



**MIDDLE  
ATLANTIC  
SWIMMING**

# **POLICY & PROCEDURES MANUAL**

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## **Chapter 1**

### **1.0 Middle Atlantic Swimming**

#### **1.1 Organization**

Middle Atlantic Swimming, Inc. is one of 59 Local Swimming Committees (LSC) with responsibility under United States Swimming, Inc. (USA Swimming or USA-S) to manage swimming competition in Delaware, eastern Pennsylvania and southern New Jersey. Middle Atlantic Swimming (MAS) operates under By-Laws approved October 14, 1996 and amended thereafter. MAS shall be 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), United States Swimming, Inc. 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/06)*

#### **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.

*(approved May '09)*

#### **1.5 Core Values**

We believe in a positive environment. We will provide FUN and rewarding experiences in a safe and healthy atmosphere. We will provide a healthy emotional climate for our athletes by giving them experiences that provide opportunities for success. We will provide strong guidelines for safe behavior in the aquatic environment, and we will encourage good physical health through providing education to athletes and parents.

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 and with our athletes in all that we do.

We believe in excellence. We will provide the best programs within our means, and we will encourage every swimmer to develop his individual potential. As an organization, we will strive to be the best in every area.

We value leadership. We will demonstrate personal and organizational leadership in all that we do, and we will do our best to develop the leadership qualities of our athletes.

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

## Chapter 1

### 1.6 Statement of Principles, Ethical Behavior, Conflict of Interest

Those who choose to serve USA Swimming (USA-S), whether as volunteers 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 USA-S 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 or 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 intermix 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 guidelines are not a precise road map to acceptable conduct. They are signposts. Each individual must find his or her own way.

1. The business of USA Swimming is to be conducted in observance of both the spirit and letter of applicable federal and state laws.
2. USA-S properties, services, opportunities, authority and influence are not to be used for private benefit.

All individuals who participate with USA-S 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-S resources for individual use.

*(approved 3/9/98)*

### 1.7 Athletes Code of Conduct

1. The use by all athletes of illegal drugs or alcohol is prohibited. Those found guilty of use while participating in a meet (including travel to and from such) shall be denied Middle Atlantic Travel Assistance Funds for that particular season, and shall face the possibility of not receiving future travel funds based upon the ruling of the Middle Atlantic Board of Review.
2. Athletes causing willful destruction of another's property, or of the facilities and/or its property, while participating in a meet (including travel to and from such) shall be denied Middle Atlantic Travel Assistance Funds as stated in the above paragraph, and shall pay the cost of damages.
3. If an athlete is not presently eligible for Middle Atlantic Travel Assistance Funds, the athlete shall be fined a minimum of \$100.00 and a maximum of costs involved.
4. Persons found suspect of the above shall appear with their parents and coach before the MAS Board of Review at a scheduled hearing to determine the extent of the Travel Assistance Fund denial.

*(approved 3/9/98)*

## Chapter 2

### 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 By-Laws. Any of the above may become members of Middle Atlantic Swimming by completing the requirements set forth in Registration Section 2.1 of this Policy Manual. All memberships in Middle Atlantic Swimming include membership in USA Swimming.

#### 2.1 Registration

##### 2.1.1 Group Membership

###### 1. Club

Applications for Club membership may be obtained from the MAS office. Annual dues are as shown in Table 2.1. Membership is for a calendar year, although applications received after September 1 are valid until December 31 of the following year. The affiliations of at least one Athlete member and one properly credentialed Coach member are required for Club membership. A Club member is entitled to compete in its own name and to field relays at sanctioned meets.

###### 2. Affiliated Group

An Affiliated Group (AG) membership is available to any group that supports the sport of competitive swimming and the objectives and programs of MAS. AG members are not required to have coach and athlete members. Applications for AG membership may be obtained from the MAS Office. Annual dues are as shown in Table 2.1. Membership is for a calendar year, although applications received after September 1 are valid until December 31 of the following year.

##### 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. Swimmers may compete representing their Club or as an UNattached swimmer.
- b. Athlete memberships are valid January 1 through December 31. Registrations received after September 1 are valid through December 31 of the following year. Current annual dues are shown in Table 2.1.
- c. Applications for membership are available from each MA Club, from the Middle Atlantic web site or the MAS office.
- d. Transfers
  - (i) An athlete transferring from one Club to another, from representing a specific Club to UNattached status, or from one LSC to another, must submit a Middle Atlantic Swimming Transfer/Release Form signed by the athlete and parent. The purpose of this form is to record the affiliation intent of the swimmer. USA Swimming Rule 203.3 requires that 120 days must pass from the date of last competition representing the prior Club before a swimmer may represent a new Club in competition.
  - (ii) MAS requires that any swimmer leaving a Club must leave behind no unpaid fees. The Transfer/Release Form must be signed by the releasing Club representative to confirm that there are no unpaid fees. This signature is required even if a Club is dissolving.
  - (iii) Transfer forms are available from each MA Club, from the Middle Atlantic website or from the MAS office and should be returned to the MAS office. A fee of \$10.00 is required to process the transfer of an Athlete from one Club to another Club or from a Club to UNattached. There is no fee for changing from UNattached to be attached to a specific Club.
  - (iv) Indication of an Athlete's intent to transfer to another Club (through receipt of registration materials from the new Club, for instance) will be cause to UNattach the Athlete pending receipt of the proper Transfer Forms and fee.

## Chapter 2

- (v) If a swimmer is unable to obtain a signed Release Form due to the prior Club's refusal to sign the release, such swimmer may send notification to the MAS Board of Review. The Board will conduct a hearing to determine whether the Club has cause to refuse the transfer. Swimmers remain subject to the 120-day rule toward participation for another Club regardless of the reason for leaving the previous Club.
- e. The registration fee for any Athlete that registers at a Middle Atlantic sanctioned meet and registers with a Middle Atlantic Club affiliation shall pay twice the registration fee, as shown in Table 2.1. This extraneous fee is intended to encourage athletes to register through their Club to insure consistent registration information. The additional fee shall not apply to athletes that register UNattached and compete as such at the meet, nor to swimmers registering with another LSC.

*(approved 4/14/08)*

### 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 shown in Table 2.1. Other than the membership fee, an Outreach Athlete member is not distinguishable from an Athlete member.

Applicants for Outreach Membership must be eligible for food stamps, eligible for free or reduced price school lunch programs, or eligible for similar need based programs. The athlete's club shall submit the application for membership, whether as a new or renewed member, to the office of Middle Atlantic Swimming in a manner consistent with current policy for submission of all other membership application(s) together with a copy of the documentation proving eligibility for participation in the Outreach Program.

### 3. Non-Athlete

#### a. Coach Members

To be a Coach member of USA Swimming, an individual must be a Non-Athlete member and must

- (1) present the current safety credentials required by USA Swimming (Rule 502.4.3). Photocopies of the front and back of coach credentials (current CPR, First Aid, and Red Cross Safety Training for Swim Coaches) must be submitted along with the registration form.
- (2) present proof of satisfactory completion of the USA Swimming coach education requirements before registration for the second year of coach membership. (Exemption: individuals who can provide proof of coach membership in the 1998 or prior registration year shall not be required to complete education requirement).
- (3) satisfy the USA Swimming Background Screen (BGS) requirement.

Each coach member will be issued a membership card.

#### (1) *Valid To* Cards

Coach membership cards will be valid until December 31 of the current year or until the first expiration date of a Coach BGS or Safety credential (CPR, First Aid, 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 changed expiration dates on a timely basis (i.e., before the *Valid To* date is past), a new card will be printed and mailed to the Coach. There is no additional fee for this service.

## Chapter 2

### (2) Expired *Valid To* Cards

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

### (3) Reinstatement

Coach status will be reinstated on submission of valid and current safety credentials and the payment of a \$5.00 processing fee. A replacement card, with a new *Valid To* date, will be prepared and mailed to the coach

#### b. Non-Athlete, Non-Coach Members

- (1) Any person interested in the purposes and programs of Middle Atlantic Swimming is eligible to be a Non-Athlete member.
- (2) Deck Officials (Starter, Referee, Stroke & Turn Judge) must be Athlete or Non-Athlete members of USA Swimming.
- (3) Voting Members of the House of Delegates and Club Representatives to the House of Delegates must be members of USA Swimming.

Non-athlete registrations are valid January 1 through December 31. Applications received after September 1 are valid through December 31 of the following year.

Registration forms may be obtained from and should be returned to the MAS Office. The current annual membership fees for individual and family Non-Athlete members are shown in Table 2.1. (Note: Family memberships are not valid for combining Athlete and non-Athlete memberships.)

### 2.1.3 Early Registration Discount

#### 1. Club

Beginning with the 2009 registration year, the annual Club registration fee is increased to \$300 with discounted fees as follows for registrations received at the MAS office prior to January 1 of the registration year:

Registration prior to November 1 of prior year	\$100
Registration between November 1 and December 31	\$150

The annual Registration Fee for Clubs registering for the first time, and for college clubs consisting only of college swimmers, shall be \$100.

*(approved 2/11/08)*

#### 2. Athlete

Except for Outreach athletes, athlete membership applications received electronically (via e-mail or on disk) at the MAS office before October 15 of the prior year shall be eligible for a discount, as follows:

Electronic registration received by October 15	<u>Discount</u> \$ 2.00
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The discount amount shall be determined annually. No discount will be given to any membership application received on paper.

*(approved 4/8/02; Revised 7/05 and 5/06. Revised amount 4/11)*

## Chapter 2

**Table 2.1**  
**Registration Fees**

<b>2008-2009</b>		
	<b>Early discount</b>	<b>Regular Fee</b>
<b>Club</b>	<b>\$100<sup>1</sup> - \$150<sup>2</sup></b>	<b>\$300</b>
<b>Affiliated group</b>		<b>\$100</b>
<b>Athlete</b>	<b>\$58<sup>3</sup></b>	<b>\$60</b>
<b>On-site meet registration</b>		<b>\$120</b>
<b>Outreach athlete</b>		<b>\$5</b>
<b>Non-athlete</b>		<b>\$60</b>
<b>Non-athlete family</b>		<b>\$125</b>

<sup>1</sup>Must be completed by October 15 – see Section 2.1.3

<sup>2</sup>Must be completed between November 1 and December 31 - see Section 2.1.3

<sup>3</sup>Must be submitted electronically before October 15 – see Section 2.1.3

## 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

Individual membership in MAS includes membership in USA Swimming. USA Swimming provides liability and secondary medical insurance coverage.

## 2.3 Voting members to House of Delegates

### 2.3.1 General

In accordance with the Bylaws of Middle Atlantic Swimming, Inc., 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 shall 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 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 ByLaws.

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

## **Chapter 2**

### **2.3.3 Board of Directors**

The members of the MA Board of Directors shall be as provided in the MA Bylaws, and are generally elected by the MA House of Delegates. The present MA 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
Coach Representatives (2)	At-Large (2)
Athlete Representatives (3)	

## **2.4 Meetings**

### **2.4.1 House of Delegates**

Middle Atlantic House of Delegates meetings are held on the 2nd Monday of each of the following months: November and June.

Items for consideration (i.e., the Agenda) and unapproved minutes will be posted on the Middle Atlantic website ([www.maswim.org](http://www.maswim.org)) fifteen (15) 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 adoption.

### **2.4.2 Board of Directors**

Middle Atlantic Board of Directors meetings are held on the 2nd Monday of each of the following months: September, January, February, April, May and July.

Items for consideration and unapproved minutes will be sent to all members of the Board of Directors and posted on the MA website fifteen (15) days prior to the meeting. Any items not on the published agenda must be approved by a 75% majority of those present and voting for the item to be added to the Agenda, and will require a subsequent 75% majority for adoption.

## **Chapter 3**

### **3.0 Financial**

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.

#### **3.1 Monetary**

##### **3.1.1 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 Review for action.

##### **3.1.2 Disbursements**

1. Physical control of all checks will be with office personnel.
2. Office personnel will 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.
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.

## **Chapter 3**

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.

### **3.1.3 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.

## **3.2 Expenses**

### **3.2.1 Payments to vendors**

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

### **3.2.2 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.

## Chapter 3

### 3.2.3 Zone Team Expenses

1. MAS shall provide financial support of the Eastern Zone (EZ) age-group teams as provided in the MAS Travel Fund policy, Article 4.1.C4 herein. 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 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 Article 3.1.5.) 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. 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 Article 3.1.5.) 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.

### 3.3 Middle Atlantic Travel Reimbursement

Reasonable travel, lodging and other relevant expenses will be provided for Middle Atlantic (MA) representatives at meetings, workshops, seminars, conventions and other relevant activities, when approved by the appropriate MA Officer or Committee Chair, and funds for such travel have been provided in the MA Budget. This includes travel to the USA Swimming (USA-S) annual convention, the Eastern Zone meeting, and to clinics, workshops and conferences sponsored by USA-S. 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.) Lodging expenses will be based on double occupancy (whenever appropriate). 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. 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. 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 MA 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 MA.
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.

## Chapter 3

### 3.3.1 Convention Reimbursement Policy

The intent of this policy is to cover reasonable travel, lodging and per diem expenses for voting members of Middle Atlantic (MAS) attending the USA Swimming (USA-S) National Convention. The lodging reimbursement shall be on a pro-rata basis and will depend 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 will receive reimbursement for their travel and lodging 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 travel and lodging 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 travel and lodging 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, those MAS members who have a vote at the Convention by reason of a National or International position with USA-S, shall be reimbursed for their travel and lodging expenses, provided that the representative is also currently active on at least one (1) MAS Committee (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 travel and lodging expenses. Whenever appropriate, it is suggested that such employee shall be assigned one of the additional votes granted to MAS by USA-S.
5. 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 (other than as a Club Coach.)
6. A *per diem* allowance based on the current IRS Domestic *per diem* rate for the appropriate city/county/state will be issued to those attending the USA-S Convention to cover food and miscellaneous expenses. The *per diem* may be prorated on arrival/departure days based on actual travel times to and from the convention.
7. 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.

*(Approved 4/12/04; revised 4/9/07)*

**NOTE: A description of the delegates to convention is included in the Middle Atlantic By-Laws, Article 606.7.12 (adopted effective January 1, 1997)**

## Chapter 3

### 3.3.2 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.)

*(Approved 4/12/04)*

### 3.3.3 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.

*(Submitted Oct, '07)*

### 3.3.4 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.

*(submitted Oct, '07)*

## Chapter 3

### 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.

*(Approved 4/8/02)*

## Chapter 4

### 4.0 Travel

#### 4.1 Athlete Travel Assistance – effective 9/1/2009

*SUMMARY: The MA Travel Assistance Policy was modified in 2009. Assistance will now be provided to any swimmer that has achieved a National level Time Standard to attend any of the MA designated meets during each of the Winter, Spring and/or Summer seasons. Time Standards and approved meets will be published in October of each year. Eligibility requirements have been simplified. Awards during each season may be limited by the MA budget, and will be re-considered following the Summer season. College swimmers are not eligible for support during the college school year; swimmers 19 and over are exempt from the MA meet participation requirement (approved by MA Board at May, 2009 mtg.)*

##### A. General

1. Middle Atlantic Swimming (MAS) will provide **Travel Assistance** to athletes participating in USA Swimming championship level meets, including Olympic and/or World Championship Trials (“Trials”), National Championships (“Nationals”), Junior National Championships (“Juniors”), the NCSA Junior National SC Championships (“NCSA Jrs”), the [Eastern Zone] Speedo Champions Series (“Sectionals”), and other comparable meets designated and approved by the MAS Board of Directors (the “**MEETS**”). In addition, **Travel Assistance** will be provided to athletes that attend designated USA Swimming Open Water (“OW”) and USA Swimming Adapted National Championships (“Adapted”).

“Nationals” shall be understood to include the USA Swimming (LC) National Championships, the USA Swimming Short Course Championships, the USA Swimming Spring Championships, and the US Open, when held. “Juniors” shall be understood to include both the LC and SC USA Swimming Junior National Championships. The “Trials” meets may either be held separately or in conjunction with a National Championship (“Nationals”) meet.

To receive **Travel Assistance** for a **MEET**, a swimmer must qualify for and participate in (see 4.1.A.2 below) at least one Individual Event at that **MEET**. Bonus events at the **MEET** shall not qualify to meet this participation requirement.

MAS also provides support for swimmers that attend the Eastern Zone (EZ) Short Course (All Star) and Long Course Age Group Championships (see section 4.1.C.5 below).

2. Participation in a **MEET** is defined as competing in at least one individual event at the specified meet. Swimmers who are disqualified from an event for either a stroke or 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 607.3.16 of the MAS ByLaws. The responsibilities of the **TFC** are defined in Article 607.4.10 of the ByLaws.
4. For **Travel Assistance** purposes, the ‘year’ shall be from September 1 through the following August 31 coinciding with the MA fiscal year. **MEETS** for which **Travel Assistance** is provided will be designated annually by the **TFC** for each of the Winter (September – December), Spring (January – April) and Summer (May – August) seasons. **Travel Assistance** may be approved for additional meets during the Spring season when there is no ‘National’ level

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meet during that season. Requests for such approval must be made to and approved by the MAS Board no later than the February Board meeting.

5. A swimmer will generally be eligible to receive **Travel Assistance** for only one **MEET** during each season. A swimmer that attends a 'Trials' class meet that is held separately from a 'Nationals' meet shall be eligible to receive additional **Travel Assistance** for another **MEET** during the same season.

### B. 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 **Time Standards** for each of the Winter/Spring and Summer seasons. In general, there will be two levels for the Winter/Spring season and three levels for the Summer season. The **Level 1** and **Level 2 Time Standards** will be different for the Winter/Spring and Summer seasons.
2. The **Time Standards** and the amount of support (the "Award") for each level of accomplishment shall be issued no later than October 15 of each year.
3. A swimmer that has achieved a **Level 1 Time Standard** prior to attending a **MEET** will receive the **Level 1 Award** regardless of which **MEET** they attend. A swimmer that has achieved a **Level 2 Time Standard** prior to attending a **MEET** will receive the **Level 2 Award** regardless of which **MEET** they attend. During the Summer season, a swimmer that has achieved a **Level 3 Time Standard** will receive the **Level 3 Award** regardless of which **MEET** they attend during the Summer season.
3. The **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 allocation shall be made for a "Trials" meet, when held separate from a 'Nationals' meet. The basis for granting **Awards** to eligible swimmers is described in section 4.1.E.3
4. Current awards are:

	<u>Winter/Spring</u>	<u>Summer</u>
Level 1	\$ 550	\$ 600
Level 2	450	450
Level 3		300

### C. 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** support provided to each swimmer may 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 Middle Atlantic Swimming on September 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 after September 1 will NOT increase the number of years toward determination of an Award.

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- d) Registration with MAS may be either through a Middle Atlantic Club or as an Unattached athlete.
2. 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 age- and time-eligible MAS swimmers within the one-year period immediately preceding the **MEET** for which an award is granted. Participation in a MAS meet is as defined in paragraph 4.1.A.2 above. Participation in a sanctioned Time Trial, Dual, Intra-squad or other 'closed' meet does NOT qualify toward this MAS participation requirement.
    - 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.
- D. Time Standards
1. Time Standards for two levels of support during the Winter and Spring seasons and three levels for the Summer season will be established and published by the TFC no later than October 15 of each year. The **Time Standards** will remain in effect for the year – i.e., from September 1 through the following August 31.
  2. Unless determined otherwise by the TFC, the Winter/Spring **Level 1 Time Standards** shall be the qualifying times for the USA Swimming SC Championships and the **Level 2 Time Standards** shall be the qualifying times for the USA Swimming SC Junior Championships. The Summer **Level 1 Time Standards** shall be the qualifying times for the USA Swimming National (LC) Championship, the **Level 2 Time Standards** shall be the qualifying times for the USA Swimming LC Junior Championships, and the **Level 3 Time Standards** shall be the 'bonus' qualifying times for the USA Swimming LC Junior championships.
  3. The qualifying period for achieving a Time Standard shall be no earlier than the following dates one year prior to the Meet (i.e. within the previous approximately 12-16 months):

Winter	September 1
Spring	January 1
Summer	June 1
- E. Application / Payment
1. All **Travel Assistance** awards will be paid to the swimmer's respective Club. A Club representative should submit the **Request for Travel Assistance** form, 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 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

## Chapter 4

**MEET** that have achieved a **Level 2 Time Standard**; and then (Summer only) 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 that 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 4.1.C.1b above.

4. At the completion of the Summer season, the **TFC** shall meet to consider any appeals and to decide whether any undistributed remaining funds should be granted to swimmers that did not previously receive a full **Award** payment.
5. All **Travel Assistance** awards must be reviewed and approved by the Finance Vice-Chair before payment to any Club or individual.

### F. College and post-High School swimmers

1. Any swimmer participating in a college program (NCAA, NJCAA, NAIA, etc) is NOT eligible to receive any **Travel Assistance** for the period from September 1 through May 31. Such swimmers may receive **Travel Assistance** during the Summer season if they meet the other requirements. The MAS meet participation requirement will be waived for such swimmers.
2. College swimmers must represent Middle Atlantic at the **MEET** - either a MAS Club or as MA-UN. This may be a 'dual' representation when permitted by the **MEET**.
3. College swimmers that are registered with their college team on September 1 (i.e., they are not registered with MAS) may request that their status be reviewed by the **TFC**.
4. Post-high school graduates that are not attending or participating on a college program and are at least nineteen (19) years of age at the time of the funded **MEET** are exempt from the MAS meet participation requirement.

*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.*

### G. Waivers / Appeals

1. In extenuating circumstances, certain eligibility or participation requirements may be waived by the MAS **Board**. An **Application for Waiver** should be submitted by the Club representative (or UN-attached swimmer) to the MAS office.
2. An Appeal of any decision regarding **Travel Assistance** may be made by the Club representative (or UN-attached swimmer) to the MAS **Board** by submitting a letter to the MA Office; such appeal must be submitted by October 1 following the meet in question (see 4.1.C.5 above).

### H. Open Water

1. MAS will provide **Travel Assistance** to swimmers attended designated Open Water (OW) Championship events when approved by the MAS Board.
2. Swimmers attending OW events must have achieved a **Level 2 Time Standard** and are subject to the Registration requirements as described above.
3. The amount of support for OW events will be determined by the MAS **Board** and will be equivalent to the support provided to swimmers for comparable meets.

### I. Adapted Swimming Championships

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1. MAS will provide **Travel Assistance** to swimmers attended designated Adapted Swimming or Paralympic Championship events when approved by the **MAS Board**.
2. 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 swimmers for comparable meets.

### 4.2 Foreign Athletes / Travel

USA Swimming coordinates international travel and exchanges for athletes and clubs. Approval is needed from USA Swimming and the foreign Federation involved prior to travel and competition. The following forms can be found in the registration section of the Forms Index.

- 1) **Notification of Membership in USA Swimming.** When a member of a FINA Federation applies for membership in USA Swimming, he/she must complete the Notification of Membership in USA Swimming form. This form should be sent to the Middle Atlantic office.
- 2) **Foreign Travel Permit Request.** LSCs and clubs wishing to compete abroad must complete the Foreign Travel Permit Request form and submit it plus the foreign federation invitation and the meet information to the Middle Atlantic office.
- 3) **Invitation to Foreign Athletes/Teams.** LSCs and clubs wishing to invite foreign athletes or teams to participate in a meet must complete the Invitation to Foreign Athletes/Teams form and submit the form and the meet information to the Middle Atlantic office.

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**Table 4.1**

**MIDDLE ATLANTIC TRAVEL ASSISTANCE**

	<u>Meet Support Amount</u>	<u>Bonus Award</u>	<u>Max Award</u>
2005-06			
US Open, Auburn, AL	\$ 8,000	0	\$ 400
Spring Nationals, Federal Way, WA	\$ 10,000	\$ 100	\$ 500
Spring Sectionals, Annapolis, MD	\$ 15,000	\$ 50	\$ 250
Summer Nationals, Irvine, CA	\$ 15,000	\$ 100	\$ 500
Summer Sectionals, Buffalo, NY	\$ 12,000	\$ 50	\$ 250
Junior Nationals, Irvine, CA	\$ 6,000	\$ 50	\$ 350
2006-07			
US Open, W.Lafayette, IN	\$ 6,000	0	\$ 400
I. SPRING Meets	\$ 25,000		
a. Spring Championships, Long Island, NY		\$ 100	\$ 500
b. NCSA Junior Champs, Orlando, FL		\$ 50	\$ 250
c. Spring Sectionals, Rockville, MD		\$ 50	\$ 250
II. SUMMER Meets	\$ 35,000		
a. Summer Nationals, Indianapolis, IN		\$ 100	\$ 500
b. USA Junior Champs, Indianapolis		\$ 50	\$ 400
c. Summer Sectionals, St. Mary's, MD		\$ 50	\$ 250
2007-08			
Group I. WINTER Meets	\$ 4,000		
1. USA-S Short Course Nationals, Atlanta, GA		\$ 100	\$ 200
USA-S LC Time Trials, Atlanta, GA			
Group II. SPRING Meets	\$ 31,000		
1. Designated meet with 2007 Summer Natl QT		\$ 100	\$ 400
2. NCSA Junior Champs, Atlanta, GA		\$ 50	\$ 350
Spring Sectionals, East Meadow, NY		\$ 50	\$ 250
Spring Sectionals, Univ of Maryland		\$ 50	\$ 250
Group III. SUMMER Meets	\$ 35,000		
1. Summer Nationals, Minneapolis, MN		\$ 100	\$ 500
2. USA Junior Champs, Minneapolis, MN		\$ 50	\$ 400
3. Summer Sectionals, State College, PA		\$ 50	\$ 250
OLYMPIC TRIALS, Omaha, NB	\$ 24,000	\$ 150	\$ 700

**Table 4.2**

**MIDDLE ATLANTIC - Other TRAVEL ASSISTANCE**

	<u>Meet Support Amount</u>	<u>Bonus Award</u>	<u>Max Award</u>
2007			
5K OW National Championships	\$ 1000		\$ 500
10K OW Championships	\$ 1000		\$ 500
25K OW Championships	\$ 1000		\$ 500
Disability / Paralympics Championships	\$ 1000	\$ 50	\$ 500

*(Meet Support Awards approved in annual MAS Budget)*

## Chapter 5

### 5.0 Eastern Zone Meets

#### 5.1 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 (MA) at the SC Zone Meet. The SC Zone Team is comprised of two (2) swimmers to represent MA in each individual event at the meet.

##### 5.1.1 Short Course - Meet regulations

1. Each LSC may enter two (2) swimmers in each individual event. Beginning in 2010 (and continuing at least through 2011), 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.

##### 5.1.2 Short Course - Athlete eligibility

1. Each participating Swimmer must be currently registered with Middle Atlantic Swimming and be free of debt, claims or sanctions by MA.
2. Each eligible Swimmer must have participated in five (5) MA sanctioned meets in the two years preceding (and including) SC-JOs. Swimmers having only one year of registration in MA (i.e., beginning no earlier than September 1 of the previous year) must have participated in three (3) MA sanctioned meets during that period.
3. Any swimmer who has participated in an individual event at a USA Swimming National Championships (LC or SC) or a USA Swimming Trials Class meet, the US Open, or a Speedo Junior National Championship is NOT eligible to compete at the SC Zone Meet.
4. Furthermore, any swimmer 13 years or older who has achieved a current qualifying time in an individual event for any of the above meets (see 5.1 .2.3) is NOT eligible to compete at the SC Zone Meet. Swimmers 12 years and younger who have achieved a qualifying time for the above meets are eligible to participate in the SC Zone Meet.
5. Athletes must submit a Zone All-Star Team application, including the required application fee, to the MA office by the stated deadline. Applications are available on the MA website ([www.maswim.org](http://www.maswim.org) ) and at most Middle Atlantic and A-level meets throughout the SC season. There will be no exceptions to this requirement.

##### 5.1.3 Short Course - Selection of athletes

1. Swimmers will be selected from the group of athletes that meet all of the requirements in section 5.1.2 above.
2. The qualifying period is September 1 of the previous year through the end of the MA Spring SC Junior Olympics (SC-JOs). In years when the MA Short Course Senior Championships (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 (three fastest times for 11-12/10&U individual events) will be selected for the Team. In the event of a tie for the final qualifying position, the selection will be made by the MA Zone Team Committee.

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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. Third or lower ranked swimmers 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 this time.
7. The Zone Team Committee shall consist of the MA General Chair, the MA Age-Group Chair and the MA Senior Coach Representative.

### 5.1.4 Short Course - Zone team database

1. The following meets will automatically be entered into the MA Zone Database of top times:
  - December "Holiday" meets (e.g., Trident, Pitt, Eastern Express, Buffalo, Potomac Valley)
  - Middle Atlantic Elite Meet
  - Middle Atlantic SC and LC Senior Champs (i.e., Mids)
  - Middle Atlantic Junior Olympics
2. Times from YMCA Championship meets, High School District meets, and High School State Championship meets will be accepted for consideration ONLY if there is an Observed or Approved Meet Application on file at the MA office and a copy of the official meet results signed by one of the observing officials is sent to the MA Office no later than the Tuesday preceding SC-JOs (or faxed to the MA Office by the conclusion of the SC-JO Meet).
3. Consideration will be given to times attained in sanctioned meets other than those listed in section 3 (a) ONLY if the times are submitted to the Zone Team database manager by the Tuesday preceding SC-JOs along with a copy of the official results of the meet. The MA Zone Team Committee shall have final say on whether times achieved in such other meets shall be considered for Zone Team selection.
4. Times attained in a Time Trial at the MA SC-JO meet will NOT be considered for Zone Team selection.

### 5.1.5 Short Course - General Information

1. A meeting of the Zone All-Star Team members will be held at a facility within Middle Atlantic on the weekend before the Eastern Zone Championship meet. ATTENDANCE IS MANDATORY for selected swimmers and/or a parent/guardian. All fees must be paid at this time and each swimmer is responsible to pick 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 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.
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.

## Chapter 5

### 5.2 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.

#### 5.2.1 Short Course - Coaches

##### 1. Head coach

- a. Applications for the Zone Head Coach position are available on the MA website and must be submitted to the MA office by December 31 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 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.
  - With the Age Group Chair and the Coaches Rep, select the assistant coaching staff.
  - 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 and inform staff of duties and expectations before and during the meet.
  - Supervise staff in contacting and informing prospective 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 manager at the conclusion of the each meet.

##### 2. Assistant coaches

- a. Applications for Zone Assistant Coach positions are available on the MA website and must be submitted to the MA office by December 31 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 January by a committee consisting of the Middle Atlantic Age Group Chair, Coach's 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 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.

#### 5.2.2 Short Course - Team Manager

Responsibilities of the Short Course Team Manager are:

- Work with the Zone Team Head Coach throughout the year
- Hotel accommodations: number and type rooms, rooming lists, any other facility considerations, generally booked one year in advance of meet.
- Food: arranging meals and any special needs (diabetics, allergies, religious considerations)
- Transportation: from MA to hotel at meet location, between hotel & facility, home again
- Athlete application: accept applications and create periodic applicant list updates

## Chapter 5

- Entries: maintain database of all meets containing times for applicants in order to make rankings available prior to SC-JOs. Prepare Team entry to be sent to the host club
- Equipment bids – obtain one year in advance: orders, distribution at pre-meet practice and meeting, reorders and distribution
- Organizing packets for swimmers, coaches, chaperones
- Arranging for facility for practice/meeting after team is selected.
- Arranging for practice at meet.
- Assigning chaperones.
- Emergencies.
- Be accessible to parents and answer questions throughout the year.
- Budget & accounting 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.

### 5.2.3 Short Course - Chaperones

1. Parents wishing to become chaperones for the All-Star team should submit their name to the MA office 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.

## 5.3 Long Course - All Star Meet

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.

### 5.3.1 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.
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 MA Zone Coaching staff.

Note: If a swimmer is selected by the MA 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.

### 5.3.2 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 MA.
2. Swimmers must have participated in five (5) MA Sanctioned meets in the two years preceding LC-JOs. Swimmers having only one year of registration in MA (i.e., beginning no earlier than September 1 of the previous year) must participate in three (3) MA meets in that period.
3. Qualifying period is September 1 of the previous year through Junior Olympics/Sectionals (LC-JOs) of the current LC season.
4. Any swimmer who has participated in an individual event at a USA Swimming National Championships (LC or SC) or a USA Swimming Trials Class meet, the US Open, or a Speedo Junior National Championship is NOT eligible to compete at the LC Zone Meet.
5. Furthermore, any swimmer 13 years or older who has achieved a current qualifying time in an individual event for any of the above meets (see section 5.3.2.4) is NOT eligible to

## Chapter 5

compete at the LC Zone Meet. Swimmers 12 years and younger who have achieved a qualifying time for the above meets are eligible to participate in the LC Zone Meet.

### 5.3.3 Long Course – Meet Entry

1. All meet entries must be submitted by Middle Atlantic.
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 MA Zone Team database manager for entry into the meet.
3. Consideration times (e.g., times from meets other than MA sanctioned meets) may or may not be accepted for the LC Zone meet. The Zone Team Committee will make this decision.
4. Entry fees must accompany each individual event entry. Relay fees will be paid by Middle Atlantic.

### 5.3.4 Long Course - General Information

1. Middle Atlantic does not provide lodging, transportation or meals for the LC Zone Meet. 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 are attending the meet.
2. Zone team equipment is available only to those swimmers who qualify for and attend the Eastern Zone Championship meet. Equipment is usually handed out at JO's and it is the responsibility of the swimmer/parent to pick-up equipment at that time.

## 5.4 Long Course - Staff

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

### 5.4.1 Long Course – Coaches

#### 1. Head coach

- a. The head coach selected in January will serve as the head coach for the Long Course Zone Championship meet.
- b. The responsibilities of the Zone head coach are outlined in above Section 5.2.1a - Staff.

#### 2. Assistant coaches

- a. Applications for Zone assistant coach are available on the MA website and must be submitted to the MA office by the date specified on the application.
- b. The Zone assistant coaching staff will be selected by a committee consisting of the Middle Atlantic Age Group Chair, Coach's Representative and the current Zone Head Coach.
- c. The responsibilities of the Zone coaching staff are outlined in above Section 5.2.1b - Staff.

### 5.4.2 Long Course - Team Manager

Responsibilities of the All-Star Team Manager are outlined in Section 5.2.2 - Staff.

*(Approved 1/12/04; rev 4/10/06, 11/10/08 by BOD)*

## Chapter 6

### 6.0 Meet Administration

#### 6.1 Financial

##### 6.1.1 Entry and rebate fees

ENTRY FEES			
Type of meet	Level	Individual	Relay
Mini	Sanctioned	\$4.00	\$8.00
Club-hosted	Sanctioned	\$4.00	\$8.00
Senior LSC meets	Sanctioned	\$5.00	\$8.00
All long course meets	Sanctioned	\$5.00	\$8.00
Time trials (with meet)	Sanctioned	\$10.00	\$20.00
Deck entries	Sanctioned	Not to exceed twice the individual entry fee	Not to exceed twice the relay fee

REBATE FEES			
Type of meet	Level	Individual	Relay
Mini	Sanctioned	\$0.80 (20% of fee)	\$1.60
Club-hosted short course	Sanctioned	\$0.80 (20% of fee)	\$1.60
Club-hosted long course	Sanctioned	\$1.00 (20% of fee)	\$1.60
Club hosted senior	Sanctioned	\$1.00 (20% of fee)	\$1.60
All other club-hosted open meets	Sanctioned	20% of fee	20% of fee
Time trials (with meet)	Sanctioned	\$5.00	\$10.00
Deck entries	Sanctioned	20% of fee	20% of fee
Dual*	Sanctioned	20% of fee	20% of fee
Closed invitational*	Sanctioned or Accepted	20% of fee	20% of fee
Open Water	Sanctioned	\$1.00	N/A

\* For dual and closed invitational meets in which there is no fee associated with participation, no charge will be assessed. Information relating to entry or participation fees must be included with the application for Sanction or Accepted status; the amount of the Rebate will be established by MA as a condition of approval of the request.

## Chapter 6

### 6.1.2 LSC-hosted meets

1. All LSC policies for control of monies will be observed. Advance for hospitality will be provided. All other expenses will be paid by invoice.
2. The Age Group and Senior Committees are responsible for the annual budgets for the LSC run meets.
3. Usual anticipated income is based on the following:
  - (1) Entry Fees – See table Section 6.1.1
  - (2) Admissions and program sales
  - (3) Advertising
  - (4) Merchandise sales
4. Usual anticipated expenditures include the following:
  - (1) Facility rental and associated costs
  - (2) Printing and reproduction (usually through MA Office)
  - (3) Postage (MA Office)
  - (4) Awards
  - (5) Hospitality
  - (6) Telephone
  - (7) Housing for key officials (Meet and/or Site Directors, Head Referee)
  - (8) Merchandise for resale
5. An electronic entry process shall be used for all LSC hosted meets. Entry files shall be submitted using the Hy-Tek Team Manager or a compatible program. A summary report and note indicating the number of swimmers and total individual and relay entries must accompany the electronic entry. A \$5 per swimmer fee will be charged for any Club swimmer that does not use the electronic entry process.
6. The USA Swimming Online Entry Process (OME) shall be used when appropriate, as determined by the MA Senior or Age-Group committees.

### 6.1.3 Club-hosted meets

1. Entries/Fees
  - a. Incoming entries should be entered on a first come/first served basis unless an alternate method is stated in the meet information. See guideline in Section 6.9. Maximum entry fees are defined in Section 6.1.1 of this manual.
  - b. Clubs are encouraged to use an electronic entry process for all sanctioned meets, such as an entry file created using HY-TEK software. Exceptions may be for Inter-club Dual Meets or Intra-squad meets. HY-TEK entry files may be created using the HY-TEK Team Manager program or the TM-Lite program. Clubs are encouraged to provide an electronic entry file as part of the Meet Information, when appropriate.
  - c. 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. Such fees are at the option of the hosting Club, and are intended to encourage the use of electronic entries.
  - d. The USA Swimming Online Meet Entry (OME) process may be used for entry to Club hosted meets, when appropriate.
2. Sanctions are required for all Club Run Meets.
  - a. All applications to host Middle Atlantic Swimming Open Water events must be reviewed and approved by the Open Water Committee prior to the Middle Atlantic office for sanctioning. Because of the uniqueness of the Open Water events, the Open Water Committee shall appoint the referee and safety officer for each event.
  - b. Middle Atlantic registered clubs holding a non-sanctioned meet will be charged \$.60 a splash for their first offense. A second offense will result in Board of Review action.
3. Surcharge

## Chapter 6

- a. Requests for a surcharge at Club-hosted meets must be reviewed and approved by an ad-hoc Surcharge Sub-Committee consisting of the following individuals: Admin, Senior, Age-Group, Financial and Operations.
- b. Surcharge shall be considered only for Long-Course Meets
- c. Requests must be supported by appropriate and sufficient meet entry and financial information comparing the proposed meet with previous years - e.g., facility charge, number of swimmers, number of splashes, entry fee revenue, other revenue, etc., to allow consideration of the request.
- d. The Surcharge Sub-Committee can approve or reject a Club request for a surcharge, subject to review by the MA Board.
- e. When the surcharge request is approved solely on the basis to meet an increase in the Facility charge, the rebate to MA from the surcharge may be waived.
- f. Requests for a Surcharge must be submitted to the MA Office by Jan 1.

*(surcharge policy adopted 9/22/2003)*

### 6.1.4 Penalties

#### 1. Sanction Violations for Club Run Meets

Meet Hosts are required to comply with the provision of USA Swimming Rules and Regulations, Article 202.2, as well as additional Middle Atlantic Guidelines. These penalties will be imposed on all meet hosts that violate one or more of these requirements. All future meets will be suspended if the penalties are not paid promptly.

<b>VIOLATION</b>	<b>PENALTY</b>
Late request for sanction	\$5 per day late
Late submission of meet info for sanctioning	\$25 /day late
Failure to make required corrections to meet information	Board of Review*
Late submission of "splash" fees	\$10 per day late
Failure to submit Meet/Safety Director Tests	No sanction
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 MA Swimming	Board of Review*

**\*Board of Review has the right to impose penalties, up to and including loss of sanction.**

#### 2. Falsification of entry times

A penalty of \$50 per event will be assessed on any MA swimmer who enters an event having qualifying times in a MA circuit meet and then fails to swim the qualifying time in that event unless proof-of-time for that event can be provided. Swimmers disqualified in any such event are considered not to have swum the entry time and will be similarly required to provide proof-of-time. Any swimmer not providing such proof-of-time will be suspended from further competition in MA circuit meets until the fine is paid. Proved times must be from a USA Swimming Sanctioned, Approved or Observed Meet or a MA Accepted Meet. Except for Unattached swimmers, request for proof-of-times and imposed fines will be administered via the swimmer's club. The MA Circuit Meets shall include: Fall Classic, Elite Invitational, Short Course Junior Olympics (Spring), Long Course Junior Olympics (Summer), the MA Senior LC Championships, and any other meet hosted or sponsored by the Middle Atlantic Senior or Age-Group committees.

*(Approved 6/13/05)*

## 6.2 Meet and Safety Directors

### 6.2.1 General

1. Meet Director and Safety Director Packets will be sent to all Meet Host Clubs prior to the start of each Short Course season.

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2. The Sanction Request Form for each Meet must include the name of a certified Meet Director and Safety Director who will be responsible for that Meet.
3. The MA Office will maintain a list of certified Meet Directors and Safety Directors. The list will also be posted on the MA website.

### 6.2.2 Certification

1. Initial Certification requires that each individual pass the MA Meet Director or Safety Director test, and work with a certified Meet Director/ Safety Director for two (2) MA sanctioned meets. A "Meet Certification Form" must be completed for each Meet worked during this initial period. Upon satisfactory completion and approval by the Admin Chair, Directors will be certified for a two-year period from the date of issue of a certification card. During this initial two-year period, each Director is required to serve as the Meet/ Safety Director for three (3) club-hosted sanctioned meets or one (1) MA-hosted meet to maintain certification.
2. Re-certification following the initial period will be for two years. During every subsequent two (2) year period, you must serve as the Meet/Safety Director for either two (2) Club-hosted sanctioned meets, or one (1) MA-hosted meet to maintain certification.
3. All re-certifications are subject to review by the Admin Chair.

*(Approved 4/8/02)*

## 6.3 Officials

## 6.4 Entries

### 6.4.1 Acceptance 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.

### 6.4.2 Guideline - Entry date for non-MA teams

#### **GUIDELINE**

Approved 6/01

#### **Entry Date for Out-of-LSC Teams**

FOR LONG-COURSE 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 Information. Only entries from Middle Atlantic (MA) Clubs may be accepted prior to and including the Early Entry Date; Entries from Out-of-LSC Teams (i.e., not Middle Atlantic) may not be accepted until after the Early Entry Deadline.

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Dates for approval and distribution of the Meet Information for Long Course Meets shall be based on the Early Entry Date.

Middle Atlantic, or any Club hosting a LC Meet, may elect to hold a Closed Meet – i.e., a Meet limited to MA Clubs.

The Senior or Age-Group Committee shall recommend whether a MA Championship Meet will be Open or Closed, subject to approval by the MA House of Delegates or Board of Directors.

### 6.4.3 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’ – not ‘10 & Under’. Mini-meets are open to swimmers eight (8) years of age and younger.
2. Swimmers eight (8) years and younger who meet the qualification standards may enter events designated as ‘10&Under’ in A/BB, A and higher level meets, including the MA Junior Olympics and Elite Meet.
3. These rules apply to both short course and long course meets.

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

### 6.4.4 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 shall be “Unofficial” - i.e., the participants may not be eligible for placement or awards. However, times achieved by the swimmer may be used as entry times for subsequent Middle Atlantic and USA Swimming meets. Swimmer’s performance should be included in the published meet results with a “X” to indicate Exhibition status. Acceptance of a Deck Entry should not prolong the meet - 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.
3. For Middle Atlantic District Meets (including District Championship Meets which may be hosted by an individual Club), Deck Entries will not be accepted. This includes entries on an unofficial basis.
4. Any meet host wishing to allow deck entries at a meet must state it clearly in the meet information, 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.
6. Swimmers entering as deck entries must meet the same time standards and all other applicable USS and MA rules as those swimmers who entered by the entry deadline.

### 6.4.5 Non-Conforming Times General

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, or a Middle Atlantic Accepted Meet. (See MA Policy Manual, Section 7 for definition of these types of Meets.)

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3. Except as noted below, Non-conforming times must be accepted for entry to all Middle Atlantic (MA) Sanctioned Meets – regardless of whether the Meet is an MA hosted Meet or is hosted by a MA Club.

**Exception:** MA may limit entry to MA hosted Championship Meets (i.e., MIDS, JOs, Elite) to entry times achieved in the current season Meet 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 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.

### 6.4.6 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 15 00/1650 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 [Art 207.12.7B(1) and (2)].

#### 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 [Art 207.5.12B(1) and (2)].

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.

7. Fall Classic (Middle Atlantic hosted)

- Entry times from any course venue will be accepted.
- All entries will be seeded as conforming.

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### 6.4.7 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 Admin Committee/MA Office 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

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.

### 6.4.8 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.)*

## 6.5 Rules

### 6.5.1 Four Hour Rule

1. **Background** - USA Swimming Rule 205.3.1F reads: "With the exception of championship meets the program in all other age group competition shall be planned to allow the events for swimmers 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."

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2. **Application** - Middle Atlantic has determined that the “4-Hour Rule” shall also apply to the following meet sessions:

- any Prelims or Timed Finals session which includes “BB” or “C” level swimmers, including 13 years and older
- all mini meets

Meets Exempt from the “4-Hour Rule” are:

- all Middle Atlantic hosted meets, including Junior Olympics
- Middle Atlantic Regional (BB/C) and Mini- Championships
- meets limited to “A” level or higher only swimmers
- a (single event) distance meet (e.g., 1650 or combined 1650 Free/400 IM meet) where swimmers can be notified of the time for their swim

*(Regional & Mini champs added to this section April 10, 2006)*

3. **Penalty for non-compliance** – Any Club holding a meet session subject to the 4-hour rule must run a projected timeline for that session using a 30-second time interval (or 20-second if over/under starting procedure is used); the timeline should be run on the seeded session using the Hy-Tek Meet Manager software. Any session that exceeds four hours is subject to the following fines or penalties unless the session is actually conducted in less than four hours as certified on the Post-meet report submitted to MAS:

- a. Forfeiture of the meet entry fee for those heats beginning after the 4- hour limit was reached.
- b. Loss of Sanction by the Club for a subsequent meet, or loss of the right to bid on meets in the next season.

In addition, a \$25 fine may be imposed for not submitting pre-meet information to the MA office at the appropriate time. This fine may be increased to \$50 if a meet session is found to significantly exceed four hours.

The above fines and penalties will be imposed at the discretion of the Admin Chair subject to review by the MA Board of Directors.

### 4. Procedure

- a. A Meet Host should consider the following possible 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 Information. All changes to the meet format are subject to review by MA Technical Planning and/or the MA Admin Chair:
  - 1) Split the session into separate sessions for each age-group.
  - 2) Eliminate all relays from the session.
  - 3) Create a separate session for distance events 400 yards/meters or longer.
  - 4) Accept no further entries when the 4 hour time limit is reached.
  - 5) Limit the number of heats in specified events.
  - 6) Eliminate a complete event.
  - 7) Reduce the number of permitted events for each swimmer - e.g., events per swimmer reduced from 5 to 4 per day. This must be applied to all swimmers in the session.
- b. The meet information must include the statement that the Meet Director reserves the right to limit events, heats, swimmers or adjust the format to conform with the 4-hour rule.
- c. Whatever action is taken to reduce the time, all teams competing in that session must be notified of the change in format. Notification by e-mail to the Team Contact provided with the meet entry is acceptable.

*(Adopted HOD 6/13/05)*

### 6.5.2 Scratch Rule

#### 1. Individual scratch rule

##### Pre-Seeded Events

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

##### Deck-seeded Events

## Chapter 6

- a. Swimmers entered in an individual event that is deck-seeded, in whole or in part, must check-in for that event in order to be seeded. Deck-seeded events shall normally close for seeding no earlier than thirty (30) minutes before the scheduled start of the event, unless noted differently in the Meet Information.
- 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 Referee or Clerk of Course prior to the closing of the event that the swimmer wishes not to be seeded.
- c. A swimmer who is entered in a deck-seeded 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. 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 Information. At MA hosted or MA 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.

### 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 Finals shall be barred from further competition in the Meet, including Relays, except as noted below. (Such swimmers may 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).

### 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 Referee 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 proof 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 in an individual Preliminary or Timed Final event by reporting to the Referee prior to the start of the race. Such declaration shall be treated as a Disqualification.
- b. At Finals, a Declared False Start or deliberate Delay of Meet False Start (or other action perceived to be an intentional non-compete) is not permitted and will be regarded as a failure to compete and subject to the penalties stated in the previous section.

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### Non-compete on final night of Meet

- a. A \$50 fine will be imposed on any MA swimmer in a MA-hosted or MA 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 MA swimmer in a MA-hosted or MA 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.)
- c. Any MA swimmer fined under sections a. or b. herein will be suspended from further competition in MA-hosted or MA 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.

### 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, and Finals when Preliminaries have been swum

- a. Any relay team entered in a relay event that is seeded at the Meet, in whole or in part, that has been checked in and the swimmers' names declared for that event, or has qualified for the Finals as a result of Preliminaries competition, must swim the event unless the Referee or Clerk of Course is notified before the seeding of that event that the relay team wishes to scratch.
- b. A relay team member failing to appear ready to swim for such relay event shall be barred from that relay team member's next individual event in which they are entered. Relay team members who do appear ready to swim shall not be penalized.
- c. Exceptions – relay teams or team members who give acceptable notification to the Referee of illness or injury, or that failure to compete was caused by circumstances beyond the control of the swimmer, shall not be penalized.

*(Adopted by BofD - April 12, 2004; revised – May, 2004)*

### 6.5.3 Deck Seeding

#### Deck Seeding/Check In Requirements

- a. In meets with deck seeded 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 Meet Director or his designated representative will seed the event with those swimmers who have indicated their intention to swim the event.

## 6.6 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 16<sup>th</sup> place.

## Chapter 6

- Heat winner ribbons (optional)**BB, C Meets**
- Ribbons to 6<sup>th</sup> or 8<sup>th</sup> place (based on number of lanes in the pool).

### A, BB/C

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

### A Meets

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

### Special A Meets (JO’s, MIDS, Etc.)

Medals to 9<sup>th</sup> place

### East/West Championships

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

### Senior Meets

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

## 6.7 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 MA certified officials.
3. Swimmers must currently be registered with USA Swimming as of 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 to swim time trials. They are not required to be entered in that meet. Entries for time trials will be accepted if time permits.
5. A swimmer may swim one Time Trial per day in a given event, maximum of two Time Trials count in the total allowable events to be swum in one day. (Maximum five for timed finals meets, and three for trials and finals meets.)
6. Time Trials information must be included in the meet or Time Trials announcement.
7. Time Trials entry forms are available from the MA office.
8. Meet results for Time Trials must be provided in publication order. For Time Trials held in conjunction with another sanctioned meet, results must be separate, with the separate sanction number listed.
9. Time Trials entry fee is \$10.00 per individual swim, \$20 per relay.
10. LSC rebates are \$5.00 per individual swim, and \$10 per relay.

## Chapter 6

### 6.8 Reports

#### MIDDLE ATLANTIC SWIMMING DISTRIBUTION OF REQUIRED SUBMISSIONS

	MA Office	MA website	Entered Teams	Tech Plan Chair	Safety
Format				X	
Sanction Application/Fees	X				
Meet Information electronic file	X	X	Via website		
TM events file	X	X	Via website		
Backup of meet	X		Via website		
Results (electronic)	X	X	Via website		
Rebates	X				
Financial Report	X				
Activity Report	X				
Safety Report	X				
Report of Occurrence	X <sup>1</sup>				X
Officials Report	X				

<sup>1</sup> Also to USA Swimming and Risk Management Services

## **Chapter 7**

### **7.0 Types of Meets**

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.

#### **7.1 Sanctioned Meets**

##### **7.1.1 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, Coaches and Officials must also be members of USA Swimming. As the local administrative arm of USA Swimming, Middle Atlantic Swimming (MA) 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.

##### **7.1.2 Requirements and Conditions**

1. The requirements and conditions for Sanctioned meets are in Article 202.2 and 202.3 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 MA according to procedures established by MA, and must be accompanied by the appropriate fee as defined in Table 7.4 .
3. The Meet Announcement for all sanctioned meets must be submitted and approved by MA before such information may be published; MA will post the Meet Announcement for all Sanctioned meets on the MA website.
4. Middle Atlantic requires that the following information regarding finances be submitted by every organization receiving a sanction:
  - a. within 45 days after the Meet (or Event), a financial statement setting forth all receipts and disbursements in connection with the sanctioned event.
  - b. MA may require the organization to furnish, within 15 days after written request, all receipts and vouchers relating to the sanctioned event.
  - c. No sanction to hold any athletic event of any kind shall thereafter be issued to an organization that has failed or refused to file with Middle Atlantic 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 determine.
5. The Meet Announcement, entry forms and meet programs must contain the statement “Held under the sanction of USA Swimming / Middle Atlantic Swimming.”
6. Conduct of the sanctioned event shall conform in every respect to all technical and administrative rules of USA Swimming.

##### **7.1.3 Times**

Times achieved at a Sanctioned Meet are considered Official times for all purposes, and will be entered into the SWIMS database by the MA Times coordinator.

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### **7.2 Approved Meets**

#### **7.2.1 Definition**

An Approved Meet is a competition conducted in accordance with USA Swimming technical rules, but where all athletes are not members of USA Swimming – e.g., a YMCA District or Championship meet or an Invitational meet. Host organizations do not have to be members of USA/Middle Atlantic Swimming.

Subject to review and approval by the MA Admin V-Chair, Middle Atlantic Swimming (MA) will recognize certain types of meets as follows:

- (a) Championship meets – a league or season-ending culminating meet (e.g., a Y 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.

#### **7.2.2 Requirements**

1. The requirements for an Approved competition are stated in Article 202.4 of the USA Swimming Rulebook. All provisions of this section must be followed by the hosting organization.
2. A written application for recognition of an Approved Meet must be submitted along with the Application Fee to the MA office 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 7.2.2.4 below. Applications will not be accepted less than thirty (30) days prior to the meet. The Application must be accompanied by complete meet or event information and a statement of the nature and value of prizes to be awarded.
3. The application must include the names of the USA Swimming certified officials that will be present at the meet; at least two (2) certified officials must be present at each meet session.
4. A non-refundable Application Fee of \$75 for a 1-day meet or \$100 for a 2-day or longer meet must accompany the application. An additional \$50 fee is required for applications received less than sixty (60) days and more than thirty (30) days prior to the meet.
5. 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 being deleted from SWIMS.
6. The complete meet results shall be submitted to MA within seven (7) days of the completion of the Meet.

#### **7.2.3 Times**

1. Times achieved by USA Swimming registered athletes will be entered into the SWIMS database following procedures established by the MA Times coordinator. Procedures for identifying the athletes and times to be submitted will be provided by the Times coordinator. It will be the responsibility of the

## **Chapter 7**

meet host to provide correct USA Swimming registration IDs for each 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 including consideration for National Top 16, 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 Athlete registration; such request shall be made by the athlete or their coach to the MA Times Coordinator.

### **7.3 Observed Meets**

#### **7.3.1 Definition**

An Observed Meet is a meet held under rules other than those of USA Swimming, but from which certain times can be used for entry into any USA Swimming Meet. USA Swimming certified officials observe individual swims and provide verification that the swimmer has complied with current USA Swimming Rules. Meets other than a season-culminating Championship Meet must be specifically approved by USA Swimming.

#### **7.3.2 Requirements**

1. The requirements for an Observed competition are stated in Article 202.5 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 MA Office at least thirty (30) days prior to the first day of the Meet. (See form in Appendix ). 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 IDs for those swimmers in the Meet Back-up at the completion of the meet.
4. All swimmers wanting their time to be recorded in SWIMS must be a current member of USA Swimming at the time of the meet.
5. The application for an Observed meet must include the names of at least two (2) USA Swimming certified officials that will be present at all meet sessions to observe the swimmers and verify that the swims were conducted according to the USA Swimming technical rules. It is strongly recommended that the officials use the 'blanket' observation procedure when observing the meet.

#### **7.3.3 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.

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2. Times achieved at an Observed swims may be used for entry into any USA Swimming competition, or for any other purpose which requires an Official time including consideration for National Top 16, Middle Atlantic Top 10, Middle Atlantic records, and Middle Atlantic Zone Team (subject to MA Zone Team regulations.)

### 7.4 Application Fees for Sanctioned, Observed & Approved meets

<u>Type of Meet</u>	<u>Fee</u>
Sanctioned	
1-day	\$ 25.00
2- or more days	50.00
Intra-squad	15.00
Dual meet	15.00
Closed Invitational	25.00
Distance (e.g., 1650)	15.00
Open water	15.00
Time Trials (with a Sanctioned meet)	15.00
Camp, exhibition, swim-a-thon	15.00
Observed	none
Approved	
1-day	\$ 75.00
2- or more days	100.00
Late application (recd 30-60 days before)	50.00 additional

(note – Splash fees due to MAS are shown in Section 6.1.1 of the Policy Manual.)

## **Chapter 8**

### **8.0 Open Water**

#### **8.1 Mission Statement**

The Middle Atlantic Swimming Open Water Swimming Committee shall be responsible to the House of Delegates for the planning and implementation of the Middle Atlantic Swimming Open Water program.

#### **8.2 Goals**

Provide Direction and Control to the Middle Atlantic Swimming Open Water Program.

Encourage and support Open Water Swimming activities from international events to local events in Middle Atlantic Swimming.

#### **8.3 Objectives**

Provide technical advice and support to clubs running open water events.

Recommend Approve (or denial) of sanctions for Middle Atlantic Swimming Open Water Events.

Conduct of the Middle Atlantic Open Water Championships, both age group and open events.

Recommend supplemental travel for Middle Atlantic Swimmers participating in an USA Swimming National Championships Events.

Support the bid and assist with the meet administration for any Middle Atlantic Swimming Club/Committee in hosting an USA-Swimming National Championship or international events.

Conduct training, orientations, and seminars for open water officials, safety authorities, Middle Atlantic Swimming Personnel and the general public.

#### **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.

##### **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 Attachment #2 and Attachment # 3 for timeline and administrative procedure related to the conduct of a Middle Atlantic Swimming Open Water event.

## **Chapter 8**

### **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 the three USA Swimming Open Water National Championship events.

The funding will be approved by the Middle Atlantic 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 Middle Atlantic Swimming Travel Fund regarding eligibility and financial distribution will apply 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. No after the fact applications will be considered.
2. The swimmer must have competed in at least one Middle Atlantic Swimming Sanctioned Open Water Event during the past two calendar years.
3. A swimmer may receive funding for two 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 exceed funding for more than a total of two 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 for staying the extra day to compete in the open water event. This assistance must be applied for and approved in advance per paragraph 1.

#### **8.5.2 Procedures for Funding**

As soon as possible after the USA Swimming Open Water Championship sites are approved, Middle Atlantic Swimming will ascertain the cost of the least expensive round trip air travel to the championship. This cost will be combined with the additional incidental expenses bonus and the entire amount will be presented to the Middle Atlantic Swimming Host of Delegates for approval.

At least 30 Days prior to the championship the swimmer, through their respective club, will submit a request for funding to the Middle Atlantic Swimming Office. The request will be reviewed for eligibility and forwarded to the Middle Atlantic Swimming Open Water Swimming Committee for action.

The swimmer will be notified as soon as possible of the committee's action.

NOTE: Failure to receive Middle Atlantic Swimming funding in no way restricts a swimmer from entering and participating in any USA Swimming Open Water National Championship event.

### **8.6 Club Run Open Water Meets**

1. Entry Fees
  - a) Individual fee
  - b) Relay\* fee

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Relay Team shall be the times of the first three swimmers added together to determine the first place relay team.

2. Sanctions are required for all Club Run Open Water Meets.
  - a) All applications to host Middle Atlantic Swimming Open Water events must comply with the following time line.
    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.

### **FINA/US 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.

1. October 1, Submits Sanction application for 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.

## Chapter 8

4. 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.
5. 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.
6. 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.
7. 120 Days prior to race.
  - Host club forwards final selection of competitors to MA Office, with finalized swimmer contracts (2 originals & 2 copies 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.
8. 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.
9. 60 Days prior to race.
  - MA Office provides list of contracts returned to host club and OWC.
10. 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.
11. 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.
  - MA Office verifies registration of all local entries.
14. 7 Days after meet.

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- 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
3. 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 - travel supplements, uniforms, etc.
2. Other members of the Middle Atlantic Zone Championship team are encouraged to enter the Zone Open Water Events.

## **Chapter 9**

### **9.0 Safety**

A Safety Director's Manual is located at the MA Swimming Office. In addition, there is a taped version of the Safety and Meet Director's Workshop. Contact the Office for further information.

#### **9.1 Bulkhead safety**

Any swimmer observed swimming under or through the Bulkhead 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.

It is recommended that the Meet Information also include the words: This policy will be strictly enforced.

*(Proposed / Adopted – November 13, 2000)*

## **Chapter 10**

### **10.0 Officials**

#### **10.1 Officials at LSC-hosted meets**

In order to provide the appropriate officiating level at Middle Atlantic run swim meets, the Officials Committee appoints a meet referee to be responsible for each of these meets. The meet referee is expected to be present at the entire meet - which usually runs for two or more days - and generally includes both preliminaries and finals sessions.

Since this generally requires the meet referee to be away from home, the Officials Committee requests that appropriate accommodations in the form of a hotel/motel room be provided to the Meet Referee at such Middle Atlantic Meets when the meet is not in the local area of the Meet Referee. If a "Comp Room" is not available, the expense for the room should be part of the meet expenses. Other expenses (e.g., travel, food) will be borne by the Referee.

This provision will apply to Middle Atlantic Championships (MIDS), Middle Atlantic Age Group Championships (JOs, the Elite Meet and the Fall Classic, both short course and long course, when applicable.

The Appendix contains a training schedule for officials.

#### **10.2 Whistle Command / No Recall False Start**

##### **10.2.1 Background**

At the 1999 USA Swimming Convention, two significant changes were made to the starting procedures which will bring USA Swimming more closely into conformance with the rules of FINA, the international governing body for swimming. The first change fully implements the so-called "whistle-command" procedure throughout all levels of competition in USA Swimming. This procedure had been referred to as the "National Championship" starting procedure. The second change requires the use of the "No Recall" procedure at USA Swimming Championship and Team Selection Meets and allows the use of this procedure at other meets provided that the Meet announcement states this procedure will be used.

The Middle Atlantic Swimming House of Delegates has approved an Officials Committee recommendation to begin using both of these procedures effective February 1, 2000 for all Middle Atlantic competitions. In addition, the "whistle command" procedure will be used at the Elite Meet on January 28-30.

##### **10.2.2 Rationale**

Both of the new starting procedures are FINA standard procedures utilized throughout the world in Age Group as well as Championship level swimming. USA Swimming initially adopted the "whistle command" procedure for National Championship level meets only, then made its use available broadly through the use of automatic waivers, and has now mandated it for all meets. The "No Recall" procedure appears to be following the same path, although at an accelerated rate. Given that there is a learning curve for swimmers and officials alike, the roll-out dates have been chosen to allow for advance planning and training, and as much practice and acclimation as possible prior to this year's Championship Meet season. Moreover, implementation of these procedures will allow Middle Atlantic athletes participating in Championship and other meets outside of our LSC to compete on an equal basis where the new procedures are used.

The new "whistle command" procedure will be included in the USA Swimming 2000 Rules which are effective 15 May; The "No Recall" procedure will be mandatory for National Championships and Team Selection Meets, and will be optional for LSC meets in the 2000 Rules.

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(approved January 17, 2000)

### 10.2.3 Whistle Start Procedure Overview

- Referee will signal the swimmers to get behind the blocks and ready to step up/in by blowing a short series of whistles (4 or more "chirps").
- Referee will signal swimmers to step up onto the blocks or into the water by blowing one long whistle blast. For backstroke starts, a second long whistle blast will direct the swimmers to return to the wall and place their feet.
- The Referee will signal with an out-stretched arm to turn the swimmers over to the Starter. This action "closes" the heat. The out-stretched arm will be kept there throughout the start.
- The Starter will wait until the swimmers are settled, then request that the swimmers take their starting position with the command "Take Your Mark". No other words will be spoken (this is the goal).
- When swimmers are motionless, the start signal will be given.

### 10.2.4 Whistle Start Procedure Detail

The Referee will blow a short series of whistles (4 or more "chirps") to signal the swimmers to get into position behind the blocks. This may happen as early as when the last swimmer in the previous heat makes the final turn at the opposite end of the pool, or could occur when the last swimmer has completed their distance or later. This signal may vary depending on the timeline or other actions by the Referee.

For heats with hearing impaired swimmers, the Starter shall continue to use the appropriate arm signals at the proper times (the Referee will now be giving other hand signals). Starters should be sure that any deaf swimmers are in position behind the blocks. An arm movement may be used to indicate to the swimmers to move up by the blocks.

Optional instructions may be given by the Starter. At Finals, these instructions will be prior to the first long whistle; at Prelims and Timed Final events, they may be given after the swimmers are on the blocks. These include:

- Event, stroke & distance.
- Advise the heat of a swimmer attempting a time at an initial distance.

When the Referee is ready for the swimmers to step up onto the blocks or into the water, a single long whistle blast is issued. If necessary, the Referee may indicate by arm motion to step up/in, or the Starter may announce " Step Up/In Please". It is our goal to keep use of these optional commands to an absolute minimum, but until the procedure is understood by our swimmers, they will be used as often as necessary.

For backstroke starts, the first long whistle signals the swimmers to step into the water. Once in the water another long whistle is used to signal them to return to the wall and place their feet. This will usually be given shortly after the swimmers have entered the water.

When the Referee determines that the swimmers are ready, he shall signal with an outstretched arm to the Starter that the swimmers are under the Starter's control. This action "closes" the heat. This is the same action/decision that the Referee's whistle previously signified. The Referee will continue to use their discretion at this point for any late arriving swimmers. If there are no problems, the Referee's arm should remain extended toward the Starter.

The Starter, upon being given control by the Referee, will check for swimmer readiness to start. When the field is ready, the Starter will say "Take Your Mark" and then issue the starting signal when all swimmers are motionless.

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### 10.2.5 Whistle Start Procedure Rule

The new USA Swimming rules effective May 15, 2000 are as follows:

#### Whistle Start (102.14.2)

- a. At the commencement of each heat, the Referee shall signal to the swimmers by a short series of whistles to remove all clothing except swimwear, followed by a long whistle indicating that they should take their positions and maintain their positions on the starting platform. In backstroke and medley relay events, at the referee's first long whistle the swimmers shall immediately enter the water and at the second long whistle shall return without undue delay to the starting position. (101.301)
- b. When the swimmers and officials are ready, the Referee shall signal with an out-stretched arm to the starter that the swimmers are under the Starter's control.
- c. On the Starter's command "take your mark", the swimmers shall immediately assume their starting position, in the forward start, with at least one foot at the front of the block. When all swimmers are stationary, the starter shall give the starting signal.
- d. When a swimmer does not respond promptly to the command "take your mark", the Starter shall immediately release all swimmers with the command "Stand UP" upon which the swimmers may stand up or step off the blocks.

### 10.2.6 Whistle Start Implementation

- From initiation of the "whistle command" procedures through 1 March 2000, swimmers who miss their events entirely or substantially because of confusion over the use of the "whistle command", including errors by announcers and timers, will be given an opportunity to swim the event, even if additional heats are required. As has always been the case, swimmers must have been appropriately **proximate** to the blocks and ready to swim for them to receive the benefit of doubt.
- From 1 March 2000 to 1 April 2000, swimmers who miss their events entirely or substantially because of confusion over the use of the "whistle command" start may at the Referee's discretion be given an opportunity to swim the event; however, additional heats will only be added in exceptional circumstances. Swimmers who miss an event because of errors by officials, including timers and announcers, will be allowed to swim and additional heats will be added if needed.
- After 1 April 2000, only errors by meet officials, including timers and announcers, will be corrected.
- All meets during the remaining 1999-2000 short course season using the "whistle command" procedure should have an official or responsible volunteer available at all sessions to assist with ensuring proper flow of swimmers to the blocks.
- For Mini events (8 & younger), the Referee and Starter will provide appropriate directions/instructions as part of their commands to minimize confusion for the younger swimmers. The three short whistles will be omitted since most eight and younger swimmers will already be behind the blocks/gutter ready to swim with attire other than swimsuits removed. The Starter will also include instruction to "step-up" in conjunction with the long whistle.

### 10.2.7 No Recall False Start Overview

This procedure will be used in all Middle Atlantic meets after February 1, 2000 even if the meet information does not indicate that it will be used. However, the "No Recall" procedure should not be used for Meets that include out of LSC clubs if the meet Announcement did not include this information.

- The "Whistle Command" procedure is followed until the start signal is given.
- If one or more swimmers leave early or are moving prior to the start, NO RECALL signal will be given.
- Swimmers will be notified of a DQ for a False Start at the end of the race.

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### 10.2.8 No Recall False Start Detail

This procedure is used only in conjunction with the "Whistle Command" procedure. In general, the heat will not be recalled for any reason except for a "bad" start by the Starter, or when something external has happened that the Starter/Referee feels caused an unfair start. In this case, the heat will be recalled and allowed to start again. If a heat is recalled, there can be no false start - no matter why the heat was recalled (except as noted in our implementation policy through 1 March).

If there is an early start or forward movement at the start, the heat will be allowed to proceed, and any involved swimmers will be disqualified at the conclusion of the race. This includes swimmers who may have been drawn off by another offending swimmer. However, if the Starter accidentally recalls the heat, there will be no false start charged.

There is no Recall Starter used in this procedure. The Referee and the Starter should be on the same side of the pool unless the pool configuration or staffing levels requires doing otherwise. For backstroke starts, the Starter will have to watch the position of toes in all eight (or even 10) lanes.

The Starter and Referee should record in their program what lane(s) may have false started. If the Referee observes a false start, he/she will confer with the Starter. If they agree on the lane(s) that left early, then at the end of the race those swimmers will be disqualified. The Referee will notify the athlete at the end of the heat, or advise the coach if appropriate.

There is no forgiveness of swimmers who leave early and the heat is not recalled. If there is an external event that causes a swimmer to leave early (flash, loud noise, etc), the heat should be recalled and all swimmers put back on the blocks. The heat should NOT be recalled because a swimmer is drawn off by another swimmer moving early.

This should NOT prevent the Starter or the Referee from recalling a heat if they judge that it was not a fair start for any reason, e.g., sudden noise or light flash at the start, the signal was inadvertently given before the field was ready, the course was not clear, etc. In that case, all swimmers will be put back on the blocks with no false start charged.

As is current practice, if a swimmer or swimmers leave before the start signal is given, the starter should stand the field up rather than give the starting signal. If appropriate, any swimmer(s) who left early should be charged with a false start.

### 10.2.9 No Recall False Start Rule

FALSE STARTS, USA SWIMMING RULE BOOK (102.14.5)

- a. Any swimmer starting before the starting signal is given shall be disqualified if the Referee independently observes and confirms Starter's observation that a violation occurred. Swimmers remaining on the starting blocks shall be relieved from their starting positions with the "Stand up" command and may stop off the blocks. The starter shall restart the race upon signal by the Referee.
- b. If the starting signal has been given before the disqualification is declared, the race shall continue without recall. If the Referee independently observes and confirms the starter's observation that a violation occurred, the swimmer or swimmers who have false started shall be notified of the disqualification upon completion of the race.
- c. If the recall signal is activated inadvertently, no swimmer shall be charged with a false start and the Starter shall restart the race upon signal by the Referee.
- d. Declared false start: swimmers reporting to the Referee prior to the start of their race and declaring their intent not to compete will be disqualified excepted as noted in 207.5.9D.

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### 10.2.10 No Recall False Start Implementation

- From initiation of the “No Recall” procedure through 1 March 2000, the Referee may charge a false start to a swimmer committing an obvious and dually confirmed false start even when the Starter has instinctively recalled the heat.
- After 1 March 2000, except in very unusual cases, all swimmers in recalled heats should be relieved of a false start.
- At the start, any starting infraction observed by either the Starter or Referee shall be independently noted in writing and then compared to determine if dual confirmation of a false start exists.

### GUIDANCE

- A Starter video is available from the Officials Committee and contains information about the whistle commands.
- The USA Swimming web site ([www.usa-swimming.org/officials](http://www.usa-swimming.org/officials)) contains textual information about both procedures.
- The Middle Atlantic website ([www.maswim.org](http://www.maswim.org)) contains a copy of this document, and a more detailed version for Officials.
- The Meet Referees shall emphasize the starting procedures at pre-meet officials and coaches meetings and timers meetings.
- The Referees Re-certification Clinic included a major section on these new procedures and their use.
- A copy of this document will be mailed to all certified Referees and Starters.