met a Time Standard prior to the qualifying period may request waiver of this requirement by the **TFC** or the **MA Board** by submitting such request to the TFC by October 1 following the Meet.
6. The **Award** amount shall be the same as the Summer award for 'pool' swimmers, based on the Time Standards from the meets in section 7.1.3.2 :

Level 1	\$ 675
Level 2	525
Level 3	375

However, any swimmer on a current USA Swimming National OW Team, or who finishes no lower than eighth (8th) place at the current National OW Championship meet (either 5K or 10K race), shall receive the **Level 1 Award** for the meet – including if the swimmer does not have a current **OW qualifying time**.

7. In any year, a swimmer that receives **OW Travel Assistance** may also receive no more than two other **Travel Assistance Awards** under 7.1 above, exclusive of support for Olympic Trials (see 7.1.2.6).

7.2.2 Deadline

The deadline for submitting the **Request for Travel Assistance** is the same as for **Summer** meets.

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7.2.3 Payment

If awards to the number of eligible athletes exceeds the budgeted amount, the available funds shall be awarded first to those athletes with a Level 1 time standard, followed by athletes with Level 2 time standard and then to athletes with a Level 3 time standard. At any level, the available funds shall be allocated equitably among those qualified (on a percentage basis, when appropriate.)

7.3 Travel Assistance - Disability or Adapted Swimmers

- A. MAS will provide **Travel Assistance** to swimmers attended designated Disability or Adapted Swimming events, including Paralympic Championship events, when approved by the MAS **Board**.
- B. The amount of support for athletes attending these meets will be determined by the MAS **Board** and will be equivalent to the support provided to other swimmers for comparable meets.

7.4 Travel Assistance – Club

SUMMARY: The MA Club Travel Assistance Program was established in 2009 to support clubs sending a coach to USA Swimming LC national championship meets during the summer. The level of support is based on and is intended to encourage club participation in the USA Swimming Club Recognition Program.

7.4.1. General

1. **Club Travel Assistance** will be provided to eligible MAS clubs that send at least one coach and one swimmer to a USA Swimming LC National Championships, an Olympic or World Championship Trials, a LC US Open, or a LC Junior National Championships held during the summer (i.e., from April 1 through August 31) of each year.
2. The Club must be registered with MAS at the time of the meet. The coach must be currently certified and registered with MAS at the time of the meet. At least one swimmer registered with the Club must represent and participate in the meet according to the conditions of 7.1.1.2 of the Athlete Travel Assistance policy.

7.4.2 Support

1. The **Club Travel Assistance** program shall be funded annually in the MAS Budget.
2. Each MA **Club** shall be eligible to receive only one **Award** during each year. The amount shall be the maximum award for which the Club is entitled for attendance at any eligible meet during the summer.
3. The amount of support available to each **Club** shall be based on the Level of achievement in the USA Swimming **Club Recognition Program** as of the first day of the meet. (The support level shall be the highest level applied for at the time of the meet, even though that level is only recognized subsequent to the meet.) If a Club has not applied for or is not recognized in the **Club Recognition Program**, they are not eligible for an award. Information regarding the **Club Recognition Program** can be found on the USA Swimming website. The amounts of the **Award** are:

Level 1	\$ 300
Level 2	400
Level 3	500
Level 4	600

Ref: <http://usaswimming.org/DesktopDefault.aspx?TabId=1618&Alias=Rainbow&Lang=en>

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- C. Applications for **Club Travel Assistance** must be submitted to the MAS Office by August 25 or fifteen (15) days after the conclusion of a meet, whichever is later. Applications are available on the MAS website and must include proof that a coach and at least one eligible swimmer attended the meet (e.g., copy of airline or hotel receipt with traveler's name included on receipt.)
- D. Late requests and appeals will be considered according to the same procedures as described for Athlete support in section 7.1.5.4 herein.

(adopted by MA Board, October, 2010)

7.5 Team Travel Policies – USA Swimming

The following policies were adopted by USA Swimming and are mandated for all LSC and member Clubs in USA Swimming. All LSC and Club travel policies must include these policies. These items are Code of Conduct stipulations in the USA Swimming Rulebook.

- a) Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.4)
- b) Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.2)
- c) 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). (305.5.1)
- d) 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. (305.5.3)

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8.0 Open Water

This section is being reviewed by the Open Water committee (June, 2015).

8.1 Mission Statement

Our mission is to support the initiatives of Middle Atlantic Swimming through training, education, promotion, facilitating, innovation and monitoring of open water swimming events which will expand and broaden open water competition and increase safety through improved safety management of open water swimming, while continuing Middle Atlantic's commitment to excellence.

8.2 Goals

1. Provide Direction and Control to the Middle Atlantic Swimming Open Water Program.
2. Encourage and support Open Water Swimming activities from international events to local events in Middle Atlantic Swimming.

8.3 Objectives of the Open Water Committee

1. Oversee all aspects of Open Water competition within the Middle Atlantic area. Provide technical advice and support to clubs running open water events.
2. Recommend approval of sanction applications for Open Water events held in the Middle Atlantic designated LSC area.
3. Conduct of the Middle Atlantic Open Water Championships, both age group and open events.
4. Recommend supplemental travel for Middle Atlantic swimmers participating in an USA Swimming National Open Water Championship Event.
5. Support the bid and assist with the meet administration for any MAS Club/Committee in hosting a USA-Swimming National Championship or international events.
6. Conduct training, orientations, clinics and seminars for open water officials and safety authorities for open water events. Recommend and manage the certification of Open Water Officials (e.g., Referee and Judge).

8.4 Administration

All rules, regulations, and policies regarding pool events apply equally to open water events unless exceptions are noted in the policy manual.

8.4.1 Application to host Middle Atlantic Open Water Event:

All member clubs wishing to host an Open Water Swimming Event must first obtain the concurrence of the Middle Atlantic Swimming Open Water Swimming Committee. See form in appendix, Application to Host A Middle Atlantic Swimming Open Water Event form in the Forms Section of the Policy Manual.

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8.4.2 Bids to host National Championship/International events.

USA Swimming and FINA rules apply. Bids must be received in time for the Open Water Committee to prepare the bid for presentation at the Annual USA Swimming convention, and no later than the first week in September the before the event.

8.4.3 Splash Fees

Because of the variance in the entry fees, from nothing to excess of \$100.00 with house of delegate concurrence, and other factors, the splash fee for all Middle Atlantic Swimming sanctioned open water events will be one dollar (\$1.00) per individual or relay swimmer.

8.4.4 Time Lines and Administrative Procedures

See sections 8.6.2 and/or 8.6.3 for timeline and administrative procedure related to the conduct of a MAS Open Water event.

8.5 Open Water Travel Funding

8.5.1 General

Middle Atlantic Swimming will provide funding to supplement travel and other basic need for eligible Middle Atlantic Swimmer's participation in certain USA Swimming Open Water National Championship events or similar events.

The funding will be approved by the MAS Open Water Swimming Committee based on their determination that the swimmer is capable of placing in the top eight places at the Championship or obtaining a position on the Open Water National Team.

The general provisions of the MAS Travel Fund regarding eligibility and financial distribution are covered in Section 7 of this Policy Manual with the additional requirements, exceptions, or restrictions noted below.

1. To be eligible for funding, a swimmer must apply for assistance at least 30 days prior to the event for which assistance is being requested.
2. The swimmer must have competed in at least one MAS Sanctioned Open Water event during the past two (2) calendar years.
3. A swimmer may receive funding for up to two (2) Open Water meet per calendar year.
4. An Open Water Swimmer may receive funding for a pool event and an open water event during the same season, but may not receive funding for more than a total of three pool and/or open water events per year.
5. A swimmer that obtains Middle Atlantic Swimming funding for participation in a pool event that is being held at the same time and locale as a USA-Swimming Open Water Championship event, may receive an additional \$75.00 if this requires staying an extra day to compete in the open water event. This assistance must be applied for and approved in advance.

8.5.2 Procedures for Funding

1. Swimmers applying for OW Travel Support should submit a Request for Travel Assistance form found on the MAS website. The deadline for submitting the application is generally fifteen (15) days following the last day of the OW meet.
2. The amount of support is consistent with the support for pool swimmers, as shown in section 7.2.1.6 herein, with the proviso that any swimmer that is on a current USA Swimming National Team or who places in the top eight (8) at a 5K or 10K National OW Championship meet shall receive the Level 1 award.

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NOTE: Failure to receive advance notification of funding by the OW committee shall in no way restrict a swimmer from entering and participating in any USA Swimming Open Water National Championship event.

8.6 Club Run Open Water Meets

8.6.1 Entry Fees

- a) Individual fee
- b) Relay* fee
Relay Team shall be the times of the first three swimmers added together to determine the first place relay team.

8.6.2 Sanction and operating procedure for Club Run Open Water Meets.

Sanctions are required for all Club Run Open Water Meets.

1. October 1, Submit requested Meet date to MA Office.
2. October 6, MA Office forwards meet requested to Chair of OWC.
3. OWC forwards approved dates to technical planning chair for incorporation in summer schedule.
4. 90 days prior to entry deadline.
 - Host club submits Sanction application, draft meet information and appropriate application fees to MA Office. This information must clearly specify if there will also be non-sanctioned events and/or Masters events conducted simultaneously with this sanctioned swim, and that the MA sanction will not apply to those classifications. The meet information for those non-sanctioned and/or Masters events be included for review to ensure that no inference of USA- Swimming or Middle Atlantic Swimming sanction can be drawn.
5. 75 days prior to entry deadline.
 - MA Office forwards meet information to Chair of OWC with confirmation that fees have been paid and whether previous meets have met all reporting requirements.
6. 60 days prior to entry deadline.
 - Chair of OWC forwards recommendation to MA Office on whether to approve sanction; if approved, names Referee and Safety Officer.
7. 45 days prior to entry deadline.
 - Host club sends meet information to all MA registered clubs and if desired, other registered clubs outside the LSC.
8. 7 days before meet.
 - Host club faxes or e-mails list of competitors to MA Office for registration verification.
9. 3 days before meet.
 - MA Office verifies registration by return fax or e-mail to host club.
10. 7 days after meet.
 - OW Officials analyzes conduct of meet, evaluates compliance with meet data; Host club submits splash fees.
11. 14 days after meet.
 - Host club submits results, official's list, safety director's report and any other required reports to MA Office.
12. 45 days after meet.
 - Hosts club submits financial report, meet activity summary to MA Office.
13. 60 days after meet.
 - OWC makes recommendation to MA Office about future sanctions.

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8.6.3 FINA/USA Swimming – Club Run Meets

1. Sanctions are required for all Club Run Open Water Meets. All applications to host FINA/US Swimming/Middle Atlantic Swimming Open Water events must comply with the following time line.
2. October 1, Submits Sanction application for requested Meet date to MA Office.
3. October 6, MA Office forwards meet requested to Chair of OWC.
4. OWC forwards approved dates to technical planning chair for incorporation in summer schedule.
5. November.
 - a. Host club submits draft meet information, draft contract, guarantee of FINA fee and purse, and appropriate application fees to MA Office. Entry information must include complete plan for alternates, including what financial support will be provided. Completed FINA application form
 - b. With satisfactory recommendation from OWC, MA office forwards information to USA-Swimming to submit bid to FINA, using provisional sanction number if required.
 - c. USA-Swimming forwards bid and guarantee of FINA fee and purse to FINA.
 - d. FINA finalizes FINA Marathon Swimming World Cup Schedule.
6. 180 Days prior to race.
 - Regardless of whether or not event is selected as part of World Cup Series, host club provides list to MA Office of Federations and swimmers to be invited.
 - MA office forwards list and meet invitation to USA-Swimming.
 - USA-Swimming forwards invitations to designated Federations.
7. 150 Days prior to race.
 - Federations respond to USA-Swimming.
 - USA-Swimming forwards list of applicants to MA Office.
 - MA Office forwards list to host club and OWC.
8. 120 Days prior to race.
 - Host club forwards final selection of competitors to MA Office, with finalized swimmer contracts (2 originals & 2copies of each contract), signed by Meet Director, accompanied by check for appropriate postage and courier costs.
 - Host club also provides list of alternates and local “wild card” potential entries for registration verification.
 - MA Office forwards both original contracts to USA-Swimming, retains 1 set of copies; also forwards list of swimmers and alternates to USA-Swimming.
9. 90 Days prior to race.
 - USA-Swimming sends both original contracts to Federations, retains copies; also forwards lists of swimmers and alternates to federations as confirmation of their status.
 - Federations return signed contracts to USA-Swimming, with registration verification.
 - USA-Swimming returns signed contracts and registration verification to MA Office.
10. 60 Days prior to race.
 - MA Office provides list of contracts returned to host club and OWC.
11. 45 Days prior to race.
 - Hosts club forwards FINA Fee to MA Office.
 - Host club provides firm list of competitors, including alternates and “wild card” entries.
 - MA Office forwards finalized list of competitors, including alternates and/or local “wild card” entries to USA-Swimming.
12. 40 Days prior to race.
 - MA Office forwards FINA Fee to USA-Swimming.
12.30 Days prior to race.
 - USA-Swimming forwards FINA Fee to FINA with finalized list of competitors, including alternates and “wild card” entries.
13. 15 Days prior to race.

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- MA Office verifies registration of all local entries.
- 14. 7 Days after meet.
 - Host club submits splash fees; OWC analyzes conduct of meet, Evaluates compliance with plan to date.
- 15. 14 Days after meet.
 - Host club submits results, Officials List, Safety Director's report and any other required reports to MA Office.
- 16. 45 Days after meet.
 - Host club submits financial report, meet activity summary to MA Office.
- 17. 60 Days after meet.
 - OWC makes recommendation to MA Office about future sanctions.

Approved 5/01

8.7 Middle Atlantic Open Water Swimming Championships

1. Middle Atlantic Swimming will conduct Open Water Championships in Age Group and Senior Classifications.
2. The Age Group Championship will serve as an Eastern Zone Championship Team qualifier and must be held a minimum of three weeks prior to the Eastern Zone Summer Championship.

8.8 Eastern Zone Qualifiers

1. The top two finishers in each age group in the Open Water Championships will be named to the Middle Atlantic Zone Team and afforded the same rights and privileges as their pool counterparts – i.e., travel supplements, uniforms, etc.
2. Other members of the Middle Atlantic Zone Championship team are encouraged to enter the Zone Open Water Events.

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9.0 Eastern Zone Meets

9.1 Short Course – All-Star Meet

The short course Eastern Zone All-Star Meet (SC Zone Meet) is the premier age group meet of the Short Course (SC) season. Outstanding swimmers from all over the Northeast, representing the twelve LSCs of the Eastern Zone, compete for top honors. It is a privilege to be selected to represent Middle Atlantic Swimming (MAS) at the SC Zone Meet. The SC Zone Team is comprised of swimmers chosen to represent MAS in each individual event at the meet.

9.1.1 Short Course - Meet regulations

1. Each LSC may enter two (2) swimmers in each individual event for swimmers 13 and over; each LSC may enter three (3) swimmers in each 11-12 and 10 & Under individual event.
2. Each LSC may enter one (1) relay in each relay event.
3. Each swimmer may be entered in a maximum of three (3) individual events per day, and a maximum of six (6) individual events for the meet.
4. Relays must consist of Zone Team members who are entered in individual events.
5. All events for 11 and older swimmers, except distance events, are Prelims/Finals (A-Final only); relays are swum at the Finals sessions. All 10 and under events are Timed Finals and are swum in the afternoon.
6. A swimmer's age is governed by their age on the first meet day.

9.1.2 Short Course - Athlete eligibility

1. Each participating Swimmer that represents MAS must be currently registered with Middle Atlantic Swimming and be free of debt, claims or sanctions by MAS.
2. To be eligible for the MAS Zone Team, a swimmer must have participated in three (3) MAS Sanctioned or Approved meets in the two previous years; swimmers having only one year of registration in MAS (i.e., current registration beginning no earlier than September 1 of the previous year) must have participated in two (2) MAS Sanctioned or Approved meets during that period.
3. Any swimmer who has **participated** in an individual event at a USA Swimming National Championship (LC or SC), a USA Swimming Spring Championship, a USA Swimming Junior National Championship (LC or SC), the US Open, or a USA Swimming Trials Class meet - is NOT eligible to enter and compete at the SC Zone Meet.
4. Any swimmer 13 years or older who has **achieved** a current qualifying time in an individual event for any of the above meets (see 9.1.2.3) prior to the entry deadline for the SC Zone Meet - is NOT eligible to compete at the SC Zone Meet.
5. Any swimmer 12 years or younger who has **achieved** a current qualifying time in an individual event for any of the above meets (see 9.1.2.3), but **has not competed** in that event at the stated meet, may enter and compete at the SC Zone Meet including the event for which they have the qualifying meet.
6. Athletes must submit a Zone All-Star Team application, including the required application fee, to the MAS office by the stated deadline. Application forms are available on the MAS website (www.maswim.org) and at most Middle Atlantic and A-level meets throughout the SC season. There are no exceptions to this requirement.

9.1.3 Short Course - Selection of athletes

1. Swimmers will be selected from the group of athletes that meet all of the requirements in section 9.1.2 above.

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2. The qualifying period is September 1 of the previous year (i.e., current season) through the end of the MAS Spring SC Junior Olympics (SC-JOs). In years when the MAS Short Course Senior Championship (SC-Mids) is held after the SC-JOs and concludes at least five (5) days prior to the SC Zone Meet entry deadline, the qualifying period will be extended through the end of the SC-Mids for swimmers age 15 and older only.
3. The swimmers with the two fastest times in each individual event for swimmers 13 and older, and three fastest times for each 11-12 and 10&U individual event, will be selected for the Team. In the event of a tie for the final qualifying position, the selection will be made by the MAS Zone Team Committee.
4. If a swimmer qualifies for more than six (6) individual events, selection of the events for that swimmer will be at the sole discretion of the Zone Team Coaches, with review and approval by the Zone Team Committee. Lower ranked swimmers in an event may be chosen for the Team, when appropriate.
5. The Zone Team coaching staff and Zone Team Committee will meet and make the final Team selection following the SC-JO meet.
6. The Zone Team coaches will notify each swimmer of his/her selection for the Zone All-Star team. Information regarding preparations for the trip will be given out at that time.
7. The Zone Team Committee shall consist of the MAS General Chair, the MAS Age-Group Chair and the MAS Senior Coach Representative.

9.1.4 Short Course - Zone team database

1. Times achieved by swimmers at all Middle Atlantic Sanctioned meets will automatically be entered into the MAS Zone Database of top times.
2. Times from Approved YMCA meets will be considered provided that the times have been sent to the MAS office no later than the Tuesday preceding SC-JOs. Times from High School District meets and High School State Championship meets will be accepted for consideration ONLY if the meet has been recognized as an Observed Meet and a copy of the official meet results is sent to the MAS Office no later than the Tuesday preceding SC-JOs (or sent to the Zone Database Manager by the conclusion of the SC-JO Meet).
3. It is the responsibility of each swimmer to insure that the times in SWIMS are accurate; any corrections or updates should be sent to the Zone Database Manager.
4. Times attained in a Time Trial at the MAS SC-JOs meet will NOT be considered for Zone Team selection.

9.1.5 Short Course - General Information

1. A meeting of the Zone All-Star Team members will be held at a facility within MAS on the weekend before the SC Zone Meet. ATTENDANCE IS MANDATORY for the selected swimmers and/or a parent/guardian. All fees must be paid at this time and each swimmer is responsible for picking up his/her equipment.
2. Zone team equipment is available only to those swimmers who qualify for and attend the SC Zone Meet.
3. Swimmers 11 and older are required to travel with the Team and attend all sessions of the meet (except the afternoon Timed Finals session) through the end of Finals on Saturday night. At that time they may be released to a parent/guardian with written notification to the Team Manager. All swimmers are required to participate in Team meals.
4. Swimmers 10 & under will travel to the meet, and reside with and be supervised by their parents except when on deck at the meet. Swimmers are expected to attend the Team Dinner; other meals are the responsibility of the parents.

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5. All swimmers MUST participate in their Individual events and Relays as designated/ selected by the coaching staff. 11 & Over swimmers must attend all sessions with the Team. 10 & Under swimmers are required to be in attendance for all Individual/Relay events for which they have been selected.

9.2 Short Course – Staff

The short course All-Star team will be accompanied on the trip by a Team Manager, Head Coach, Assistant Coaches and chaperones.

9.2.1 Short Course - Coaches

1. Head coach

- a. Applications for the Zone Head Coach position are available on the MAS website and must be submitted to the MAS office by February 1 of each year. Candidates for the Head Coach position are expected to have prior experience as a Zone Team coach
- b. The Zone Head Coach will be selected in February from the qualified applicants by a committee consisting of the Middle Atlantic General Chair, the Age Group Chair and the Senior Coach Representative.
- c. The responsibilities of the Zone Head Coach are;
 - Serve as Head Coach at both Winter (SC) and Summer (LC) Zone meets;
 - Actively encourage other coaches to apply for the Zone Team coaching staff;
 - Participate with the Age Group Chair and the Coaches Rep to select the Assistant Coach for the Team;
 - Assign each coach (self-included) responsibility for one age group;
 - Participate with the coaching staff and Zone Team Committee in selecting the team and team captains;
 - Notify the Assistant Coaches of duties and expectations before and during the meet;
 - Supervise staff in contacting and informing team members of their selection;
 - Be present throughout the entire meet;
 - Conduct team meetings as needed;
 - Organize the distribution of certificates and pins after the meet;
 - Submit summation report to the Zone Team Manager at the conclusion of the meet.

2. Assistant coaches

- a. Applications for Zone Assistant Coach positions are available on the MA website and must be submitted to the MAS office by February 1 of each year. The assistant coaching staff should be a mix of veteran Zone coaches and those for whom this will be their first Zone experience.
- b. The Zone assistant coaching staff will be selected in February by a committee consisting of the Middle Atlantic Age Group Chair, the MAS Coach Representative and the current Zone Head Coach.
- c. The responsibilities of the Zone coaching staff are:
 - Become familiar with the swimmers in their assigned age group before the Team is selected;
 - Assist the Head Coach in selecting team and team captains and informing prospective team members of their selection;
 - Be responsible for their assigned age group beginning when the team is selected and continuing through completion of the Zone Meet;
 - Coordinate responsibilities with the chaperones for the assigned age group;
 - Be present throughout the entire meet.

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9.2.2 Short Course - Team Manager

Responsibilities of the Short Course Team Manager are:

- Applications - prepare application for coaches, swimmers and chaperones; have them posted on the MAS website; monitor applications receive with the MAS office;
- Work with the Zone Team Head Coach throughout the year;
- Arrange hotel accommodations: reserve the appropriate number and type rooms, manage rooming lists, be aware of other facility considerations; Note: rooms generally need to be booked one year in advance of the meet;
- Food: arrange for meals, including any special needs (diabetics, allergies, religious considerations);
- Arrange Transportation from Middle Atlantic to the hotel at the meet location; arrange transportation between the hotel and the meet facility; arrange transportation home again;
- Entries: maintain the Database containing times from all meets for all applicants; have rankings available prior to SC-JOs. (Identify and work with a Database Manager, if necessary). Prepare the MAS Team entry to be sent to the host club.
- Equipment bids – place orders, arrange for distribution at pre-meet practice and/or meeting, and manage reorders and distribution. (This is generally done a year in advance of each meet.);
- Organize packets for swimmers, coaches, chaperones;
- Arrange for practice/meeting facility after team is selected;
- Arrange for practice times at the meet;
- Recruit and assign chaperones;
- Handle any Emergencies which may arise;
- Be accessible to parents and answer questions throughout the year;
- Prepare a budget for approval by the Finance Vice-Chair;
- Account for monies received and disbursed;
- Attend Managers meeting at meet; serve on Meet jury, if selected;
- Prepare a post-meet report for the MA Board of Directors, including financial accounting for all receipts and expenses.

9.2.3 Shot Course - Chaperones

1. Parents wishing to become chaperones for the SC Zone All-Star Team should submit their name to the Zone Team Manager in writing by the Tuesday before Junior Olympics.
2. Parents are not permitted to chaperone their own child's age group.
3. Final selection of chaperones will be made after the All-Star team has been chosen. Chaperones must be current non-athlete members of Middle Atlantic/USA Swimming; this includes completion of the BackGround Check and the Athlete Protection Training programs.

9.3 Long Course - Age Group Championship

The Long Course Zone meet (LC Zone Meet) is held in the summer and is open to any eligible swimmer that has bettered the posted qualifying time for each event.

9.3.1 Long Course – Meet regulations

1. Each LSC may enter all (i.e., un-limited) swimmers who qualify in each individual event.
2. Each LSC may enter one or more relay(s) in each relay event.
3. A swimmer may swim a maximum of three (3) individual events per day, and a maximum of six (6) events for the meet.

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4. A swimmer's age is governed by their age on the first meet day.
5. Relays will consist of Zone Team members who have qualified in individual events. Relay participants are chosen by the MAS Zone Coaching staff.

Note: If a swimmer is selected by the MAS coaching staff to swim on a Relay on a day in which the swimmer has an individual event, that swimmer must participate on that relay or will be subject to a \$50 fine.

9.3.2 Long Course - Athlete eligibility

1. Each Swimmer must have current registration with Middle Atlantic/ USA Swimming and be free of debt, claims or sanctions by MAS.
2. Each swimmer must have participated in three (3) MAS Sanctioned or Approved meets in the two previous years; swimmers with only one year of registration in MAS (i.e., current registration begins no earlier than September 1 of the previous year) must have participated in two (2) MAS Sanctioned or Approved meets during that period.
3. A swimmer must have achieved the Qualifying Time in an event no earlier than September 1 of the previous year.
4. Any swimmer, regardless of age, who has **participated** in an individual event at a USA Swimming National Championship (LC or SC), a USA Swimming Spring Championship, a USA Swimming Junior National Championship (LC or SC), the US Open, or a USA Swimming Trials Class meet - is NOT eligible to enter and compete at the LC Zone Meet.
5. Any swimmer 13 years or older who has **achieved** a current qualifying time in an individual event for any of the above meets (see 9.3.2.4) prior to the entry deadline for the LC Zone Meet - is NOT eligible to enter and compete at the LC Zone Meet.
6. Any swimmer 12 years or younger who has **achieved** a current qualifying time in an individual event for any of the above meets (see 9.3.2.4), but **has not competed** in that event at the qualified meet, may enter and compete at the LC Zone Meet - including the event for which they have the qualifying time.

9.3.3 Long Course – Meet Entry

1. All meet entries must be submitted by Middle Atlantic Swimming (MAS).
2. Swimmers must submit their best qualifying time in an individual event, along with proof of this time (electronic meet results are preferred) to the MAS Zone Team Database Manager for entry into the LC Zone Meet. Times must have been achieved in LC meters and must be from a Sanctioned or Approved meet.
3. Entry fees must accompany each individual event entry. Relay fees will be paid by Middle Atlantic.

9.3.4 Long Course - General Information

1. Middle Atlantic does not provide lodging, transportation or meals for the LC Zone Meet participants. The Zone Team Manager will obtain a block of rooms near the meet location. Information regarding reservations will be available to parents of swimmers who plan to attend the meet.
2. Zone team equipment is available only to those swimmers who qualify for and **attend** the LC Zone Meet. Equipment is usually handed out at a Zone Team practice prior to the meet and it is the responsibility of the swimmer/parent to pick-up equipment at that time.

9.4 Long Course - Staff

A team manager, head coach and assistant coaches will accompany the LC Zone Team to the meet.

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9.4.1 Long Course – Coaches

1. Head coach

- a. The head coach selected in February will serve as the Head Coach for the LC Zone Meet.
- b. The responsibilities of the Zone head coach are outlined in above Section 9.2.1 - Staff.

2. Assistant coaches

- a. Applications for Zone Assistant Coach are available on the MAS website and must be submitted to the MAS office by the date specified on the application.
- b. The Zone assistant coaching staff will be selected by a committee consisting of the MAS Age Group Chair, the MAS Coach Representative and the current Zone Head Coach.
- c. The responsibilities of the Zone coaching staff are outlined in above Section 9.2.1 - Staff.

9.4.2 Long Course - Team Manager

Responsibilities of the All-Star Team Manager are outlined in Section 9.2.2 - Staff.

(Approved 1/12/04; rev 6/25/15)

Section 10

10.0 Rules

10.1 Safety

10.1.1 Bulkhead safety

Any swimmer observed swimming under or through a Bulkhead – whether such Bulkhead is positioned in the center of the pool or at an end of the pool - by an Official or Safety Monitor at the Meet will be disqualified from that swimmer's next Individual Event or from the remainder of the Meet, as determined by the Meet Referee.

When there is a Bulkhead at the meet facility, the Meet Announcement should include the above notice, along with the words: **This policy will be strictly enforced.** *(Adopted – November, 2000)*

10.2 Scratch Rule

10.2.1 Individual scratch rule

Pre-Seeded Events

- b. Any swimmer not reporting for and/or competing in an individual pre-seeded Timed Final event or pre-seeded Preliminary event (i.e., when Finals are scheduled) shall not be penalized.

Deck-seeded Events

- a. Swimmers entered in a positive check-in individual event that is to be deck-seeded, in whole or in part, must check-in for that event in order to be seeded. Deck-seeded events shall generally close for seeding approximately thirty (30) minutes before the scheduled start of the event, unless noted differently in the Meet Announcement.
- b. Any swimmer who has positively checked in for a deck-seeded individual event and then does not swim that event will be barred from the next individual event in which the swimmer is entered, whether on the same or later meet day, unless the swimmer has notified the (Admin) Referee or Admin Official prior to the closing of the event that the swimmer wishes not to be seeded.
- c. Swimmers seeded into a deck-seeded event shall have the option to take a Declared False Start (DFS) by notifying the Deck Referee (or having their Coach notify the Deck Referee) of such intention prior to the start of the heat in which the swimmer is seeded.
- d. A swimmer who is entered in a positive check-in event but who has neither positively checked-in nor scratched from the event may still swim the event by reporting to the Referee before the start of the first heat of the event. Such swimmer(s) shall be placed in an open lane in the slowest heat, when available. Each meet host shall have the option as to whether additional heats will be created, if necessary to accommodate such swimmer(s); such notice shall be included in the Meet Announcement. At MAS hosted or MAS Championship meets, swimmers who would be seeded in the fastest heat (by virtue of the psych listing) when such heat is scheduled to swim at a Finals session do not have the option 'not to be seeded' and then elect to swim in a slower heat. However, such swimmers may enter specified distance events at the conforming Qualifying Time Standard provided that the swimmer is entered in at least one other individual event on that meet day; such provision shall be stated in the Meet Announcement.

Scratch-out Procedure – Club meets

- a. Clubs hosting a non-MAS championship meet have the option to follow a 'scratch-out' procedure whereby the host Club provides a list of each Team's entries in a session and the Team may then indicate those of its swimmers who are not present at the session, or who choose to scratch one or several events at the session. The sheets are returned to the host club prior to the session and the events are seeded after those scratches are recorded. The 'scratch-out' policy and the specific procedure to indicate scratched swimmers should be included in the Meet Announcement.

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- b. There shall be NO penalty for swimmers that have not been scratched from an event and then do not compete. This applies to both Timed Final events and the Prelims of Prelim/Finals events.
- c. The host Club has the option to decide whether swimmers that were scratched from an event may still compete – usually by reporting to the Referee or Meet Director prior to the event.

(added July, 2013)

Scratching from Finals

- a. Any swimmer qualifying for a Finals heat (C-, B- or A-Finals) in an individual event who then fails to compete in those Finals shall be barred from further competition in the Meet, including Relays, except as noted below. (Such swimmers may still compete in Time Trials associated with the Meet.)
- b. In the event of withdrawal or barring of a swimmer from competition, the Referee shall fill the Finals heats, when possible, with the next qualified swimmer(s). When the Finals heats have not been contested, the heats shall be re-seeded (if appropriate) unless reseeding will result in unnecessary delays in the meet.
- c. First and second alternates shall be announced with the Finals qualifiers. These alternates shall not be penalized if unavailable or if they choose not to compete in the Finals.
- d. When the C- and/or B-Finals have already been contested, the remaining Finals heats shall be swum with empty lanes (as appropriate) and without reseeding for the empty lane(s). (This assumes heats are swum in C-, B- and A-Finals order.)

Exceptions for Failure to Compete – no penalty shall be applied for failure to withdraw or compete in an individual event if:

- (1) a swimmer qualifying for a Finals heat notifies the Admin Referee, Admin Official or Clerk of Course within thirty (30) minutes after announcement of the Finals qualifiers for that event that the swimmer (a) wishes to scratch, or (b) may intend to scratch and further confirms their intention to scratch within thirty (30) minutes after the announcement of the results of that swimmer's last event in the Preliminary session. Failure to confirm such intention will result in the swimmer being seeded into the Finals of the event.
- (2) the Referee is notified in the event of illness or injury and accepts the notice thereof.
- (3) it is determined by the Referee that failure to compete was caused by circumstances beyond the control of the swimmer.

Declared False Start

- a. A swimmer may take a Declared False Start (DFS) in an individual Preliminary or Timed Final event by reporting to the Referee prior to the start of the race. Such declaration can be made by either the swimmer or their coach, and shall be treated as a Disqualification. (Note that there is generally no penalty for a 'No Show' swimmer when the Preliminary or Timed Final event has been pre-seeded prior to the meet.)
- b. At Finals, a Declared False Start or deliberate Delay of Meet False Start (or other action perceived to be an intentional non-compete action) is not permitted and will be regarded as a failure to compete and subject to the penalties stated in the previous sections.

Non-compete on final night of Meet

- a. A \$50 fine will be imposed on any MAS swimmer in a MAS-hosted or MAS Championship Meet who qualifies for Finals in a Prelims/Finals event on the final night of the Meet (or on the last day that such swimmer is entered in the Meet) and then does not compete in such event, unless such swimmer has legitimately scratched from said event or is otherwise subject to the above 'Exceptions for Failure to Compete'. Swimmers originally announced as Alternates in an event are not subject to such fine.
- b. A \$50 fine will be imposed on any MAS swimmer in a MAS-hosted or MAS Championship Meet that has positively checked-in and been seeded into the final heat of a deck-seeded event scheduled to swim at a Finals session, and then does not compete in such event. This fine is only applicable to swimmers that would be seeded into the final heat were all eligible swimmers for that heat to have positively checked-in for the event (i.e., the fastest eight swimmers on the psych listing when eight swimmers are scheduled for the final heat.)

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- c. Any MAS swimmer fined under sections a. or b. herein will be suspended from further competition in MAS-hosted or MAS Championship Meets until the fine is paid. All fines will be imposed via the swimmer's affiliated Club, unless such swimmer is Unattached. There will be no penalty on the Club other than the suspension of the swimmer from subsequent MAS-hosted meets.
- d. Any appeal to the fines imposed herein must be submitted to the MAS Board of Directors within thirty (30) days of notification of the fine, and will be heard by the MAS Board at its next regularly scheduled meeting.

(Adopted by BofD - April 12, 2004)

10.2.2 Relay scratch rule

Pre-seeded Events

- a. Any relay team entered in a pre-seeded relay event that fails to compete in or report for that event shall not be penalized.

Relays Seeded at the Meet

- a. Any relay team entered in a relay event that is to be seeded at the Meet, in whole or in part, that checks-in for the relay and then fails to compete in or report for the event shall not be penalized. A Declared False Start shall be assumed for such relay. This shall apply regardless of whether said relay has been seeded to swim in a morning/afternoon session or an evening session, including at the Finals session of a Prelims/Finals meet.
- b. The above shall similarly be applied to any relay that qualifies for a Finals heat in a Prelims/Finals relay event. Relays in such event shall have the opportunity to 'scratch' prior to seeding of the Finals heat, and are encouraged to do so if they do not expect to compete at the Finals session.

(Adopted by BofD - April 12, 2004; revised - Feb, 2014)

10.3 Four Hour Rule

10.3.1 Background

USA Swimming Rule 205.3.1F states: "With the exception of championship and open water meets, the program in all other age group competition shall be planned to allow the events for swimmers twelve (12) years and younger to be completed in four (4) hours or less for a timed finals session or in a total of eight (8) hours or less per day for a preliminaries and finals meet." USA Swimming recently issued an interpretation which states that the rule does not apply to 'Open' or Senior events (i.e., no age specification) even if swimmers 12 years of age or younger are entered [letter dated September 14, 2013 from the Rules & Regulations Committee].

Middle Atlantic requires that Rule 205.3.1F (the "4-Hour Rule") shall apply to the following meet sessions:

- any Timed Finals session which includes events designated for swimmers aged twelve (12) years and younger (per Rule 205.3.1F);
- any Timed Finals session which includes events designated for swimmers aged thirteen (13) years and older, and allows entry of swimmers with "BB" or "C" level times in those events;
 - Exception: Timed Finals sessions at long-course (LC) meets which do not include events designated for swimmers aged twelve (12) and younger must be completed in five (5) hours or less;
- all mini meet sessions (i.e., for swimmers aged eight years and younger);
- sessions at all dual meets and intra-squad meets;
- any Prelims session at a Prelims/Finals meet that includes events designated for swimmers aged twelve (12) years and younger (as noted in Rule 205.3, the combined Prelims/Finals sessions cannot exceed eight (8) hours).

Meets (or sessions) exempt from the "4-Hour Rule" are:

- Middle Atlantic Senior and Age Group Championships, including Junior Olympics (SC and LC);
- Middle Atlantic Silver and Bronze Championships (SC and LC);
- The Middle Atlantic Winter Classic and/or Elite Invitational Meet(s), when they are held;

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- Distance meets (e.g., distance Freestyle of 400m/500yd or longer and/or 400 IM events only) where swimmers will be notified in advance of the time for their swim;
- Sessions consisting solely of Senior or ‘Open’ events (i.e., the events have no age restriction.) However, when such sessions are part of a meet where age specific events are scheduled in other sessions, the Senior (or ‘Open’) session –
 - Must be limited to events 400/500 yd/m or longer;
 - May include Qualifying Times that are age-specific;
 - May limit entry in the events to swimmers whose age group recognizes such events according to USA Swimming Rule 102.1.2;Any such restrictions herein must be included in the Meet Announcement.

The 4-Hour Rule applies to all combined sessions on any day that include age specific events for which the same swimmers would be eligible.

An appropriate warm-up period must be provided prior to the start of any session, including any distance session consisting of Senior events only; the warm-up period is not included in the determination of the total session time allowed for any swimmer.

10.3.2 Procedure

The USA Swimming interpretation dated September 14, 2013 (letter from D.W.McAllen III, chair of the Rules & Regulations Committee) states that meets must be planned such that the affected sessions can reasonably be concluded within the specified time restriction. When sessions are appropriately planned, sessions that exceed four hours are not in violation of the rule and there shall be no requirement that the session be terminated before all scheduled Individual Events in the session have been concluded in order to comply with the rule.

Note: a copy of the September, 2013 letter is available at –

http://www.usaswimming.org/Rainbow/Documents/a80f4f02-0f47-472a-a487-4dde40814abd/Four%20Hour%20Rule_10.25.16.pdf

In order to insure compliance with the 4-Hour Rule, the following procedures are to be followed:

1. Any Club hosting a sanctioned meet having Timed Finals or Prelims sessions subject to the 4-Hour Rule must monitor the entries to those sessions in order not to exceed the four-hour limit for those sessions. A timeline using no less than a 20-second time interval and a 10-second Backstroke start adjustment should be used (note: if over/under starts will not be used, then a 30-second interval is required). The timeline should be run on the seeded session using appropriate meet management software (e.g., HyTek Meet Manager). No additional entries shall be accepted that will cause such session to exceed four hours. The Meet Announcement should include a statement regarding how entries that cause a session to exceed the 4-Hour Rule limit will be handled.
2. The Club must send a copy of the timelines for all meet sessions to the MA Director of Competition no less than ten (10) days prior to the meet or two days after entries close, whichever is later (note: the timeline should be sent at the same time that the meet database is sent to the MA office for the registration Recon). The timeline is also subject to review by the MA Tech Planning Chair. If appropriate, modifications to the meet or session format may be required in order to appropriately comply with the intent of the 4-Hour Rule. (Note: if the timelines are not sent to the MA office, the Club is subject to a \$50 fine and forfeiture of all entry fees for heats beyond the 4-hour limit. If necessary, the Director of Competition and/or the Tech Planning Chair may choose to review the timelines using the Recon meet back-up).
3. If teams participating in the meet will be offered the chance to ‘scratch-out’ swimmers at the meet prior to the final seeding of any session, the host Club must provide documented and definitive support that the amount of time estimated to be saved by this process is reasonable. Without such support, a 30-minute allowance will be accepted in the seeded pre-meet timeline (i.e., a pre-meet timeline may not exceed 4 hours 30 minutes.)

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4. If relays are scheduled, the relays may be dropped from a session to avoid exceeding the 4-Hour limit ONLY if the Meet Announcement clearly states that relays may be eliminated in order to comply with the 4-Hour Rule and indicates whether relay entry fees will be refunded.
5. A 'Session Report' timeline must be maintained by the Deck Referee showing the actual starting and finishing times for each session. A copy of these reports must be sent to the Director of Competition by the Meet Director within seven (7) days of the conclusion of the meet.

10.3.3 Penalty for non-compliance

Timed Finals and Prelims sessions which are appropriately planned with regard to the 4-Hour Rule will not be subject to penalties. Proper planning, in addition to monitoring the pre-meet timelines during the entry process, includes having adequate meet personnel trained and assigned to critical tasks at each session, insuring that meet equipment (timing system, computers, printers, etc) are in proper working order, planning and execution of all sessions each day to assure that affected sessions will begin on time.

1. For not providing a pre-meet timeline at the appropriate time, a fine of \$50 will be assessed for the first violation in any season and a \$100 fine for any subsequent violation;
2. If a club submits a pre-meet timeline which (excessively) exceeds four hours, the Club must forfeit all meet entry fees for those heats beginning after the four hour limit was reached. In addition, Tech Planning may require that the format be modified in order to comply with the 4-Hour Rule;
3. Repeated and/or excessive violations of the 4-Hour Rule may result in the loss / revocation of a Sanction for a subsequent meet awarded to the Club, or possible loss of the right to bid on meets in the next season – as determined by the Director of Competition and the Tech Planning Chair.

A 'season' is understood to mean either the current SC season (Sept-April) or LC season (May-August.)

The above fines and penalties will be imposed at the discretion of the MA Director of Competition and the Tech Planning Chair subject to review by the MA Board of Directors. All fines must be paid before the next sanctioned meet awarded to a Club.

10.3.4 Options for Compliance

1. A Meet Host must monitor entries as they are received to insure that sessions subject to the 4-Hour Rule do not exceed the allowed time. The Meet Host may consider the following format modifications in order to avoid exceeding the 4-hour session limit. In all cases, notification of such possible changes should be included in the Meet Announcement. All changes to the meet format are subject to review by MA Technical Planning and/or the MA Director of Competition:
 - a. Split the session into separate sessions for each age-group – e.g., hold separate sessions for the 9-10 and 11-12 age group events.
 - c. Eliminate all relays from the session.
 - c. Accept no further entries when the 4-hour time limit is reached.
 - d. Reduce the number of allowed events for each swimmer - e.g., from 5 to 3 events per day. This must be applied to all swimmers in the session.
2. The meet information should include the statement that 'The Meet Director reserves the right to limit entries, events or heats in order to conform to MA/USA Swimming rules. Swimmers/teams eliminated from the meet due to time or space constraints will be given a full refund.'
3. Whenever action is taken to manage a session to comply with the 4-Hour Rule, all teams competing in that session must be notified of the change. Notification by e-mail to the Team Contact provided with each meet entry is acceptable, with a copy to the Director of Competition.

Adopted 13June05; rev 10Apr06; rev Nov, 2013; rev Jan, 2017

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10.4 Ten and Under Rule

1. A/BB/C, BB/C and C meets are limited to swimmers nine (9) years of age and older, except as noted below; this restriction also applies to ‘unofficial’ swimmers at such meets. The youngest age events at such meets shall be designated as ‘9-10’ – and not as ‘10 & Under’.
2. Swimmers eight (8) years and younger who meet the qualification standards may enter events designated as ‘10&Under’ in A/BB, or any A and higher level meet, including the MAS Junior Olympics and Age-Group Elite Meets.
3. Mini-meets are intended for and limited to swimmers eight (8) years of age and younger. Except as provided in paragraph 4 herein, Mini-meets require a separate sanction. Older age swimmers may NOT be included at any mini-meet session.
4. MA will sanction ‘**Developmental Meets**’ which may include both mini- (8 and under) swimmers and 9-10 age swimmers provided that the events for 9-10 swimmers are restricted to swimmers with ‘BB’ or slower times in those events – i.e., any swimmer that has achieved an A-time or faster in an event may not swim that event at a Development meet.

(Adopted by MA Board, April 12, '04; revised Nov '04; revised Sept '05)

10.5 Deck Entries

1. For meets hosted by local clubs, deck entries may be accepted on the day of the meet provided that the meet information has indicated that Deck Entries would be allowed. Such deck entries should be “Unofficial” - i.e., the participants should not be eligible for scoring or awards. However, times achieved by the swimmer will be recognized as ‘official’, will be entered into the SWIMS database and may be used for subsequent entry to Middle Atlantic and USA Swimming meets. The swimmer’s performance should be included in the published meet results with an “X” to indicate Exhibition status. Acceptance of a Deck Entry should not prolong the meet session - i.e., entry should only be in an open lane and no additional heats should be created.
2. Any deck entry participant must meet all applicable meet entry requirements, including meeting the time standard for the event, if appropriate, and the participant may not exceed the allowable number of events for the day. If the participant has not previously been entered in the meet, then proof of current USA Swimming athlete registration must be provided.
3. For MA-hosted meets (including MAS Championship Meets which may be hosted by a Club), Deck Entries will not be accepted. This includes entries on an unofficial basis. Note: such swimmer may generally participate at Time Trials at those meets, when offered.
4. Any meet host wishing to allow deck entries at a meet must state it clearly in the meet announcement, including specific information about how to enter and on what basis the decision to allow entries will be made. (e.g., “space available.”)
5. Meet hosts may charge up to double the normal entry fee for deck entries.

10.6 Non-Conforming Times

1. A Non-conforming (NC) time is defined as an Entry Time recorded in a course venue other than the course in which the Meet being entered will be swum (e.g., a time recorded in a 25-yd pool used for entry into a Long Course Meet.)
2. All entry times – whether Conforming or Non-conforming – must be achieved in a USA Swimming Sanctioned, Observed or Approved Meet. (See MAS Policy Manual, Section 5 for definition of these types of Meets.)
3. Except as noted below, Non-conforming times must be accepted for entry to all Middle Atlantic Sanctioned Meets – regardless of whether the Meet is an MAS hosted Meet or is hosted by a MAS Club.
Exception: MAS may limit entry to MAS hosted Championship Meets (i.e., MIDS, JOs, Elite) to entry times achieved in the current season course – i.e., SCY and SCM for the Short-course Spring Meets, or LC only for the Long-course Summer Meets.
4. All Meet entries should be submitted using the actual time swum in the course in which the time was achieved. The Meet Host will convert all times, when necessary for seeding (see below.) When seeded

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together, either the submitted or converted time may be shown in the program; when seeded as ‘non-conforming’, the actual entry time should be shown in the program in the course in which it was swum.

5. If it becomes necessary for Meet Management to limit the number of heats in any event, swimmers entered with conforming times should have preference over those entered with Non-conforming times.

10.6.1 Meets with ‘A’ or better Qualifying Times (inc Championship Meets)

1. The Meet Information for all Meets which have an ‘A’ or faster Qualifying Time (e.g., MIDS, JOs, etc.) must include an equivalent Qualifying Time for all three course venues (i.e., SCY, SCM, and LC). When the Qualifying Time is equal to a USA Swimming Time Standard, the corresponding Time Standard for the other course venues should be used. When a Qualifying Time is other than a Time Standard, an equivalent time for the other courses should be calculated using appropriate conversion factors; these can be obtained from the MA Office.

The above provisions also apply to Individual Events with a Qualifying Time which are held as part of a Meet which otherwise has no Qualifying Times.

2. For distance Freestyle events, the qualifying time should be provided for a comparable distance in the alternate venues – e.g., 400/500, 800/1000, or 1500/1650 m/yd, respectively. These events must always be seeded on a Non-conforming basis.
3. A swimmer may enter an event using a time based on any course venue, but that time must be equal or faster than the Qualifying Time for that course.
4. Entry times should NOT be converted by the sender.
5. Middle Atlantic Championships – i.e., JOs, MIDS, Elite

Short Course

- Entry times will be accepted in SCY, LC or SCM.
- LC and SCM will be considered non-conforming and seeded according to USA Swimming procedures [USA Swimming Rulebook, Art 207.11.7 B].

Long Course

- Entry times will be accepted in LC, SCM or SCY.
- SCM and SCY will be considered non-conforming and seeded according to USA Swimming procedures [USA Swimming Rulebook, Art 207.11.7 B].

Exception: when an Individual Event 400/500 m/yd or longer is ‘flighted’ with the slower heats at Prelims competing at the end of a session, the Meet Director (or Senior/Age Group Chair) may elect to convert non-conforming times to a conforming time using a consistent factor for all comparable times prior to seeding; this includes conversion of such times in distance Freestyle events.

6. Club-hosted Meets
 - The Host Club may decide whether to accept LC entry times for a Short Course Meet.
 - Entries from all three course venues must be accepted for a Long Course Meet.
 - SCM entries must be accepted whenever SCY entries are allowed.
 - The Host Club may decide whether to seed entry times from alternate courses as non-conforming.

10.6.2 A/BB/C, or Comparable Meets

1. An entry time from any course venue must be accepted. A Swimmer may enter using their best time in the course venue of their choosing.
2. Entry times from alternate course venues shall be converted by the Meet Host and seeded together. Any exceptions to this practice must be approved by the MAS Director of Competition when the Meet Sanction is approved. The conversion factors in the Hy-Tek Meet Manager program are acceptable for this conversion.
3. A swimmer may not enter a meet with No-Time (‘NT’) if they have a time for the same event in a ‘non-conforming’ course. This includes corresponding distance Freestyle events.
4. Awards

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The Host Club may choose whether to give Awards based on the 'Entry' time or on the time 'Swum' at the Meet.

When Awards are based on the Entry Time, the Hy-Tek Meet Manager program will compare the converted entry time to the Time Standard basis in the course being swum and award places based on that converted time. Note that this could result in a swimmer who has an 'A' time in a non-conforming course being scored with 'B' swimmers if the conversion results in a 'B' time in the course being swum, or vice versa.

When Awards are based on the time Swum at the Meet, the Time Standard for the Meet course will be used.

Middle Atlantic recommends that Awards be based on the time 'Swum' at the Meet.

5. Entries with 'NT' should be seeded in the first heats and awarded at the lowest time standard for the Meet.

10.6.3 Meets with Mixed Events Standards

Meets with some events having Qualifying Times (e.g., a Senior 'A' Meet) and other events with no Qualifying Times (e.g., A/BB/C for lower age groups) should be seeded according to the above guidelines. Entries should be submitted in the course venue in which they were swum. Each session or event can be seeded appropriately by designating how 'non-conforming' times should be seeded.

(NC times section adopted 7/8/02; rev 2/9/09.)

10.7 Deck Seeding

Deck Seeding/Check In Requirements

- a. In meets with positive check-in events, swimmers will report to the check-in desk by the announced check-in time for that event, and to confirm their intention to swim or scratch from the event.
- b. When the announced check-in time has passed, the Admin Official (or Meet Director) will seed the event with those swimmers who have indicated their intention to swim the event.
- c. A swimmer who is entered in such event but who has neither checked-in nor scratched from the event may still swim the event by reporting to the Referee before the start of the first heat of the event. Such swimmer(s) shall be placed in an open lane in the slowest heat, when available. Each meet host shall have the option as to whether additional heats will be created, if necessary to accommodate such swimmer(s); such notice shall be included in the Meet Announcement.