



SECTION II

POLICIES AND PROCEDURES MANUAL

RULES AND REGULATIONS

TABLE OF CONTENTS

1.0	Midwestern Swimming	1
1.1.	Organization	1
1.1.1.	Geographic Territory	1
1.2.	Objectives	1
1.3.	Mission	1
1.4.	Values	1
1.5.	Vision	1
1.6.	Statements of Principles, Accountability, and Conflict of Interest	2
1.6.1.	Midwestern Swimming Board of Directors Statement of Accountability	2
1.6.2.	Conflict of interest Statement	2
1.7.	Organizational Structure	3
1.8.	Midwestern Swimming Modified Logo/Policy and Midwestern Logo	3
1.9.	Code of Conduct	4
1.9.1.	Athlete Code of Conduct	4
1.9.2.	Member Code of Conduct	4
2.0	Membership	5
2.1.	Registration	5
2.1.1.	Group Membership	5
2.1.2.	Individual Membership	6
2.1.3.	Membership Payments	8
2.1.4.	Membership Meetings	8
3.0	General Policies for Committee Administration	11
3.1.	Divisions of the Corporation	11
3.2.	Committees and Coordinators	11
3.3.	Ad-Hoc Committees	11
3.4.	Mission Statement of the Committee	11
3.5.	Annual Goals of the Committee	11
3.6.	Functions of the Committee	11
3.7.	Responsibilities of Committee Chair or Coordinators	11
3.8.	Implementation of Action Items by Committees	12
3.9.	Equal Opportunity to Participate	12
3.10.	Open Meetings Policy	12
3.11.	Roberts Rules of Order	12
3.12.	Misconduct by Committee Members	12
3.13.	Confidentiality	12
3.14.	Authorization of Expenses	13
4.0	Financial Policies	14
4.1.	Financial Reports	14
4.2.	Committee Accounting Procedures	14
4.3.	Late Payments	14
4.4.	Grants	14
4.5.	Expense Reimbursement	14
4.5.1.	Individual Reimbursement	14
4.5.2.	Athlete Travel Reimbursement	15
4.5.3.	Official Reimbursement (03/28/17)	16
4.6.	Coach Honoraria	17

4.7.	Authorizations.....	17
4.8.	MWS Office and Employees.....	17
4.8.1.	Credit Card.....	17
4.8.2.	Insurance	17
4.8.3.	Annual Performance Review	17
4.9.	Convention/USA Swimming Workshop Funding.....	17
4.10.	Summary of Fees and Fines	18
4.10.1.	Membership Fees (01/16/18).....	18
4.10.2.	Administrative Review Board Hearing	19
4.10.3.	Fines and Penalties for Improperly Registered Members:.....	19
4.10.4.	Sanction Fee (04/21/18; beginning September 1, 2018)	19
4.10.5.	Swimmer Surcharge/Fees	19
5.0	Budget Policies	21
5.1.	Budget Preparation.....	21
5.2.	Role of the Committees	21
5.3.	Role of the Vice-Chairs.....	21
5.4.	Role of the Board of Directors and House of Delegates.....	21
5.5.	Budget Amendment and Performance Review	21
5.6.	Budget Timetable.....	21
6.0	Investment Policies	23
6.1.	Purpose.....	23
6.2.	Guidelines	23
6.3.	Objectives	23
6.4.	Account Specific Information	23
7.0	Website Policies and Guidelines	24
7.1.	Primary Mission	24
7.2.	Secondary Mission	24
7.3.	Design Philosophy.....	24
7.4.	Content Philosophy.....	24
7.5.	Posting/Link Requests.....	24
7.6.	Administration	25
7.7.	COPPA Policy.....	25
8.0	Swim Meet Policies	26
8.1.	Meet Schedule/Sanction Committee	26
8.2.	Meet Types	28
8.2.1.	Duals/League/Intrasquad.....	28
8.2.2.	Invitationals	28
8.2.3.	Conference/League Championships	28
8.2.4.	Midwestern Area Championship Challenge (Qualifying) Meets	28
8.2.5.	Midwestern Championships	29
8.2.6.	MWS Team Meets	29
8.2.7.	Approved Meets	32
8.2.8.	Observed Meets	32
8.2.9.	National Level Meets.....	32
8.3.	Meet Levels.....	33
8.4.	Meet Fees	33
8.5.	Meet Information/Entry Letter Requirements.....	33
8.5.1.	Sanction	33
8.5.2.	Meet Information	33
8.5.3.	Entry deadline.....	33
8.5.4.	Awards.....	33
8.5.5.	Entries.....	33
8.5.6.	Age Groups	36

8.5.7.	Final Results	36
8.5.8.	A-B-C Swimming Rules	36
8.5.9.	Exhibition Swimming	37
8.5.10.	Records/Times	37
8.5.11.	Timing	37
8.5.12.	MWS Scratch Rules	37
8.5.13.	Policy for Closing a Meet	38
8.5.14.	Deck Changing Policy	38
8.5.15.	Photography on Deck Policy	39
8.6.	Meet Safety Guidelines/Warm-up Procedures	39
8.6.1.	Specific Guidelines/Recommendations	39
8.6.2.	Host Team Responsibilities	39
8.6.3.	Coach Responsibilities	40
8.6.4.	Miscellaneous	41
8.6.5.	Safety Responsibilities	41
8.6.6.	Head Safety Marshal	41
8.7.	Post Meet report requirements for MWS Office	42
8.8.	SWIMS Times	42
9.0	Officials' Policies	43
9.1.	Certified Swimming Officials	43
9.1.1.	Objectives	43
9.1.2.	Definitions	43
9.1.3.	All MWS Certified Officials	43
9.2.	Initial Certification	43
9.3.	Recertification	43
9.4.	YMCA Reciprocity Policy (03/28/17)	44
9.5.	Administration	44
9.5.1.	MWS Officials Chair	44
9.5.2.	Duties of the MWS Officials Chair	44
9.5.3.	Duties of Officials Committee Members	44
9.5.4.	Duties of Officials Contact Persons	44
9.6.	First-Time Officials gifts	45
10.0	Awards Policies	46
10.1.	Times in the MWS Team Manager Database	46
10.2.	Awards Banquet	46
10.3.	Swimmer Awards	46
10.3.1.	Midwestern Outstanding Swimmer	46
10.3.2.	Midwestern Record Breaker	47
10.3.3.	USA Swimming Top Times	47
10.3.4.	Midwestern Top Eight	47
10.3.5.	IMX Awards	47
10.3.6.	Student Athlete Awards (Academic)	47
10.3.7.	Student Athlete of the Year	47
10.4.	Hall of Fame	47
10.5.	Coach Awards	47
10.5.1.	Two awards – Senior and Age Group	47
10.5.2.	Senior Coach of the Year	48
10.5.3.	Age Group Coach of the Year	48
10.6.	Phillips 66 Outstanding Service Award	48
11.0	Safe Sport Guideline Policies	49
12.0	Crisis Management Plan	50
13.0	Document Retention Policy	51
13.1.	Purpose	51
13.2.	Policy	51

13.3. Meet reports.....52

MIDWESTERN SWIMMING INC

POLICIES AND PROCEDURES

1.0 **Midwestern Swimming**

1.1. Organization

Midwestern Swimming, Inc. (MWS) is one of the 59 Local Swimming Committees (LSC) with responsibility under USA Swimming to govern the sport of swimming in the Midwestern LSC. Midwestern Swimming, as delegated to it in the USA Swimming Rules and Regulations, has jurisdiction to conduct swimming programs consistent with the policies and procedures of USA Swimming and to sanction, approve, observe, and conduct, on behalf of USA Swimming, competitive swimming events with the LSC boundaries.

Midwestern Swimming is a tax-exempt organization as described in Section 501(c)(3) of the U.S. Internal Revenue Code and may accept contributions, bequests, and gifts deductible for federal income and estate and gift tax purposes respectively.

Midwestern Swimming operates under by-laws adopted in 12/1996 and amended thereafter. MWS is governed by its House of Delegates (Article 4), a Board of Directors (Article 5), elected and appointed Officers (Article 6), and various Divisions, Committees, and Coordinators (Article 7) as described in its By-laws.

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

1.1.1. Geographic Territory

The Geographic Territory of MWS is the State of Nebraska with the exception of the Counties of Scottsbluff, Sioux, Dawes, Sheridan, Box Butte, Banner, Kimball, Cheyenne, Morrill, Garden, and Deuel, and including the counties of Lyon, Osceola, Sioux, O'Brien, Plymouth, Cherokee, Woodbury, Ida, Monona, Crawford, Harrison, Shelby, Pottawattamie, Mills, Montgomery, Fremont, and Page in Iowa.

1.2. Objectives

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

1.3. Mission

Midwestern Swimming strives to maximize opportunities for the growth and success of all current and future swimmers through competitive swimming.

1.4. Values

Integrity, Leadership, Excellence, Passion, and mutual respect for others will serve as our guide to creating excellence in our programs and the continuous improvement of Midwestern Swimming.

1.5. Vision – Inspired by passion to achieve excellence.

- * Have athletes participate in national level meets up to and including Olympic Trials
- * Recruit and retain athletes
- * Provide training and financial support for athlete progression

- * Provide training and financial support for coaches, parents, and volunteer progression
- * Promote facility enhancement
- * Promote swimming through enhanced publicity
- * Retain and recruit volunteers
- * Have fiscal responsibility and strategy
- * Assist athletes in achieving their goals while developing life-long skills such as mutual respect, leadership, responsibility, integrity, loyalty, self-confidence, and a strong work ethic

1.6. Statements of Principles, Accountability, and Conflict of Interest

Those who choose to serve Midwestern Swimming and its members, whether as volunteers or as 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. Those who serve MWS 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 is enhanced. It is important to avoid any real conflict of interest as well as to avoid the appearance of a conflict of interest.

1.6.1. Midwestern Swimming Board of Directors Statement of Accountability

The Board governs with an emphasis on outward vision, encouragement of diversity in viewpoints, strategic leadership, clear distinction of Board roles, collective decision, and proactively. The Board shall:

- 1.6.1.1. Be accountable to the Midwestern Swimming community for competent, conscientious, and effective accomplishment of its obligation.
- 1.6.1.2. Enforce on itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policy-making principles, respect, speaking with one voice, and ensuring the continuity of governance capability. Board development will include orientation of new members in the Board's adopted governance process and strategic planning and monitoring.
- 1.6.1.3. Direct, control, and inspire the organization through the careful establishment of broad written policies reflecting the Board's values and perspectives. The Board's major policy focus is on the intended long-term impacts.
- 1.6.1.4. Accept responsibility for Board performance. The Board will be an initiator of policy, not merely a reactor to other initiatives. The Board will use the expertise of individual Board members to enhance the ability of the Board as a team and operate in partnership with the professional staff. The Board will monitor and regularly discuss its own processes and performance.

1.6.2. Conflict of interest Statement

The Board of Directors affirms that the directors, officers, administrators, employees, and other volunteers of Midwestern Swimming (referred to as the Corporation) have an obligation to exercise their authority and to carry out the duties of their respective positions for the sole benefit of the Corporation. They should avoid placing themselves in positions in which their personal interests are, or may be, in conflict with the interests of the Corporation. Where a potential conflict of interest exists, it shall be the responsibility of the person involved or any other person with knowledge to notify the Board of Directors of the circumstances resulting in the potential conflict so that the Board of Directors can provide such guidance and take such action as it shall deem appropriate. Areas of potential conflict of interest are:

1.6.2.1. Financial Interests

- (a) Ownership by the individual directly or indirectly of a material financial interest in any business or firm (i) from which the Corporation obtains goods and services, or (ii) which is a competitor of the corporation.
- (b) Competition by the Individual, directly or indirectly, with the Corporation in the purchase or sale of property or any property right or interest.
- (c) Representation of the Corporation by the individual in any transaction or activity in which the individual, directly or indirectly, has a material financial interest.
- (d) Any other circumstance in which the individual may profit, directly or indirectly from any action or decision by the Corporation in which he or she participates, or of which he or she has knowledge.

1.6.2.2. Inside Information

Disclosure or use by the individual of confidential information about the Corporation, its activities or intentions, for the personal profit or advantage of the individual or any person.

1.6.2.3. Conflicting Interests other than Financial

Representation as director, officer, agent, or fiduciary of another company, institution, agency, or person in any transaction or activity, which involves this Corporation as an adverse party or with adverse interests.

1.6.2.4. Gifts and Favors

Acceptance of gifts or favors from any firm or individual which does or seeks to do business with, or is a competitor of, the Corporation under circumstances which imply reasonably that such action is intended to influence the individual in the performance of his or her duties. No director who directly or indirectly is involved in a potential conflict of interest shall be counted in determining the existence of a quorum at any meeting of the Board where the potential conflict is considered, nor shall the director vote on any action of the Board regarding that potential conflict.

1.7. Organizational Structure

Midwestern Swimming is governed by a House of Delegates. The Board of Directors, as outlined in Sections 5 and 6 of its by-laws, has the authority to act for the Corporation between meetings of the House of Delegates. The officers of the Corporation comprise the Executive Committee and have the authority to act for the Corporation between meetings of the Board of Directors. The organizational structure includes divisions, committees, and coordinators as detailed in Section 7 of the by-laws. Twenty percent (20%) of the voting membership of each committee shall be athletes, each of whom must at the time of appointment be engaged in amateur swimming within either (8) years preceding the appointment.

Midwestern Swimming maintains a permanent office at 1429 N Webster Ave, Hastings, NE 68901, and currently employs one part-time staff members (Secretary).

1.8. Midwestern Swimming Modified Logo/Policy and Midwestern Logo



**MIDWESTERN
SWIMMING**



1.8.1. Policies have been adopted by USA Swimming to regulate use of the USA Swimming Trademark and the USA Swimming-LSC Modified Mark.

1.8.2. Use and exploitation of the USA Swimming Mark itself remains the sole prerogative of United States Swimming. Designs must be submitted to USA Swimming for approval.

1.8.3. Use and exploitation of an approved LSC Modified Mark remains the sole prerogative of the LSC. Designs must be submitted to Midwestern Swimming and USA Swimming for approval.

1.9. Code of Conduct

1.9.1. Athlete Code of Conduct

Midwestern Swimming athletes recognize and agree to conform to the following principles at all times while representing MWS and will sign the Code of Conduct prior to team travel or participation.

1.9.1.1. * To conduct myself so as to be a worthy team athlete and/or staff member.

- * To follow the Midwestern Swimming and USA Swimming Rules.

- * To conduct myself in a manner so as to earn the respect and confidence of others.

- * To act/conduct myself with dignity and with respect for others and the property of others.

- * To dress in a manner suitable to my position as a representative of MWS.

- * To be a responsible goodwill ambassador between the sport of swimming and the public.

- * To promote positive high team spirit and morale.

- * To strive to do my best and encourage all team members to do the same.

- * To deal justly, kindly, impartially, and intelligently with all my fellow team members.

- * To do my very best to bring the highest possible credit and regard to myself, my team, MWS, and to the sport of swimming.

1.9.1.2. The use of any of the below is strictly forbidden while representing MWS as an athlete:

- * Alcoholic beverages and tobacco products.

- * Drugs (other than those prescribed by the athlete's physician).

- * Fireworks.

1.9.1.3. Indiscreet or destructive behavior will not be tolerated. Consequences for failure to follow Code guidelines may include any or all of the following:

- * Athlete may be suspended from practices, meets, camp/team activities, and meetings.

- * Athlete may be sent home at his/her/family's expense from the meet or camp.

- * Athlete and his/her family will be responsible for any damage caused by athlete.

- * Athlete may be suspended from membership in MWS and USA Swimming.

1.9.2. Member Code of Conduct

1.9.2.1. Members of Midwestern Swimming are bound to the USA Swimming Code of Conduct as outlined in Article 304 of its Policies and Procedures and will sign the appropriate Code of Conduct prior to participating in Midwestern sponsored activities or travel.

1.9.2.2. Any member or prospective member of USA Swimming may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA Swimming if such member violates the provisions of the USA Swimming Code of Conduct, set forth in 304.3 or aid, abets, or encourages another person to violate any of the provisions of the USA Swimming Code of Conduct.

2.0 Membership

Midwestern Swimming (MWS) is comprised of clubs, athletes, and non-athletes as defined in Article 2 of the Midwestern Swimming By-laws. Any of the above may become members of Midwestern Swimming by completing the requirements set forth in the Registration Section 2.1 of this Policy & Procedures Manual. All memberships in Midwestern Swimming include membership in USA Swimming. Splash Magazine, the USA Swimming bi-monthly publication is sent to full athlete members and non-athlete members (one copy per household).

2.1. Registration

2.1.1. Group Membership

2.1.1.1. Club Membership

- (a) Application links for Club membership may be obtained from the Midwestern Registration Chair. Membership is for a calendar year, although registrations received after September 1 will be valid until December 31 of the following year (up to 16 months). The affiliations of at least one Athlete member and one properly credentialed Coach member are required for Club membership. A club is entitled to compete in its own name and to field relays at sanctioned meets.
- (b) Annual fee for Club membership is \$405 - \$225 to USA Swimming and \$180 to Midwestern Swimming (\$300.00 if submitted after January 1). Effective September 1, 2025, the fee for a new club will be \$900 with \$720 to USA Swimming and \$180 to Midwestern Swimming. Annual fee for Club membership for a club hosting a January meet in the following year will be \$250.00 if registered by December 1 of the year prior to the January meet. Fee will be \$300.00 if club, meet director, meet referee, and meet admin official are registered after December 1 of the year prior to the January meet. A \$75.00 rebate will be sent to all clubs, which have a least one representative at both the Spring and Fall meetings of the MWS House of Delegates. (01/16/18) An additional \$75.00 rebate will be sent to all clubs which, in addition to the representative, have at least one athlete in attendance at both Spring and Fall HOD meetings.
- (c) Midwestern will grant a \$200.00 honorarium to MW clubs upon achievement of initial Safe Sport certification.
- (d) Club President will be required to sign the Midwestern Swimming Safe Sport Guideline Policy when requesting either new or renewal club membership with MWS.
- (e) When the designated head coach in SWIMS becomes a non-coach, non-athlete member of USA Swimming for any reason (e.g. an expired safety requirement), the following procedures will occur:
 - (1) Notification of lapsing head coach membership will be made electronically to the individual in violation, the club registrar, MWS General Chair, MWS Administrative Vice-Chair, and MWS Secretary.
 - (2) A valid designated head coach must be submitted in writing to the MWS Registration/Membership Coordinator within 48 hours of a club's initial notification.
 - (3) If a response is not received by the MWS Registration/Membership Coordinator within 48 hours, all attached athletes to the club in violation will then be unattached.
 - (4) Once all athletes have been unattached, a Transfer Request Form and fee will be

required for any athlete who wishes to reattach to the club in violation after a designated head coach is submitted and received.

- (5) Periodically, the MWS Registration/Membership Coordinator will audit club head coach membership status.
- (6) Clubs will note that Meet Manager Reconciliation will identify an entering club whose designated head coach is not a coach member of USA Swimming. If meet reconciliation does in fact identify a violation, notice will be sent to the offending club as outlined above.
- (7) Any deviation from this policy will be authorized by the MWS Board of Directors.
- (f) If a member's swimmer is registered to a team, the parents can not be unattached and are considered attached to the team, if they have more than one swimmer on different teams, they can choose which team to be attached to. They would be considered part of that chosen team/group.

2.1.1.2. Seasonal Club Membership

- (a) Application link for Seasonal Clubs membership may be obtained from the Midwestern Registration Chair. Membership is for a 'season' of 120 days – April 15 – August 31. Athlete and Coach membership requirements apply.
- (b) Annual fee for a Seasonal Club membership is \$100.00.

2.1.2. Individual Membership

2.1.2.1. Full Athlete

- (a) A swimmer must be a current member of USA Swimming in order to participate in any sanctioned USA Swimming meet, including Midwestern 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 (up to 16 months). Current annual dues are shown when registering online with USA Swimming.
- (c) Membership links are available from the athlete's club or from the Midwestern Registration Chair for unattached athletes.
- (d) Swimmer registrations must be submitted online to USA Swimming through link given by either the athlete's club or the Midwestern Registration Chair.

2.1.2.2. Outreach Athlete Membership

Outreach Athlete membership is available to qualified athletes in accordance with USA Swimming guidelines. The purpose is to make year-round membership available to athletes who might otherwise not be able to afford the standard athlete membership fee. If the athlete participates in a reduced or free school lunch program or receives Medicaid benefits, and can provide documentation to their club registrar, the USA Swimming athlete membership becomes \$5.00. Documentation is as simple as a one-page form on the school's letterhead indicating that the athlete member is on a free or reduced lunch program. A separate link is available for Outreach athletes from their club registrar.

2.1.2.3. Seasonal Athlete

Midwestern Swimming offers an individual seasonal membership. Membership link will be available from athlete's club registrar. This membership is available beginning March 20 thru June 30 and valid for a period of 150 days. Seasonal athletes are afforded the same insurance coverage as Full Athletes. There are three limitations:

- (a) Seasonal athletes will not receive Splash Magazine from USA Swimming.
- (b) Seasonal athletes cannot compete "above" the MWS Championship level. Meets not

open to seasonal athletes include Central Zones, Sectionals, Futures, Junior Championships, US Open, Nationals and Olympic Trials.

(c) Seasonal athletes cannot transfer their membership to another club or to another LSC.

2.1.2.4. Flex Membership Athlete (effective September 1, 2018)

Midwestern Swimming offers a Flex membership for the same period of time as the year-round athlete. The Flex membership is optional for each club and the option may be available from the club registration link. There are several limitations and stipulations:

- (a) Flex membership is available only to 12 and Under athletes.
- (b) Athletes may compete in only two sanctioned competitions per registration year.
- (c) Athletes may transition to Annual membership within the same membership year, paying the difference between the cost of the Flex membership and the Annual membership.
- (d) Flex membership is not valid for competition at or above the LSC championship level.

2.1.2.5. Non-Athlete

(a) Coach Members

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

- (1) Submit online registration to USA Swimming
- (2) Pay membership fees online to USA Swimming
- (3) Submit copies of all three safety certification cards as on the USA Swimming approved list (can be found on the USA Swimming web site) to the MW Registration Chair
- (4) Complete or have a current USA Swimming mandated Background Screen. Access to the screening process must be from the USA Swimming web site. No other background screens are acceptable. The USA Swimming background screen is good for two (2) years and has a separate fee.
- (5) Complete the current Athlete Protection Training course online on the USA Swimming website.
- (6) First year coaches in USA Swimming must complete education requirements.

Detailed information can be found on the USA Swimming web site.

VALID TO: Coach membership will be valid until December 31 of the current year or until the first expiration date of a Coach BGS, Safety credential or APT, whichever occurs first. All expiration dates are on the membership card available on USA Swimming website to print and electronically through the USA Swimming App.

EXPIRED VALID TO: If the required safety credentials are not provided before the credential expiry date, the coach will lose all coach privileges and authorities. The individual will not be permitted on deck at practices or meets, and risks lapsed insurance coverage for the club.

(b) Non-Athlete, Non-Coach Members

- (1) Any person interested in the purposes and programs of Midwestern Swimming is eligible to be a Non-Athlete member.
- (2) Must complete or have a current USA Swimming mandated Background Screen. Access to the screening process must be from the USA Swimming web site. No other background screens are acceptable. The USA Swimming background screen is good for two (2) years and has a separate fee.

- (3) Must complete current Athlete Protection Training course online on the USA Swimming website.
- (4) Deck Officials (Starter, Referee, Stroke & Turn Judge, Admin Official) must be Non-Athlete members of USA Swimming with current Background Screen and APT.
- (5) Members of the Board of Directors and Club Representatives to the House of Delegates must be members of USA Swimming and Midwestern Swimming with current Background screen and APT.
- (6) Club Board members must be nonathlete members of USA Swimming
- (c) Non-athlete registrations are valid January 1 through December 31. Registrations received after September 1 are valid through December 31 of the following year (up to 16 months).
- (d) Links to Non-athlete registration may be obtained from the non-athlete's club or the Midwestern Registration Chair for unattached non-athletes. The current annual membership fees for an individual are shown in the online registration form.

2.1.2.6. Transfers

An athlete transferring from one Club to another, from representing a specific Club to Unattached status, or from one LSC to another, must apply online through USA Swimming for a transfer. MW cost for the transfer will be billed to the athlete's club.

- (a) Last date of competition with previous club must be listed.
- (b) USA Swimming Rule 203.3 requires that 60 days must pass from the date of last competition representing the prior Club before a swimmer may represent a new Club in competition.
- (c) Applications without last day of competition are being processed with the date that the transfer is filed as the last date of competition.
- (d) Previous club of swimmer may be notified of the transfer request.

2.1.3. Membership Payments

Payments for all memberships will be made online through USA Swimming. Transfer fees will be billed directly from Midwestern Swimming.

2.1.3.1. Memberships are not processed until payment is received by USA Swimming.

2.1.3.2. All Athletes should be registered members when they are in the water with their club (even at practices).

2.1.3.3. Current athlete membership will be checked prior to all MWS meets (swim meet recon). Communication regarding unregistered swimmer(s) entered in a meet necessitates the immediate registration of the swimmer(s).

2.1.3.4. Failure for a swimmer to register with USA Swimming prior to meet competition will result in the swimmer's club being assessed a fine of \$250.00 per swimmer per meet.

2.1.3.5. Unpaid fines at the time of club renewal will result in club renewal prohibition.

2.1.3.6. Payments made with insufficient funds will incur a fee of \$25.00 to the submitting club. Payment in the form of a cashier's check for the amount due plus the \$25.00 charge will be required.

2.1.4. Membership Meetings

2.1.4.1. Board of Directors

- (a) The members of the Midwestern Board of Directors shall be provided in the MWS By-laws and are generally elected by the MWS House of Delegates.
- (b) The current schedule of Board of Directors meetings (which are open to any and all

members of MWS) is posted on the MWS web site. These meetings are generally held in the evening and via conference call.

2.1.4.2. House of Delegates

Midwestern Swimming will hold two House of Delegates meetings annually – one in the spring and one in the fall. Meeting site, time and location will be posted on the MWS web site.

- (a) In order for the House of Delegates representative to be eligible to vote at a House of Delegates meeting, the representative must be the named HOD delegate. If a club has a temporary representative change for a meeting and not a permanent change to the club registration, the club president can name a temporary representative. The request for a change may be sent to the MWS Secretary via email prior to the day of the meeting or the temporary representative may bring the signed request to the HOD meeting. The club representative must be a member of USA Swimming and MWS.

2.1.4.3. Athlete Representation

All representative bodies will have a minimum of 20% athlete representation.

- (a) Selection process for Athlete Representative to the MWS House of Delegates and Board of Directors is as follows:
 - (1) Initial recommendations will be made by the athlete's coach based on leadership, maturity, interest in being more involved in the sport, and the ability to interact with peers
 - (2) Interested athletes will be provided a handout that explains what is required of athlete representatives emphasizing that this is their sport and athlete participation and input are of vital importance and will include the following: participation at MWS board meetings, communication with athletes, and attending National meetings.
 - (3) Interested athletes who wish to stand for election as Athlete Representative will submit a one-page essay to the selection committee
 - (4) The Selection Committee (two athletes, requiring one of whom is the Senior athlete representative and the other a 2nd year athlete BOD representative, Coach Representative, Age Group Chair, Senior Vice-Chair) will make recommendations for a slate of candidates for each open position. Once the candidate selections are made, the athlete essay will be sent to all clubs. Clubs are expected to use the information to inform their voting athletes of the slate of candidates.
 - (5) At the time of the election, a candidate must be an annual athlete member in good standing, at least 16 years of age or at least a sophomore in high school, currently competing or have competed during the three immediately preceding years in the program of swimming conducted by MWS of another LSC and have his or her place of residence in the LSC and expected to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education).
 - (6) Athlete Representatives will be elected by their registered MWS athlete peers who are at least 13 years old by electronic ballot prior to the spring House of Delegates meeting.
- (b) Appointment process for Athlete At-Large members to the MWS House of Delegates is

as follows:

- (1) Information regarding appointment process will be provided annually at the fall House of Delegates meeting, emailed to club head coaches and club contacts and posted on the MWS website.
- (2) Athletes interested in an appointment for the Athlete At-Large House member must be a year-round athlete in good standing, at least 16 years of age or at least a sophomore in high school, currently competing or have competed during the three immediately preceding years in the program of swimming conducted by MWS or another LSC and have his or her place of residence in the LSC and expected to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education).
- (3) Interested athletes will be provided information that explains what is required of athlete representatives emphasizing that this is their sport and athlete participation and input are of vital importance and will include the following: participation at MWS House of Delegates Meetings, communication with athletes, and participation on committees as needed.
- (4) Interested athletes who wish to be appointed as an Athlete At-Large member will submit a letter of interest to the General Chair by February 1 on why they would be interested in serving as an Athlete At-Large House of Delegates member.
- (5) The General Chair, with the advice and consent of elected Athlete Representatives, will appoint the Athlete At-Large House Members by the MW Short Course Championship Meet, for a one year term to the House of Delegates.

3.0 General Policies for Committee Administration

3.1. Divisions of the Corporation

The House of Delegates of Midwestern Swimming shall consist of the following divisions. Each division shall be chaired by a Vice Chair or the appropriate representative:

Administrative

Senior Swimming

Age Group Swimming

Finance

Officials

Coaches

Athletes

3.2. Committees and Coordinators

Each Division may be further divided into standing committees. Unless otherwise specified in the Midwestern Swimming by-laws, the General Chair shall appoint the members of all committees including the chair of the committee. A committee may consist of only one member who is known as the coordinator. Each committee is directly responsible to a Vice-Chair.

3.3. Ad-Hoc Committees

The General Chair of the Board of Directors may appoint an ad-hoc committee (task force) to complete a specific objective where an existing standing committee would not otherwise be appropriate. In each instance where an ad-hoc committee is established, the Board of Directors must also approve a budget for activities and the administration of the committee. The term of service for any ad-hoc committee shall not exceed one year.

3.4. Mission Statement of the Committee

Each committee chair shall establish a mission statement and shall annually review the mission statement of the committee. The mission statement of the committee shall be forwarded to the Board of Directors for their approval.

3.5. Annual Goals of the Committee

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

3.6. Functions of the Committee

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

3.6.1. To study and evaluate existing programs of the Corporation.

3.6.2. To create and develop new programs for recommendation to other committees or the BOD.

3.6.3. To advise the Board of Directors through the Vice-Chair to whom the committee is responsible.

3.6.4. To consider items referred to the committee from MWS membership, another committee, or the BOD.

3.6.5. To present resolutions for action items that should be referred to the Vice-Chair for BOD consideration.

3.6.6. To implement the policies of the BOD and the Corporation.

3.6.7. To prepare a budget for the committee projects and administration for the next fiscal year.

3.6.8. To conduct projects and activities within the approved budget for the current fiscal year.

3.7. Responsibilities of Committee Chair or Coordinators

The responsibilities of the committee Chair and/or Coordinators include:

3.7.1. Schedules all meetings of the committee.

3.7.2. Proposes an agenda for all meetings.

- 3.7.3. Presides at all meetings of the committee and guides the business of the committee.
- 3.7.4. Gives a report to members of the committee of the activities of the committee.
- 3.7.5. Serves as spokesperson for the committee.
- 3.7.6. Appoints a secretary to take minutes of all meetings.
- 3.7.7. Reviews the draft of minutes and makes corrections as necessary.
- 3.7.8. Assumes responsibility for committee's compliance with the policies of the Corporation.
- 3.7.9. Directs the committee's activities towards the completion of its goals.
- 3.7.10. Maintains regular contact with the MWS Office and the division Vice-Chair.
- 3.8. Implementation of Action Items by Committees
 - 3.8.1. All Action Items should be submitted in writing and shall include estimated cost of implementation.
 - 3.8.2. Action Item is referred to the Vice-Chair assigned to the committee who shall discuss the matter with the committee chair or coordinator.
 - 3.8.3. Vice-Chair shall either refer the matter back to committee, refer to another committee where appropriate, or shall place the Action Item on the agenda of the next BOD meeting.
 - 3.8.4. Vice-Chair shall present the Action Item to the BOD for their consideration.
 - 3.8.5. Vice Chair shall report the disposition of the Action Item to the committee within 10 days of the BOD meeting.
 - 3.8.6. If approved by the BOD, the Vice-Chair shall discuss with the committee chair or coordinator the plan for implementation of the Action Item.
- 3.9. Equal Opportunity to Participate

It is the intent and purpose of the Corporation to provide an equal opportunity to athletes, coaches, trainers, managers, administrators, and officials to participate in the governance of the Corporation without discrimination on the basis of race, color, religion, age, gender, disability, or national origin. No conditions or restrictions for participation in the governance of the Corporation may be imposed unless otherwise set forth in the Midwestern Swimming by-laws.
- 3.10. Open Meetings Policy

All meetings of the Corporation, divisions and committees shall be open to all members of the Corporation except in those situations where by majority vote of the body it would be in the interests of the Corporation to hold closed sessions (e.g., those relating to corporate or committee personnel or legal matters).
- 3.11. Roberts Rules of Order

At all meetings of the Corporation, divisions and committees, Roberts Rules of Order shall be the governing procedural rules, unless otherwise modified in the Midwestern Swimming by-laws or Policies and Procedures Manual. A consent agenda may be used by both the BOD and HOD when appropriate.
- 3.12. Misconduct by Committee Members

The General Chair and/or Corporation Counsel may in response to written allegations of misconduct by a Midwestern Swimming member, authorize a confidential inquiry to determine whether a further investigation or a LSC Administrative Board of Review is appropriate.
- 3.13. Confidentiality

Items which are of a confidential or sensitive nature should not be disclosed outside the setting of the committee. Members who knowingly divulge this information shall be subject to the procedures of misconduct.
- 3.14. Authorization of Expenses

Only the Finance Vice-Chair shall authorize expenditures against the approved budget of the

committee. There shall be no separate checking accounts for projects carried out under the direction of any committee without express authorization of the Board of Directors. All Midwestern Swimming funds must be received and disbursed by the Corporation.

4.0 Financial Policies

Midwestern Swimming is dedicated to ensuring that all financial operations are conducted under the highest standards of integrity and ethics and in compliance with strict internal controls to safeguard the organization's assets and provide a strong financial foundation. Midwestern Swimming operates on a calendar year, and all financial records are maintained on a cash or modified cash basis. Midwestern Swimming will strive to reach a goal of maintaining operating reserves of a minimum of 75% and a maximum of 125% of its annual operating expenditures budget.

4.1. Financial Reports

4.1.1. The Finance Vice-Chair shall prepare unaudited financial statement, quarterly and annually, for the Board of Directors. The Finance Vice-Chair will engage an independent CPA annually to process reports for the required Agreed upon Procedures for USA Swimming, and final reports including the MW 990 will be presented to the Board of Directors and the House of Delegates.

4.1.2. Financial statements are to be prepared in compliance with generally accepted accounting principles and will be published according to the following schedule:

4.1.2.1. Quarterly statements: 45 days after the end of the quarter

4.1.2.2. Annual statements: 60 days after the end of the year

4.1.2.3. Annual final statements: 120 days after the end of the year

4.1.3. Financial statements are prepared using the cash and modified cash method and will contain budget and actual information.

4.2. Committee Accounting Procedures

4.2.1. There shall be no separate checking accounts for projects carried out under the direction of any committee without the express authorization of the Board of Directors.

4.2.2. All Midwestern Swimming funds must be received and disbursed by the Corporation.

4.3. Late Payments

4.3.1. Any members that are late in paying obligations will be billed with invoices on a thirty-day basis.

4.3.2. If amounts due are not paid within the next thirty days, the Finance Vice-Chair may refer the matter to an Administrative Board of Review for appropriate action.

4.3.3. If monies owed Midwestern Swimming remain outstanding at the time of club renewal, the club will be prohibited from renewal.

4.4. Grants

4.4.1. All money grants or in-kind contributions shall be recorded as general revenues of the Corporation.

4.4.2. Obligations contained in the grant or gift shall be included in the budgeted expenses of the Corporation.

4.4.3. The Finance Vice-Chair, in consultation with the General Chair and staff, will approve all grants requests.

4.5. Expense Reimbursement

4.5.1. Individual Reimbursement

4.5.1.1. Each individual is responsible for filing his or her own reimbursement request form with the Midwestern Office. A separate reimbursement form with receipts must be filed for expenses on the Midwestern credit card.

4.5.1.2. Forms must be submitted in a timely manner, preferably within 15 days of occurrence.

4.5.1.3. Adequate documentation must accompany each request, including itemized hotel receipts, transportation tickets, meal receipts, and receipts for all expenses.

4.5.1.4. Reimbursement for mileage will be given only to Midwestern staff traveling for Midwestern business at the standard IRS rate. Any other mileage reimbursement must be approved by the Finance Committee.

4.5.2. Athlete Travel Reimbursement

The policy of MWS is to budget annually for the partial reimbursement of travel expenses incurred by eligible swimmers who participate in the Speedo Sectional Meets, Central Zone Open Water Championships, TYR Pro Meets, USA Swimming Futures Meet, USA Swimming Junior Championships, USA Swimming National Championships (pool and open water), the U.S. Open, and International and/or Olympic Trials

4.5.2.1. General Procedures

- (a) For a swimmer to be eligible for reimbursement a swimmer must:
 - (1) be registered with MWS at the time of the swim and at the time of fund distribution.
 - (2) be an active member of a MWS club or a collegiate team swimmer who is an active member of a MWS club and either a former age group member of MWS or in the second long course season as a MWS member.
 - (3) be entered in, swim in, and meet all financial obligations for at least three (3) MIDWESTERN (MWS) sanctioned meets within the territory of MWS during the immediately preceding 12 months, either two (2) short course yards meets and one (1) long course meters meet OR one (1) short course yards meet and two (2) long course meters meets. Collegiate swimmers must be entered in, swim in, and meet all financial obligations for at least one Midwestern (MWS) sanctioned/sponsored meet during the current or previous Long Course season within the territory of MWS. Maximum reimbursement for any athlete between September 1 and August 31 will be \$1200.00, with the exception of an Olympic year when an additional \$1000.00 will be available to Trials swimmers.
 - (4) be a resident of MWS area for 12 months or moved into the area with the intent of establishing permanent residence. (Aid is not available during the 60 day unattached period, nor is aid available during the first season (SC or LC) of MWS participation.
- (b) Travel reimbursement is provided for swimmers participating in individual events. Travel reimbursement of one-fourth (1/4) individual reimbursement will be provided for swimmers who qualified for the national meet as part of a relay team and swam as part of that relay team at the national meet.
- (c) The amount of compensation received from all sources shall not exceed the swimmer's actual expenses as allowed by the USA Swimming Code. Sources include national swim committee, USA Swimming sponsors, member clubs, and business/civic organizations. These sources do not include family contributions. All compensation received or anticipated must be designated on the Midwestern financial aid application form. Failure to so designate will render the swimmer ineligible for current or future aid from MWS.
- (d) A link to the current approved MWS Athlete Travel Reimbursement will be posted on the MWS web site, and will be forwarded to each eligible athlete or athlete's coach upon request made to the Secretary.

- (e) Applications must be submitted through the current approved online MWS Athlete Travel Reimbursement Application and receipts attached to the application on or before **May 31** for the short course season and **September 30** for the long course season to be considered for reimbursement. Applications submitted after the deadline dates will **NOT** be considered for reimbursement.
- (f) Calculation Procedures
 - (1) The athlete and coach listed on the application for athlete reimbursement will certify the athlete total expense.
 - (2) Athlete reimbursement may never exceed actual expenses proved by receipts.
 - (3) Athlete travel reimbursement amounts

USA Swimming Olympic Trials	\$1000.00
USA Swimming National Championships	\$ 500.00
USA Swimming Junior Championships	\$ 500.00
U.S. Open	\$ 500.00
TYR Pro Meets (reviewed annually 09/13/15)	\$ 200.00 (3 meets per year)
USA Swimming Futures Meet (09/13/15)	\$ 250.00 (reviewed annually)
Speedo Sectional Meets	\$ 150.00 (1 meet per season)
Central Zone Open Water Championships	\$ 100.00
Maximum annual reimbursement per athlete	\$1200.00 (Trials excepted)
- (g) Reimbursement for Athlete with Dual Citizenship

Athletes with Dual Citizenship may be reimbursed for participation in a Trials Class competition in their home country using the following guidelines:

 - (1) All criteria for regular athlete reimbursement must be met.
 - (2) Application must be submitted.
 - (3) Supporting documentation must be submitted including proof of dual citizenship.
 - (4) Reimbursement will be at the current National Championship rate.

4.5.3. Official Reimbursement

Officials working Zones or national caliber meets (sectional level or higher) may be reimbursed as follows:

- 4.5.3.1. Official must have worked a minimum of two (2) of the last four MWS championship meets and at least four (4) sessions at each of those meets.
- 4.5.3.2. Official must work all sessions of the national level meet.
- 4.5.3.3. Official must be registered with MWS at the time of the request and reimbursement.
- 4.5.3.4. Official must submit a Travel Reimbursement Request prior to the meet to the Officials Chair. Submit a MWS Expense Reimbursement Form and receipts for proven travel and lodging expenses to the MWS Officials Chair within 60 days after the meet.
- 4.5.3.5. Maximum financial reimbursement will be as follows (03/28/2017):

Sectional level or higher	\$200.00
Zones	\$200.00
Futures	\$250.00
TYR Pro Series	\$400.00
Junior, Senior Nationals, US Open	\$500.00
Olympic Trials	\$1000.00

Maximum two meets per year per official.

Total Midwestern funds will be reviewed annually in the budget process for all official reimbursement.

Officials Chair will review each request and recommend approval to the Officials' committee

Reimbursement payments will be issued by MWS as follows:

—MWS will pay within 30 days of approval of request by the officials' chair

4.5.3.6. Officials receiving reimbursement will be expected to serve as mentors for LSC officials' development and may be asked to speak about their experiences.

4.5.3.7. Midwestern Championship Referee and Admin Referee may be reimbursed for lodging if traveling more than 45 miles.

4.6. Coach Honoraria

Coaches who are accepted for and participate as part of the coaching staff for a Midwestern Zone Team or Midwestern All Star team will be eligible for the following honorariums:

4.6.1. All Star Meet Head Coach - \$300.00 Assistant Coaches - \$150.00

4.6.2. Zone Meet Head Coach - \$500.00 Assistant Coaches - \$400.00

4.7. Authorizations

4.7.1. Signature authorization is granted by the Board of Directors to the General Chair, Finance Vice-Chair, and Treasurer.

4.8. MWS Office and Employees

4.8.1. Credit Card

4.8.1.1. Midwestern Board of Directors has authorized the use of a credit card for business purposes.

4.8.1.2. The following will have credit card access:

Secretary

General Chair

Age Group Vice Chair

4.8.1.3. Card is to be used for authorized expenses. Authorized expenses are defined as all reasonable expenses for necessary and actual expenses for furtherance of MWS business.

4.8.1.4. Documentation for all expenses must be submitted to the MWS Office on the appropriate form.

4.8.2. Insurance

4.8.2.1. Midwestern will carry Workers Compensation for paid staff.

4.8.2.2. Midwestern will carry Board of Directors insurance.

4.8.3. Annual Performance Review

4.8.3.1. The Personnel Committee shall establish performance instruments to be used to conduct annual performance reviews of all paid MWS staff. The committee will be appointed by the General Chair and will have three members.

4.8.3.2. The General Chair or Administrative Vice-Chair shall have the responsibility to conduct the annual performance review.

4.9. USA Swimming Annual Summit and Workshop Funding

- Each year, USA Swimming holds an annual Summit meeting and/or workshop and permits a certain number of representatives from each LSC to attend who serve a specific role. If the representative of that role is unable to attend, another LSC leader may attend in their place. Midwestern Swimming may send up to the maximum number of LSC leaders, coaches and athletes to the annual meeting and/or workshop and expenses, including airfare, gas, mileage, hotel and meals, shall be reimbursed. To properly plan and keep travel and hotel accommodations at a minimum, within 30 days from the date that USA swimming announces the dates and LSC representative roles for the annual meeting and/or workshop, the respective leaders shall report to the General Chair with their intent to attend or their proposed replacement. The

General Chair will appoint the attendees to the USA Swimming Annual Summit as required to represent the needs of the LSC.

4.10. Summary of Fees and Fines

4.10.1. Membership Fees

4.10.1.1. Club Membership Fee

USA Swimming National Club Fee (Existing Clubs)	\$225.00

MWS Local Club Fee (\$75 refundable/HOD attendance) (Additional \$75.00 if athlete in attendance)	\$180.00
--	----------

Total	\$405.00
After January 1	\$455.00
After December 1 for January meet hosts	\$455.00

USA Swimming National Club Fee (New Clubs)	\$750.00
MWS Local Club Fee (\$75 refundable for HOD attendance, Additional \$75 if athlete in attendance)	\$180.00
Total	\$930.00
USA Swimming National Seasonal Club Fee	\$40.00
MWS Local Seasonal Club Fee	\$60.00
Total	\$100.00

4.10.1.2. Individual Non-Athlete Membership Fee ()

USA Swimming National Fee	\$70.00
MWS Fee	\$12.00
Total	\$82.00

4.10.1.3. Life Non-Athlete Membership Fee

USA Swimming National Fee	\$1000.00
MWS Fee	\$none
Total	\$1000.00

4.10.1.4. Premium Athlete Membership Fee

USA Swimming National Fee	\$70.00
MWS Fee	\$12.00
Total	\$82.00

Outreach Membership	\$5.00
---------------------	--------

4.10.1.5. Individual Seasonal Athlete Membership Fee (good for 150 days)

USA Swimming National Fee	\$40.00
MWS Fee	\$5.00
Total	\$45.00

4.10.1.6. Annual Flex Membership Fee		
USA Swimming National Fee	\$	20.00
MWS Fee	\$	10.00
Total	\$	30.00
4.10.1.7. General Athlete Fees		
Transfer Fee	\$	10.00
4.10.2. Administrative Review Board Hearing		
4.10.2.1. Filing Fee	\$	50.00
4.10.3. Fines and Penalties for Improperly Registered Members:		
All fines are due within 30 days of notification unless proof of non-violation is proved to the Membership/Registration Chair or an appeal has been filed with the MWS Board of Review. Failure to pay will jeopardize membership status with USA Swimming and MWS		
4.10.3.1. Unregistered swimmer	\$	250.00
4.10.3.2. Coach with expired certifications		
First Offense	\$	100.00
Second Offense (recurrence within three-year period)	\$	250.00
Third Offense (recurrence within three year period)	\$	500.00
4.10.3.3. Unregistered coach		
First Offense	\$	250.00
Second Offense (recurrence within a three-year period)	\$	500.00
Third Offense (recurrence within a three-year period)	\$	1000.00
4.10.3.4 Fines for Athletes 18 and over participating in a Midwestern sanctioned swim meet		
Adult (18+) Athlete missing APT		
First Offense	\$100.00	
Second Offense	\$250.00	
Third Offense	\$500.00	
4.10.4. Sanction Fee		
Sanction Fee – invitationals and championship meets	\$	50.00
Sanction Fee with Time Trials (03/16/21)	\$	75.00
Sanction Fee – Time Trials only (03/16/21)	\$	50.00
Sanction Fee – squad, duals	\$	25.00
Approved Meet Fee – Y meets/ other non-sanctioned meets	\$	25.00
Late Fee (after submission due date) Invitational/Championship	\$	100.00
Late Fee (after submission due date) squad/duals/non-champ league	\$	50.00
4.10.5. Swimmer Surcharge/Fees		
Midwestern Splash Fee per swimmer per sanctioned meet	\$	6.50
Midwestern Championship Meet Splash Fee per swimmer	\$	6.50
Midwestern Splash Fee per swimmer per inter-squad and dual single session meet	\$	4.00
Approved and observed meet use of times	no charge	

4.10.6 Penalties for Invoices not paid in a timely manner

Invoices not paid within 30 days will incur a late fee of \$25.00.

Invoices not paid within 60 days will incur a late fee of \$50.00

Invoices not paid within 90 days will incur a late fee of \$100.00

In addition, teams with unpaid invoices 90 days and beyond *upon notification from the registration chair and approved by the Executive Committee* will be subject to unattached status for all athletes which will entail payment of transfer fees for all athletes to reattach.

5.0 Budget Policies

5.1. Budget Preparation

5.1.1. All expenditures made in the name of the Corporation are subject to and governed by the annual operating budget approved by the Board of Directors and House of Delegates.

5.1.1.1. An annual budget for capital expenditure is also approved at the same time.

5.1.2. Initial budgeting process will begin with the Treasurer, Finance Chair and BOD. The Treasurer and Finance Chair will prepare revenue projections for the coming year. Working with staff and committee chairs, the Treasurer and Finance Chair will determine needs for existing and on-going programs. Proposals for new programs may also be initiated.

5.1.3. The Budget Committee will prepare a preliminary budget (with sufficient detail to be able to determine appropriateness of cost/benefit) which will be presented to the Board of Directors for review.

5.2. Role of the Committees

5.2.1. Committees will be provided with budget parameters by the Finance Committee. Committees will develop appropriate budgets to ensure ongoing viability of programs.

5.3. Role of the Vice-Chairs

5.3.1. The Vice-Chairs will review the budget with respect to the committees under their jurisdiction and make recommendations regarding the areas under their jurisdiction.

5.4. Role of the Board of Directors and House of Delegates

5.4.1. Regarding amending, adding, or deleting a budget item, the primary place for such changes should be the Board of Directors.

5.4.2. The role of the House of Delegates is to adopt the budget brought forward by the Board of Directors.

5.4.3. Once adopted, it is the role of the Finance Vice-Chair and Treasurer to implement and enforce the budget.

5.5. Budget Amendment and Performance Review

5.5.1. The budget should be approved as a living document, one with built-in flexibility. The Board and staff should be charged to live within the budget.

5.5.2. The Finance Vice-Chair will oversee expenditures and determine that the intent of the House of Delegates is being carried out.

5.5.3. The Finance Vice-Chair will review and approve all changes regarding the manner in which budgeted funds are expended.

5.5.4. Minor changes to the budget programs already approved will be handled administratively by the Finance Vice-Chair and the Treasurer.

5.5.5. New programs adopted during the year with budgetary impact will necessitate Board-considered budget amendments to adequately fund the programs.

5.5.6. A budget to actual expenditure report will be provided to the BOD members at each meeting of the BOD.

5.6. Budget Timetable

5.6.1. January 1 – March 1 – Requests for program budgets and expenditures given to Finance Vice-Chair and Treasurer.

5.6.2. March 15 – Budget Committee produces a first draft of the proposed budget

5.6.3. March or April BOD meeting – Proposed Budget distributed to the BOD. BOD will meet to review, amend, and approve the Proposed Budget

5.6.4. Spring HOD meeting – Midwestern Swimming House of Delegates meets to review, amend, and approve the Budget.

6.0 Investment Policies

- 6.1. Purpose
- 6.2. Guidelines
- 6.3. Objectives
- 6.4. Account Specific Information

7.0 Website Policies and Guidelines

7.1. Primary Mission

The primary mission of the Midwestern Swimming web site is to provide Midwestern Swimming's members and clubs with useful information that is not as readily or more readily available elsewhere about:

- Midwestern Swimming and its activities.
- Midwestern Swimming's members and clubs and their activities.
- Other competitive swimming entities and organizations and their activities.

7.2. Secondary Mission

The secondary missions of the Midwestern Swimming web site are:

- To provide information about Midwestern Swimming and its activities to the public.
- To promote and publicize Midwestern Swimming and its members and clubs to the public.
- To promote and publicize the sport of competitive swimming to the public.

7.3. Design Philosophy

To achieve present and future missions, the design of the Midwestern Swimming web site will be governed by the following:

- Use of technology and programming that works with all of the most commonly used programs and operating systems.
- Logical organization of information.
- Ease and simplicity of use.
- Consistency of appearance and organization.
- Timeliness and currency of information.
- Archival access to useful historical information.
- Use of reasonable security mechanisms and precautions.

7.4. Content Philosophy

To achieve present and future missions, the content of the Midwestern Swimming web site will be governed by the following:

- The information available should: comply with all applicable legal requirements, comply with all applicable mandates of USA Swimming, comply with MW COPPA policies (11/11/12), and be appropriate for dissemination to persons of any age.
- The information available should NOT: result in any person or entity becoming subject to criminal sanction or civil liability, be likely to result in physical or mental harm to any person, bring the sport of swimming or Midwestern Swimming or any other person or organization into disrepute, or be reasonably expected to be considered private, secret or confidential by any affected person or entity.
- The content philosophies should not limit dissemination of newsworthy information that is reasonably believed to be accurate and is otherwise publicly available.
- Content that is readily available on the Midwestern web site (meet schedules, Board of Directors, MWS records, etc.) will not be duplicated in the print/hard copy of the Midwestern Governance Documents
- Midwestern Swimming's efforts to comply with these content philosophies should be responsibly limited so as not to overburden its volunteers, employees, or its financial resources.

7.5. Posting/Link Requests

If an entity/organization/club requests a link or posting to be made, the following conditions are taken into consideration:

- The entity/organization must be Midwestern-based (located within the boundaries of the Midwestern LSC) or a USA Swimming entity
- There is no fee for informational links or requests seeking employees/coaches for a Midwestern organization.

7.6. Administration

- Access and privileges to web site content will be handled by the Midwestern Office
- Requests for postings must be submitted to the Midwestern Office.

7.7. COPPA Policy

(11/11/12) The Children's Online Privacy Protection Act (COPPA), effective April 21, 2000, applies to the online collection of personal information from children under 13. The new rules spell out what a Web site operator must include in a privacy policy, when and how to seek verifiable consent from a parent and what responsibilities an operator has to protect children's privacy and safety online.

The Children's Online Privacy Protection Act and Rule apply to individually identifiable information about a child that is collected online, such as full name, home address, email address, telephone number or any other information that would allow someone to identify or contact the child. The Act and Rule also cover other types of information – for example, hobbies, interests and information collected through cookies or other types of tracking mechanisms – when they are tied to individually identifiable information.

Midwestern Swimming, Inc (MWS) adheres to the Children's Online Privacy Protection Act (COPPA) through the following web site policy:

- Limited advertising is permitted on the MWS web site, subject to General Chair and Board approval
- There is no collection of personal information on the MWS web site (other than links to registration forms for All Star and Zone teams through a secure online registration form) which includes full name, home address, email address, telephone number or any other information that would allow someone to identify or contact the child.
- There is no tracking information associated with the MWS web site.
- Limited pictures of children on the MWS website will be allowed with a signed release from the parent/guardian.

8.0 Swim Meet Policies

8.1. Meet Schedule/Sanction Committee

- 8.1.1. To assure that all MWS sanctioned swim meets, individually and collectively, provide for the needs of the swimmer, a Meet Scheduling/Sanction Committee is charged with the responsibility for reviewing the proposed meet information and schedule of events prior to the formal request for sanction.
- 8.1.2. The Meet Scheduling/Sanction Committee is composed of the General Chair, Age Group Vice-Chair, Senior Vice-Chair, Technical Planning Coordinator, technical advisors who are appointed biannually by the General Chair. The secretary will act as recorder.
- 8.1.3. The areas of concern are technical and administrative content; compliance with USA Swimming and MWS Rules and codes; meet length; proper event scheduling and consistence with the original intent of the meet. The review may result in no action or may require modification, revisions, corrections or adjustments to the proposed meet information and schedule of events as submitted to the Meet Scheduling/Sanction Committee.
- 8.1.4. The Meet Scheduling/Sanction Committee will have the sole responsibility for meet scheduling, types of meets, and conduct of the championship meets. (05/07/05)
 - 8.1.4.1. Requests for changes to either the meet schedule or the championship meet format must be submitted in writing to both the Senior Chair and the Age Group Chair. (05/07/05)
- 8.1.5. Subsequent to the Meet Scheduling/Sanction Committee approval of either the Short Course or Long Course Swim Meet Schedule, the following procedures are to be observed by each club hosting a MWS meet.
 - 8.1.5.1. By May 15, the following information will be submitted to the MWS Secretary:
 - (a) SHORT COURSE (for the next Short Course Season)
 - (1) Complete Meet Information (electronic copy)
 - (2) MWS Application for Sanction (hard copy or electronic copy)
 - (3) Check or money order to MWS in the amount of the current sanction fee
 - (b) LONG COURSE (for the Long Course season of the next year)
 - (a) MWS Swim Meet Request Form, one copy for each meet the club intends to host (hard copy or electronic)
 - (c) SHORT COURSE (for the Short Course season of the following year)
 - (a) MWS Swim Meet Request Form, one copy for each meet the club intends to host (hard copy or electronic)
 - (d) A late fee of \$100.00 will be assessed any club hosting an invitational or championship scheduled meet which fails to submit necessary documents by the established deadline date. (effective 01/01/16)
 - (e) A late fee of \$50.00 will be assessed any club hosting an inter-squad, dual or non-championship league scheduled meet which fails to submit necessary documents by the established deadline date. (effective 01/01/16)
 - 8.1.5.2. By January 15, the following information, for the upcoming LONG COURSE season will be submitted to the MWS Secretary
 - (a) Complete Meet Information (electronic)
 - (b) MWS Application for Sanction (hard copy or electronic)
 - (c) Check or money order to MWS in the amount of the current sanction fee

- (d) A late fee of \$100.00 will be assessed any club hosting an invitational or championship scheduled meet which fails to submit necessary documents by the established deadline date. (effective 01/01/16)
 - (e) A late fee of \$50.00 will be assessed any club hosting an inter-squad, dual or non-championship league scheduled meet which fails to submit necessary documents by the established deadline date. (effective 01/01/16)
- 8.1.6. All information will be sent to the Secretary (who acts as the coordinator for the Meet Scheduling/Sanction Committee). The Secretary will then provide the committee members with the information for review. Each member of the Meet Scheduling/Sanction Committee shall independently review the proposed documents for:
- 8.1.6.1. - Technical Content
 - Administrative Content
 - Compliance with the MWS approved Meet Schedule
 - Format compliance with USA Swimming Rules and Regulations and MWS Rules
 - Appropriate Meet Format
 - Awards
 - General Composition
 - Safety
 - Fines
 - 8.1.6.2. Status of meet management: The host club must be registered prior to sanctioning and posting of any meet. Sanctions will be issued upon submission, contingent on the approval of the sanctioning committee. The following individuals MUST be non-athlete members of USA Swimming, with certifications in good standing by the meet entry deadline and current through the end date of the meet: Meet Director, designated Referee, and designated Admin Official. All certifications for Referee and Admin Official must be current through the end date of the meet. Sanction will not be issued and meet will not be posted if all registration and certification requirements are not met. If the required personnel are not in good standing or their certifications are not current, the Sanction may be revoked on the meet entry deadline date.
 - 8.1.6.3. A meeting of the entire Meet Scheduling/Sanction Committee will be scheduled to discuss findings and recommended changes and revisions.
- 8.1.7. Recommended changes and revisions will be sent to the host club. Meet information will be revised in compliance with recommendations of the Meet Scheduling/Sanction Committee. The granting of a Sanction is at the discretion of the General Chair based upon the materials furnished and agreed to revisions.
- 8.1.8. Final copy of meet flyer will be reviewed by one or more members of the Sanctioning Committee to ensure that corrections have been made and adhere to all MWS and USA Swimming policies.
- 8.1.9. Final copy of meet flyer will be posted on the MWS web site and will include schedule of events.
- 8.1.10. All documents regarding sanctioning will be retained by the MWS Office for two years.
- 8.1.11. No conditional sanctions will be issued with rare emergency exception.
- 8.1.12. Host clubs desiring to distribute information prior to the granting of sanction will use a standard message: "The _____ (club) will host the _____ (meet) on _____(date) at _____ (location). Specific details will be available when an official sanction is issue."
- 8.1.13. Meet information distributed without a sanction number will subject club to \$100.00 fine.

8.2. Meet Types

8.2.1. Duals/League/Intrasquad

- 8.2.1.1. Do NOT have to be on the published schedule to receive a sanction number.
- 8.2.1.2. Requests/meet information for these meets need to be submitted at the same time as other requests are due (January 15 and May 15).
- 8.2.1.3. Sanction Fee - \$25.00.
- 8.2.1.4. Requests not received within six (6) weeks prior to the meet may not receive a sanction.
- 8.2.1.5. May not be published, posted, or distributed without Midwestern Sanction number. Violation will incur a \$50.00 late fee.

8.2.2. Invitationals

- 8.2.2.1. Must be requested using appropriate Meet Request form by the appropriate deadline.
- 8.2.2.2. Must be scheduled by the Meet Schedule/Sanctioning committee.
- 8.2.2.3. Sanction Fee - \$50.00, \$75.00 if requesting Time Trial Sanction.
- 8.2.2.4. Must submit appropriate documents by the appropriate deadlines to the MWS Office.
- 8.2.2.5. May not be published, posted, or distributed without Midwestern Sanction number. Violation will incur a \$100.00 fine.

8.2.3. Conference/League Championships

- 8.2.3.1. Do NOT have to be on the published schedule to receive a sanction number.
- 8.2.3.2. Requests/meet information for these meets need to be submitted at the same time as other requests are due (January 15 and May 15).
- 8.2.3.3. Sanction Fee - \$50.00.
- 8.2.3.4. Requests not received within six (6) weeks prior to the meet may not receive a sanction.
- 8.2.3.5. May not be published, posted, or distributed without Midwestern Sanction number. Violation will incur a \$100.00 fine.

8.2.4. Midwestern Area Championship Challenge (Qualifying) Meets (01/10)

- 8.2.4.1. The 'qualifying' meet will include events which are to be swum at the championship meets and will have entry time standards which are slower than the MWS Qualifying Times.
- 8.2.4.2. **Age Up Exception:** All swimmers who "age up" on or after the first day of the Qualifier Meet and before the first day of the Championship meet and who do not have a MW qualifying time in their age group as of the first day of the Championship meet, may enter a particular event in their current age group at the Qualifier Meet at a seed time at or faster than their current age group's qualifying standard. All such entries must be entered as **Exhibition** swims. This additional entry option is intended to allow all swimmers an opportunity to qualify for the Championship Meet in their actual Championship age group. Swimmers who enter an event at the Qualifier meet under this section are **NOT** eligible for awards at this meet and will be eligible for **PRELIMS ONLY** of a Prelim/Final Event. Entry chair must be alerted to all entered "Age-Up" swimmers in the entry email naming swimmer and event. For 10 & Under swimmers aging up to the 11-12 age group who wish to swim an event not offered for 10 & Under, Time Trials will be an option (time permitting)..

8.2.5. Midwestern Championships

- 8.2.5.1. Championship Meets will be open for bid to any club within the Midwestern LSC
- 8.2.5.2. Bids must be made/requested at the same time all other meets are requested (May 15 prior to the year for which the request is being made)
- 8.2.5.3. Meets available for bidding:
 - (a) SC Championships
 - (b) LC Championships
- 8.2.5.4. Meet entry/scoring responsibility:
 - (a) MWS will be responsible for meet information, Meet Manager set-up, and Meet Manager entries
 - (b) Host will be responsible for Meet Manager scoring at the meet
- 8.2.5.5. Financial responsibility: (09/09/14)
 - (a) MWS will collect all entry fees for the meet.
 - (b) MWS will be responsible to approve and purchase the awards for the meet.
 - (c) MWS will retain the MW surcharge and fines.
 - (d) MWS will remit to the host the event entry fee income less the cost of the awards.
 - (e) Host will retain all program sales, concession and commission income. Host may choose vendors and meet apparel designs.
- 8.2.5.6. Qualifying times for the MWS Championship meets will be calculated as follows:
The average of the 35th fastest time (stroke/distance/age) for the last six years; minimum qualifying time will be the NAG BB. (Covid exception to calculations has occurred.) Qualifying times for the MWS Championship meets will be set by the Sanction/Meet committees.
- 8.2.5.7. Championship Awards
 - (a) Individual Awards
 - Medals 1-6 (1-8) all ages
 - Ribbons 7-12 (7-16) 12 & U
 - Trophies – High point, 1st runner-up, 2nd runner-up (sanction committee – 12/14) by age group
 - (b) Relay Awards all ages
 - Medal 1-3
 - (c) Sanction Committee may make other recommendations.

8.2.6. MWS Team Meets

All swimmers and coaches will conform to the procedures outlined by the MWS Team coaching staff unless specifically excused by the MWS Age Group Chair

8.2.6.1. All Star Meet

- (a) All Star Coach Policies
 - (1) Head All Star Coach applications will be accepted through the MWS voting process.
 - (2) Applicant must be a current coach member of MWS
 - (3) Application will be open September 1 – September 15 and will be shared with all registered coaches in the LSC.
 - (4) Criteria for Head Coach – one of the following must be met:
 - * must have served as a head or assistant coach at either All Star or Zone meets and
 - * must have a minimum of three years documented coaching experience
 - (5) Voting will take place through the MWS voting process September 16-30.
 - (6) Only currently registered coaches will be allowed to vote.
 - (7) Head coach will be announced by October 3

- (8) Head coach will select Assistant All Star Coaches by November 1
- (9) There will be no more than two coaches from any registered MWS Club
- (10) Coaches will be considered to be the coaches of all swimmers from MWS who compete in the All Star Meet
- (11) Coaching staff will sign the MWS Coach Code of Conduct
- (12) Coaching staff will be responsible for final swimmer event entry decisions
- (13) Honorarium - \$300 for Head Coach; \$150 each All Star Coach. (09/13/15)
- (b) All Star Athlete Policies
 - (1) Applications for the MWS All Star team will be accepted through online application form.
 - (2) Applications must be received by requested date for consideration; times may be made after that date. Last qualifying date will be last date of last MW December meet (unless determined differently by the Age Group/All Star Committee).
 - (3) Swimmer requirements
 - Ages 10 & U, 11-12, 13-14
 - Number of entrants per event/age determined by host team
 - Time achieved after September 1 of current season
 - Be registered for the year in which the meet is to be held
 - Swimmer must sign the MWS Code of Conduct form
 - Parent or Guardian must complete and sign MWS Permission and Release form.
 - Swimmer must pay fee as determined annually by the MWS Board of Directors
 - (4) All Star Coaches will select the team and determine swimmer events and relays.
 - (5) Swimmer must sign the MWS Code of Conduct form.
 - (6) Parent or Guardian must complete and sign MWS Permission and Release form.
- (c) Travel Policies
 - BOD determined All Star meet may be a team travel meet. (11/15/09)
 - (1) If a travel meet, swimmers and coaches will travel as a team and stay as a team.
 - (2) Cost to swimmer to be determined by cost to MWS based on expenses.
 - (3) Team managers and chaperones must be members of USA Swimming, successfully pass a USA Swimming required criminal background check, complete the Athlete Protection Training course, and sign the MWS Code of Conduct.

8.2.6.2. Central Zone 14 & U Meet

MWS will determine annually whether meet will be individual travel or team travel.

- (a) Zone Coach Policies
 - (1) Applications for the Head Zone Coach will be accepted through the MWS voting process.
 - (2) Applicant must be a current coach member of MWS.
 - (3) Application will be open April 1 – April 15 and will be shared with all registered coaches in the LSC.
 - (4) Criteria for Head Coach – one of the following must be met:
 - * must have served as a head or assistant coach at either All Star or Zone meets and
 - * must have a minimum of three years documented coaching experience
 - (5) Voting will take place through the MWS website
 - (6) Only currently registered coaches will be allowed to vote.
 - (7) Voting will be open April 16-April 30.
 - (8) Head Coach will be announced May 3.

- (9) Head coach will select Assistant Zone Coaches by June 1.
- (10) There will be no more than two coaches from any registered MWS Club.
- (11) Coaches will be considered to be the coaches of all swimmers from MWS who compete in the Zone meet.
- (12) Coaching staff will sign the MWS Coach Code of Conduct.
- (13) Coaching staff will be responsible for final swimmer event entry decisions.
- (14) Honorarium - \$500 for Head Coach; \$400 for each Zone coach (09/13/15)

(b) Zone Athlete Policies

- (1) Applications are due by the end of the MWS Long Course Championship meet, but requested by July 1 if swimmer has the qualifying times. Application will be available through the MWS website.

(2) Swimmer Requirements

- Conform to current Zone requirements
- AAA time – automatic qualifying time
- Two swimmers per stroke/distance if no AAA qualifier (as per current zone information)
- Swimmer must sign the MWS Code of Conduct form.
- Parent or guardian must complete and sign MWS Permission and Release form.
- Swimmer must pay fee as determined annually by the MWS Board of Directors

- (3) Zone coaches will select the team and determine swimmer events and relays.

(4) Travel Policies

May be a team trip or may not be a team trip as determined by the Midwestern Board of Directors, based on location of meet and MWS budget implications. Team managers and chaperones must be members of USA Swimming, successfully pass a USA Swimming required background check, complete the Athlete Protection Training course, and sign the MWS Code of Conduct.

(c) Apparel policies

Midwestern Board of Directors in conjunction with recommendations will annually determine the apparel policies for the current year's meet.

8.2.6.3. Central Zone Open Water Championship

Open Water Meet will be an individual travel meet.

(a) Applications will be submitted through the Midwestern Website

- (1) Applicants will have requisite qualifying times as prescribed by the Central Zone Open Water Meet or proven open water swims

(b) Applicants will travel with family/other at own expense.

(c) Midwestern will provide

- (1) Meet Entry Fee
- (2) Cap for athletes
- (3) Coaching staff – minimum number of athletes for coach – six (6)
- (4) Reimbursement for proven expenses at current Sectional rate

(d) Coaching staff

- (1) Will be chosen by MW from coaches volunteering for position
- (2) MW will pay travel expenses (food, gas, hotel)
- (3) MW will pay stipend of \$150.00 per coach

8.2.6.4. Central Zone Multicultural Meet

Multicultural Meet will be a team travel meet – meet held in odd years

- (a) Applications will be submitted through the Midwestern Website
 - (1) Applicants should represent an ethnically under-represented population that is less than 20% of the current USA Swimming membership OR be a current Outreach Athlete
 - (2) Applicants must be 13 & over in order to participate in this opportunity
 - (3) Meet does not have qualifying times
 - (4) Applicants will need money for some meals and incidentals
- (b) Midwestern will provide
 - (1) Meet Entry Fee
 - (2) Shirts for athletes
 - (3) Transportation, hotel
 - (4) Coaching staff – minimum number of athletes for trip to be funded is eight (8)
- (c) Coaching staff
 - (1) Will be chosen by MW from coaches volunteering for position
 - (2) MW will pay travel expenses (food, gas, hotel)
 - (3) MW will pay maximum stipend of \$300.00 per coach

8.2.7. Approved Meets

- 8.2.7.1. Form for Request for Approval status should be submitted when meet sanction information is due (January 15 and May 15).
- 8.2.7.2. Form needs to be completed with the appropriate information and forwarded to the Midwestern Office along with the \$25.00 fee.
- 8.2.7.3. Meets such as Y League meets (those hosted by USA Swimming/Y Clubs) and State Games may be approved provided all approval guidelines are met.
- 8.2.7.4. A backup of the meet must be sent to the MWS Technical Planning Coordinator and Secretary.
- 8.2.7.5. Times for swimmers whose USA ID number is in the meet data will be uploaded without fee to SWIMS and to the MWS Times database. (4/23/12)

8.2.8. Non-LSC Sanctioned Observed Meets

- 8.2.8.1. Blanket Observations – In accordance with Times Committee recommendation, MWS will observe all swims at HS Conference and Championship meets. HS Invitationals may be observed upon request and agreed upon compliance with observation requirements.
- 8.2.8.2. The MWS Officials Chair will see that all meets are observed when possible.
- 8.2.8.3. A minimum of two USA observers must observe the meet and will note USA disqualifications.
- 8.2.8.4. USA Swimming disqualifications will be forwarded to the MWS Technical Planning Coordinator and Secretary.
- 8.2.8.5. A backup of the meet must be sent to the MWS Technical Planning Coordinator and Secretary.
- 8.2.8.6. USA ID numbers will be put in the data for those swimmers who were USA registered at the time of the swim.
- 8.2.8.7. Times which were swum in accordance with USA Swimming Rules for all MWS swimmers who were USA Swimming registered at the time of the swim will be uploaded without fee to SWIMS and to the MWS Times database.

8.2.9. National Level Meets

Midwestern swimmers will be encouraged to attend National Level meets at the Sectional level

and higher by MWS by partially reimbursing swimmers for proven expenses.

8.2.9.1. Reimbursement Policies (See 4.5.2)

8.3. Meet Levels

8.3.1. MW will use the NAG standards to determine level of swimmer participation.

8.3.2. The MW Sanction Committee will conscientiously develop a meet schedule to facilitate participation of all level of swimmers in at least one meet per month.

8.4. Meet Fees

8.4.1. Request for Meet – free

8.4.2. Meet Sanction Application

Invitationals and Championships (including League/Conference) - \$50.00, \$75.00 with Time Trials;
Late - \$100.00

Closed League and Dual Meets - \$25.00; Late - \$50.00

8.4.3. Meet Approval Application (USA Rules, non-USA members participating) - \$25.00

8.4.4. Meet Observation (non-USA Swimming Rules) – free

8.4.5. Surcharges - \$6.50/\$4.00 per swimmer per meet depending on type of meet;

Entry Fees – varied in accordance with approved fees (see entry fees under types of meets)

8.5. Meet Information/Entry Letter Requirements

8.5.1. Sanction

MWS will adhere to all current rules of USA Swimming regarding sanctions. Sanction number MUST appear on all meet documents including the Meet Flyer. Meet information distributed without sanction number will subject club to \$100 fine.

8.5.2. Meet Information

Meet information/flyer must follow the MWS meet template (Appendix of Redbook) and will be posted on the MWS web site at least one month prior to the entry deadline.

8.5.2.1. Meet information must name and give contact information for the referee, the meet director, the administrative official, and designate the safety marshal.

8.5.2.2. Meet information will include a statement regarding inclusion of disability swimmers.

8.5.2.3. Meet information will include a statement regarding deck changing and drone policy.

8.5.2.4. Meet information will include a statement regarding emergency support availability.

8.5.2.5. Meet information will include all elements required by USA Swimming.

8.5.2.6. Meet information will include a statement regarding MW's photography on deck policy.

8.5.3. Entry deadline

Meet information must clearly state entry deadline, not less than 10 days prior to the 1st day of the meet and must include information regarding late entries.

8.5.4. Awards

8.5.4.1. Awards are governed by the current rules of USA Swimming.

8.5.4.2. Awards must be identified on the Meet Information.

8.5.4.3. Scoring of points shall be outlined if meet is scored.

8.5.5. Entries

8.5.5.1. Registration number of each swimmer must be included with every entry.

(a) Registration of swimmer must be established before any swimmer is permitted to participate in any meet.

(b) Recon policy: MWS athletes who appear as unregistered on the first pre-meet recon must register with USA Swimming immediately. A second pre-meet recon will be run 4 days prior to the start of the meet. Any unregistered MWS athlete who appears on that list must register with USA Swimming and will be charged and additional \$30.00

above the current MWS registration fee (entering club will be billed) and must provide proof of registration before being allowed to swim in the meet. Meet management must delete unregistered athletes from the meet file prior to commencement of the meet.

- (c) Meet host may choose to allow NO deck entries unless the swimmer is already in the meet and has passed the recon process. Those not passing the recon process must present proof of current USA Swimming registration or registration status must be confirmed with the LSC registrar.

8.5.5.2. Entry Fees – Maximum permitted entry fees

- (a) Timed Final Meet -
 - \$5.00/maximum individual event
 - \$8.00/maximum relay event
 - \$6.50/MW surcharge
 - \$8.00/maximum program charge
- (b) Intra-squad/Dual/Single Session Meets
 - \$3.00/maximum individual event intra-squad and dual meets
 - \$4.00/MW surcharge Inter-squad/dual/single session
- (c) Prelim/Final meet –If separate timed finals events for age group(s), those events will follow timed final entry fee schedule.
 - \$6.00/maximum individual event
 - \$12.00/maximum relay event
 - \$6.50/MW surcharge)
 - \$12.00/maximum program charge
- (d) Prelim/Final Championship format, minimum NAG BB; medals (for minimum of top 6 places), ribbons for at least 7-12; trophies for individual high points and optional team trophies; at least 2 ½ day long; type meet expected to be run on a championship format and rules with minimum qualifying times of at least BB for prelim/final events. If separate timed finals events for age group(s) those events will follow timed final entry fee schedule.
 - \$6.50/maximum individual event
 - \$15.00/relay event
 - \$6.50/MW surcharge
 - \$3.00/per session or \$12.00/maximum program charge*

An exception to the maximum program charge may be allowed for meets longer than three (3) days upon review of the host club's request to the Sanction Committee Chair.
- (e) Midwestern LSC 8 & Under Championship –
 - \$5.25/maximum individual event
 - \$12.00/maximum relay event
 - \$6.50/MW surcharge (whether single session or more)
 - \$3.00/per session or \$12.00/maximum program charge
- (f) Midwestern LSC Championship Challenge (Qualifier) meet –
 - \$5.25/maximum individual event (whether P/F or TF)
 - \$12.00/maximum relay event (if held)
 - \$6.50/MW surcharge
 - \$3.00/per session or \$12.00/maximum program charge
- (g) Midwestern Championship meet – Midwestern will approve and purchase awards and

will receipt all entry fees for the meet. MW will retain the MW surcharge, any fines, and cost of awards. MW will forward remaining funds to host. Host club may choose vendors and meet apparel designs for merchandise, Host will pay all other associated expenses and will retain program revenues, concessions revenues, advertising revenues and commissions from sale of meet apparel.

\$6.50/maximum individual event

\$18.00/maximum charge per relay event

MW will set the fees for individual and relay events and facility fees if necessary

\$6.50/MW surcharge

\$3.00/per session or \$16.00 complete weekend maximum program charge

- (h) Midwestern Senior Championship meet – Midwestern will approve and purchase awards and will receipt all entry fees for the meet. MW will retain the MW surcharge, any fines, and cost of awards. MW will forward remaining funds to host. Host club may choose vendors and meet apparel designs for merchandise. Host will pay all other associated expenses and will retain program revenues, concessions revenues, advertising revenues and commissions from sale of meet apparel.

\$7.50/maximum individual events

\$20.00/maximum charge per relay event

MW will set the fees for individual and relay events and facility fees if necessary

\$6.50/MW surcharge

\$3.00/per session or \$20.00 complete weekend maximum program charge`

- (i) Other Meet Formats – Event fees, MWS surcharge and program charge for the All Star Meet will follow the MWS Championship Meet fee schedule. Meet fees may vary from MWS established meet fee policies for meets held within MWS where fees may be determined by another entity over-seeing the meet, such as a Central Zone or USA Swimming sponsored meet.

- (j) Facility Fees – Requests for facility fees (based on facility costs) must be submitted to the MW Office using the Facility Fee Request Form. The request must be submitted with the meet flyer, sanction application and sanction fees.

Facility surcharge - \$0.00 - \$8.00/swimmer for non-championship/timed final meets;

Facility surcharge - \$10.00 - \$15.00/swimmer for prelim/final, area championship, championship meets, with approval of the Sanction Committee. Requests for fees outside these parameters will be taken into consideration by the Sanction Committee.

- (k) Meet information will state refund policy.

Refund of entry fees normally will not be made after the entry deadline is reached.

There may be extenuating circumstance.

- (l) Meet information will state admission policy.

Meet hosts choosing to charge an Admission Fee for spectators must include the information in the meet announcement. Recommended wording: *NO admission fee; _____ per session; _____ for the entire meet. Children _____ and Under _____ Free or No Cost.*

- (m) Reduced meet fee guidelines for Outreach Athletes (established 10-10/12; in effect 11/01/12; revised 04/29/14; revised 03/12/19)

Meet event entry fees, LSC Splash Fees, and Facility Fees (effective 09/01/19) for Outreach athletes will be reimbursed for swum events at the seventy five percent (75%) rate of the published fee for all sanctioned competition entered by Midwestern swimmers.

Only year-round USA Swimming Outreach athletes will be eligible for reduced swim meet fees.

Entering club will file within 21 days of meet conclusion the Outreach Reimbursement form with the Midwestern Office which will validate the athlete status, swum events, and fees. Request will be forwarded to MW Treasurer (Accounting Firm) for reimbursement to entering club.

8.5.5.3. Host club must notify entering clubs that entries have been received and either accepted or rejected as appropriate.

8.5.5.4. Host club must send psych sheet to all entering clubs within 24 hours after the entry deadline.

8.5.6. Age Groups

8.5.6.1. USA Swimming recognizes the Classes of Competition as listed in Article 201.1 of the USA Swimming Rules and Regulations and Age Groups listed in Article 205 for Age Group Swimming. In addition, MWS recognizes competition for 8 & Under. (MWS 8 & Under motivational time standards are posted on the MW website.)

8.5.6.2. Swimmers must participate in their age group (unless exceptions are made in extenuating circumstances). 8 and Under swimmers may participate in 8 & U and/or 10 & U competition in the same meet unless otherwise specified.

8.5.6.3. Events at a particular meet may be offered for 8 & U and 10 & U. Specifying 10 & U for certain events will provide greater flexibility for the qualified 8 & U swimmer.

8.5.6.4. No 8 & Under swimmer will be eliminated from any meet other than the Midwestern Short and Long Course Championships by the use of the MW 8 & U or 10 & U motivational times standards.

8.5.7. Final Results

8.5.7.1. Electronic backup of the meet shall be sent to the MWS Office within 24 hours of completion of the meet.

8.5.7.2. Complete meet results in PDF format along with files for Team Manager integration will be posted on the MWS web site.

8.5.7.3. Host club may send hard copies of results if requested.

8.5.7.4. All printed results must conform to USA Swimming results guidelines.

8.5.7.5. Results will include lead-off splits, time trials, swim-offs etc if necessary.

8.5.8. A-B-C Swimming Rules

8.5.8.1. Once a swimmer achieves a time in a stroke and distance and that time is a BB time (or A time, etc), that is his time regardless of length of pool or season in that stroke and distance. When a swimmer changes age group, the time carries over for the stroke and distance but there is a new determination as to level.

8.5.8.2. Swimmers entering an A/B/C meet must enter with their fastest achieved time and swim at the level where that time falls. If an error has been made in the entry time, meet management should be notified and the swimmer should be scored with the correct level.

8.5.8.3. If a swimmer enters a meet and achieves a time at a higher level after the entry deadline, the swimmer will be allowed to compete as originally entered.

8.5.8.4. If a swimmer has achieved a time at a higher level but enters an event at a lower level time, that swimmer is subject to disqualification from the event. False entries may be subject to discipline of the swimmer and/or coach.

8.5.8.5. Host teams, if hosting an A level meet or a BB level meet, may enter their swimmers in a home meet regardless of entry time.

8.5.9. Exhibition Swimming

Information shall include a statement regarding exhibition swimming.

Exhibition swimming is the swimming of an event for the purpose of obtaining a time only. No awards, team points, or individual points may be given. The time achieved will be recorded in final results as an official time. Swimmer cannot go over events limits for that day.

8.5.10. Records/Times

8.5.10.1. The MWS Secretary will submit all times for all swims to the national database and maintain a MWS top times database.

8.5.10.2. It is the responsibility of each swimmer to furnish the MWS Records Chair with final results of meets outside the MWS LSC.

8.5.10.3. For LSC records only for the purposes of recording attempts at an initial distance for an individual event, or for the lead-off leg of a relay, the coach must be prepared to furnish three additional timers with watches and have the consent of the referee.

8.5.11. Timing

8.5.11.1. As a backup for automatic timing equipment there must be a minimum of one timer per lane operating a stopwatch. That timer may also simultaneously operate a backup button.

8.5.11.2. Two backup watches per lane are required in a championship meet using automatic timing equipment.

8.5.11.3. Three watches are required per lane when no automatic timing equipment is used.

8.5.12. MWS Scratch Rules

8.5.12.1. Individual Scratch Rule

(a) Pre-seeded Meets

(1) Any swimmer not reporting for or competing in an individual timed final event shall not be penalized.

(2) Any swimmer not reporting for or competing in a preliminary heat when finals are scheduled shall not be penalized.

(b) Events seeded on the deck

(1) Any swimmer entered in an individual event that is seeded on the deck, in whole or in part, who has checked in for that event, must swim in the event unless he/she notifies the clerk of course before the seeding for that event has begun that he wishes to scratch.

(2) Failure to scratch prior to seeding and not swimming the event will result in his/her being barred from the next individual event in which he/she is entered on that day or the next meet day, whichever is first.

(3) Events seeded on the deck shall be closed for seeding no earlier than thirty (30) minutes prior to the start of the session.

8.5.12.2. Scratching from Consolation Finals and Finals

(a) Any swimmer qualifying for a consolation final or final race in an individual event who fails to compete in said consolation final or final race shall be barred from further competition for the remainder of the meet, except as noted below.

(b) In the event of withdrawal or barring of a swimmer from competition, the Referee shall fill the consolation final or final when possible with the next qualified swimmer(s). First and second alternates shall be announced along with the final qualifiers. These alternates shall not be penalized if unavailable to compete in the finals.

- (c) Where consolation finals have not yet been swum and barring or withdrawal is known to the Referee, the Referee shall reseed the consolation final and the final, if necessary, to insert the alternate(s) in the appropriate lane(s), filling all lanes in the final.
- (d) If a consolation final has already been contested, the companion final shall be swum without reseeding for the empty lane(s).
- (e) Failure to compete in the Finals or Consolations of the last Final session of a Midwestern Championship meet shall result in a \$50 fine payable by the offending swimmer to MWS. Failure to pay such fine will result in suspension from further competition in MWS until the situation has been resolved.
- (f) Exceptions for Failure to Compete – No penalty shall apply for failure to withdraw or compete in an individual event if:
 - (1) The Referee is notified in the event of illness or injury and accepts the proof thereof.
 - (2) The swimmer qualifying for a consolation final or final race following preliminaries notifies the Referee within thirty (30) minutes after announcement of the qualifiers for that final race that he/she may not intend to compete and further declares his/her final intentions within 30 minutes following his/her last individual preliminary event.
 - (3) It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.

8.5.12.3. Relay Scratch Rule

- (a) Pre-seeded Meets – Any relay team entered in a pre-seeded relay event that fails to compete in or report for that event shall not be penalized.
- (b) Relays Seeded at the Meet
 - (1) 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, must swim the event unless the clerk of course is notified before the seeding for that event is begun that the relay team wishes to scratch.
 - (2) A relay team member failing to appear, ready to swim, for the relay event shall be barred from the next individual event in which he/she is entered, either that day or the next meet day. The relay team members who do appear ready to swim shall not be penalized for failure of other relay team members to appear.
 - (3) Exceptions – Relay teams or team members who give acceptable notification to the Referee of illness, injury, or that failure to compete is caused by circumstances beyond the control of the swimmer(s) shall not be penalized.

8.5.13. Policy for Closing a Meet

Sanctions may be granted with a maximum number of swimmers allowed for the meet. Maximum number must be stated in the Meet Information and entries must be closed when that maximum number is reached.

8.5.14. Deck Changing Policy

8.5.14.1. Deck changing will not be allowed at any Midwestern Swimming sanctioned/approved competition.

8.5.14.2. The Meet Information will include statement that deck changing will not be allowed.

8.5.14.3. Penalties are as follows:

- (a) 1st Offense: Athlete will be scratched from the remainder of the day's events (prelims

and finals)

- (b) 2nd Offense: Athlete will be scratched from the remainder of the competition
- (c) 3rd Offense: Athlete will be suspended from the competition for the remainder of the season
- (d) Penalties are cumulative during a season. Referees/officials will track deck changing penalties.

8.5.15. Photography on Deck Policy

8.5.15.1. Any person on deck at a Midwestern Swimming sanctioned/approved competition taking photos (including still and video photography) must have prior approval by Meet Management.

- (a) The individual photographer must have permission of the Meet Director to be on deck.
- (b) The Meet Director and/or Meet Referee may limit the number of photographers on deck during a swim meet so as not to interfere with meet operations.
- (c) Photography will not be allowed behind the blocks while swimmers ready for the start of a race.
- (d) Photographers will check in with the Meet Referee prior to the start of the meet.
- (e) Photographers will take pictures only of those swimmers from whom permission has been granted by swimmer/parent.

8.5.15.2. The MW policy for photography on deck will apply to professional and/or photographers representing a swim club or LSC.

8.6. Meet Safety Guidelines/Warm-up Procedures

8.6.1. Specific Guidelines/Recommendations

8.6.1.1. General Warm-up (30-45 minutes)

- (a) No racing starts allowed from blocks or edge of pool; sit and slide or one-hand-on-wall recommended
- (b) No sprinting or pace work during general warm-up sessions

8.6.1.2. Specific warm-up recommendations (30-45 minutes)

- (a) Allow specific lanes for racing starts
- (b) Allow lanes for push-pace work
- (c) Allow lanes for continued general warm-up

8.6.1.3. Referee/meet management may assign team lanes and teams may organize their own warm-ups using guidelines above

8.6.2. Host Team Responsibilities

8.6.2.1. Meet Marshals

- (a) A minimum of one (1) male and one (1) female marshal shall be appointed by the meet director.
- (b) The Marshals will report to and receive instructions from the Meet Referee regarding the meet warm-up procedures. Meet warm-ups may not start without the Meet Marshals on deck.
- (c) The Head Marshal, if utilized, has the responsibility of instructing other Marshals in their responsibilities. The Head Marshal shall be in contact with the Meet Referee prior to the meet and will organize all other Marshals.

8.6.2.2. Marshal responsibilities

- (a) The primary responsibility of the Meet Marshal is to enforce warm-up procedures and maintain order in the swimmer venue as per USA Swimming Rulebook 102.19.

- (b) Marshals shall be trained via the online UA Swimming Meet Marshal Training Program and shall pass the certification test.
- (c) Marshals should submit their test results to their own club's designated person and meet director.
- (d) Coaches cannot be used in lieu of Marshals. Coaches may be Marshals if they have taken the Meet Marshal Training Program and Test and are NOT coaching at the session.
- (e) Marshals are to be on deck for the entire warm-up session and during the meet for the purpose of enforcing warm-up procedures and safety procedures. Any time there is a break in the meet and the pool is open for warm-up/warm-down the Marshals must be on deck supervising the warm-up.
- (f) During the meet competition one Marshal with another person of the same gender shall make rounds of the locker rooms, restroom areas, and any team areas observing for safety practices. One Marshal shall be on deck at all times.
- (g) Marshals shall have the authority to remove from the deck (with concurrence of the meet referee) any swimmer and/or coach in violation of safety guidelines and warm-up procedures.
- (h) Other safety staff may be located at the pool entrances to be sure only coaches, swimmers, officials, and meet staff are on deck.

8.6.2.3. Warm-up pool –

- (a) If there is a separate warm-up pool, there must be a minimum of two Marshals observing that pool at all times.
- (b) If there is a separate warm-up pool, there must be a minimum of four marshals for each session.

8.6.2.4. Other safety guidelines

- (a) Host may use a sign for each lane indicating designated use during warm-up. Orange cones should be placed on top of blocks to indicate that the lane is not open for racing starts.
- (b) Warm-up announcements should be made prior to each session defining procedures.
- (c) Warm-up information should be posted at the facility and published in the meet information.
- (d) Meet information will state "MWS Safety Guidelines and Warm-up procedures will be in effect at this meet."
- (e) Hazards in locker room, on the deck area, or in areas used by swimmers, coaches, spectators or officials shall be removed or clearly marked.

8.6.2.5. Host clubs may, with the consent of the Meet Director or the Meet Referee, modify the time schedule or recommended lane assignments depending on pool configuration, number of swimmers, or other factors as long as safety is not compromised. MWS recognizes that the type of meet, physical facility and circumstances may make some of the guidelines and procedures difficult to implement. Alterations must be made with discretion and common sense. Safety must be the PRIMARY consideration.

8.6.3. Coach Responsibilities

8.6.3.1. Coaches shall inform and instruct their swimmers about the warm-up procedures and safety guidelines.

- 8.6.3.2. Coaches shall actively supervise their swimmers throughout the warm-up session at meets and practices. Visual and verbal contact with the swimmers should be maintained.
- 8.6.4. Miscellaneous
- 8.6.4.1. Any changes in lane assignments or warm-up procedures must be clearly announced.
- 8.6.4.2. When the number of participants cannot be safely accommodated during a warm-up session, the session should be split to allow a safe and adequate warm-up for all swimmers.
- 8.6.4.3. Swimmers shall not jump or dive into the pool to stop another swimmer for any reason.
- 8.6.5. Safety Responsibilities
- 8.6.5.1. The Meet Referee shall have the responsibility to establish and enforce rules for safe conduct within the competition pool area.
- 8.6.5.2. The Head Marshal shall have responsibilities for safety rules in all other areas during competition and shall assist the Meet Referee as necessary.
- 8.6.5.3. A Meet Safety Committee consisting of the Meet Referee, Meet Director, and Head Marshal shall be established. This committee will have final authority in questions of safety rules and in penalties for violations.
- 8.6.6. Head Safety Marshal
- 8.6.6.1. Head Safety Marshal must be appointed for each MWS sanctioned meet. The Head Marshall will report to and work with the Meet Referee. The Marshal will have authority over the entire meet area.
- (a) Qualifications
- (1) Head Marshal will serve under the direction of the Meet Referee.
- (2) Head Marshal cannot hold any other official capacity at the meet, including that of participating coach.
- (3) A first aid and/or lifesaving background would be helpful but is not required
- (b) Responsibilities:
- (1) Pre-Meet
- The Head Marshal shall be responsible for identifying potentially hazardous areas and removing the problem or making sure it is clearly marked. This should be done prior to the meet in conjunction with the Safety Marshall of the host club.
 - Work with the Meet Director to insure the presence of qualified Marshals.
 - Conduct a pre-meet inspection to ensure that all pool safety equipment is present and in working order. Facility management should assist in this inspection.
 - Ensure that any other equipment such as lane ropes, lane warm-up signs and other necessary safety aides are prepared and in working condition.
 - Review the Emergency Action Plan (EAP) with the host club and/or facility personnel. The Head marshal should be familiar with the EAP and its implementation.
- (2) Meet Responsibilities
- To coordinate with the Meet Referee in the execution of safety regulations and warm-up procedures.
 - To instruct lane Marshals of the warm-up procedures and of their responsibilities.

- To periodically check meet area such as locker rooms, concessions, deck area and spectator areas to insure continued safe use.
- To report safety related problems or discipline situations of concern to the Meet Referee
- To serve with the Meet Director and Meet Referee to compose the Meet Safety Committee (MSC). This committee will handle safety and/or discipline problems that require disciplinary action beyond that of the lane marshals' authority or situations of safety not easily remedied.

(3) Post Meet Responsibilities:

- Ensure that the meet area is properly cleared and secured.
- Meet with the MSC for a post meet evaluation of meet safety effectiveness and any safety problems.
- Submit Reports of Occurrence to the Meet Director of any accidents which may have occurred during the meet. It is the responsibility of the Meet Director to submit the reports to the proper agencies.

8.7. Post Meet report requirements for MWS Office

- 8.7.1. Electronic meet files – backup of MM files – within 24 hours of the conclusion of the meet.
- 8.7.2. Coach Sign-in sheet – within 48 hours of the conclusion of the meet.
- 8.7.3. Officials Sign-in sheet – within 48 hours of the conclusion of the meet (may be filed with other paperwork; Referee will enter all officials in the USA Swimming Officials Tracking System online.)
- 8.7.4. Current splash fee per swimmer – within 15 days after the meet.
- 8.7.5. Financial recap of the meet – within 15 days after the meet.
- 8.7.6. Meet Director's Reports – Timeline and Meet Marshal Reports – within 15 days after the meet.
 - 8.7.6.1. Hosts not filing the Meet Director's Meet Marshal Report within 15 days after the meet will be fined \$25.00.

8.8. SWIMS Times

8.8.1. Times to be uploaded to SWIMS

will be handled in the following manner:

- 8.8.1.1. Times for individual swims from all MWS sanctioned meets will be uploaded to SWIMS
- 8.8.1.2. Relays will be uploaded, as designated in the meet flyer.
- 8.8.1.3. Initial splits for relays will be uploaded, as designated in the meet flyer.
- 8.8.1.4. Relays for MWS Championship meets and requested splits will be loaded.

8.8.2. Times for 'Approved' meets

will be uploaded to SWIMS

- 8.8.2.1. Only those swimmers with accurate USA Swimming ID numbers in the Meet Management data will be uploaded.
- 8.8.2.2. Initial splits will be loaded, as designated in the meet flyer.

8.8.3. Times from 'Observed' meets

will be uploaded to SWIMS.

- 8.8.3.1. All swims at an 'observed' meet will be observed.
- 8.8.3.2. Only those swimmers with accurate USA Swimming ID numbers in the Meet Management data will be uploaded.
- 8.8.3.3. Initial splits will be loaded, as designated in the meet flyer.

9.0 Officials' Policies

9.1. Certified Swimming Officials

9.1.1. Objectives

- 9.1.1.1. The certification program is designed to develop and maintain qualified officials to serve at swimming meets sanction by MWS. The purpose is to provide fair and equitable conditions of competition. It is hoped that these officials will also serve at NCAA, YMCA, and NSAA meets as well as recreational and country club leagues.

9.1.2. Definitions

- 9.1.2.1. A certified official is one who actually participates in the capacity for which certification has been granted.
- 9.1.2.2. Certification is granted for the positions of Referee, Starter, and Stroke and Turn Judges.

9.1.3. All MWS Certified Officials

- 9.1.3.1. Shall serve in the capacity for which they are certified according to guidelines outlined in the MWS Minimum Officials Standards.
- 9.1.3.2. Shall remain certified for a period of two years with certification running from January 1 to December 31. The expiration date for courses completed January through August is the year of the second December 31 following the course completion date. For courses completed September through December, the term ends the year of the third December 31 following the course completion date.
- 9.1.3.3. Shall display MWS official's credentials while officiating and shall wear white (collared and sleeved) tops and black bottoms unless requested differently.
- 9.1.3.4. Shall review the pertinent sections of the USA Swimming Rules and Regulations prior to each service.
- 9.1.3.5. Shall not serve as both an official and a coach during the same meet session.
- 9.1.3.6. Shall be a member of MWS (or other LSC) and USA Swimming when serving in an official capacity as a referee, starter, or stroke and turn judge.
- 9.1.3.7. Shall act only in positions for which he/she has met the initial or recurring currency requirements as outlined in the MWS Minimum Officials Standards. Should anyone violate this requirement, he/she must perform all initial certification prerequisites for all positions previously held prior to acting in any Officials' capacity. (A 90-day extension may be granted by the Officials' Chair for extenuating circumstances.)

9.2. Initial Certification

9.2.1. All new applicants for certification and applicants for new levels of officiating shall:

- 9.2.1.1. Read the pertinent areas of the USA Swimming Rules and Regulations.
- 9.2.1.2. Be a current member of MWS and USA Swimming.
- 9.2.1.3. Complete requirements as established in the MWS Minimum Officials Standards.
- 9.2.1.4. Pay requisite established fees for certification (may be set by MWS)

9.2.2. Upon completion of the above, MWS will issue the appropriate credentials.

9.3. Recertification

9.3.1. All applicants for recertification

shall:

- 9.3.1.1. Be a current member of MWS and USA Swimming.
- 9.3.1.2. Complete requirements as established in MWS Minimum Officials Standards.
- 9.3.1.3. Pay requisite established fees for recertification (may be set by MWS).

9.3.2. Upon completion of the above, the MWS will issue the appropriate credentials.

9.4. YMCA Reciprocity Policy (03/28/17)

9.4.1. All applicants for YMCA certified Officials to become USA/MWS certified officials shall:

- 9.4.1.1. Be a current member of MWS and USA Swimming.
- 9.4.1.2. Complete requirements as established in MWS Minimum Officials Standards.
- 9.4.1.3. Pay requisite established fees for certification (may be set by MWS).
- 9.4.1.4. Stroke and Turn YMCA Level I – 2 apprentice mentored sessions (by USA Swimming certified official)
- 9.4.1.5. Starter and Referee YMCA Level II – 2 starter and 3 referee apprentice mentored sessions (by USA Swimming certified official)

9.4.2. Upon completion of the above, the MWS will issue the appropriate credentials.

9.5. Administration

9.5.1. MWS Officials Chair

The MWS Officials Chair is assisted by committee members who in turn work with a contact person from each member club regarding certification of officials and officials training clinics.

9.5.1.1. Officials' Committee members will be elected by current officials.

- (a) Committee will consist of six members.
- (b) Term will be for two year.

9.5.1.2. The committee member will be an official within MWS.

9.5.1.3. The Club Officials contact person should be from the club and, if possible, be an official.

9.5.2. Duties of the MWS Officials Chair

- 9.5.2.1. Maintain a current roster of MWS certified officials to be available for distribution to meet referees
- 9.5.2.2. Distribute presentation materials and certification applications for use at officials training clinics. Update these materials as needed so that they conform to USA Swimming and MWS Rules.
- 9.5.2.3. Aid in the presentation of training clinics as needed.
- 9.5.2.4. Coordinate the issuance of official's certification credentials.
- 9.5.2.5. Arrange for National certification (OQM) at appropriate swim meets.
- 9.5.2.6. Comply with the provisions of paragraph 6.7.11 of the MWS by-laws.

9.5.3. Duties of Officials Committee Members

- 9.5.3.1. Maintain a list of all certified officials from clubs.
- 9.5.3.2. Coordinate and/or present officials training clinics as needed.
 - (a) Clinics should be presented by a MWS certified official with a minimum of two years' experience in the position being presented.
 - (b) Notify officials Chair of upcoming clinics.
- 9.5.3.3. Follow Officials Committee roles and responsibilities

9.5.4. Duties of Officials Contact Persons

- 9.5.4.1. Maintain a list of certified officials in the club.
- 9.5.4.2. Confirm that officials from the club are recertified as necessary.
- 9.5.4.3. Promote recruitment and retention of certified officials from within the club.
- 9.5.4.4. See that the current officials list is available to meet directors and others as needed in the club. A memo, noting the availability of this list kept with the club's meet director materials is strongly recommended.

9.6. First-Time Officials gifts

9.6.1. Shirt (additional shirt may be purchased).

9.6.2. Name tag.

10.0 Awards Policies

10.1. Times in the MWS Team Manager Database

10.1.1. Will be used for calculating MWS Swimmer Awards

10.1.2. Times will be incorporated

as follows:

10.1.2.1. All individual times for all MWS sanctioned meets will be incorporated.

10.1.2.2. All out-of-LSC individual times from sanctioned meets will be incorporated.

- Results for out-of-LSC meets must be sent to the Secretary in electronic format.

10.1.2.3. All individual times from approved meets will be incorporated if USA ID# is in data and swimmer is registered at the time of the swim.

Secretary must have electronic backup of the approved meet.

10.1.2.4. All individual times from observed meets will be incorporated if swimmer is registered at the time of the swim (MWS staff will put in the USA ID#s)

Secretary must have electronic backup of the observed meet.

10.1.2.5. Relay lead-off splits for the above meets will be incorporated if requested and provable with legitimate results.

10.1.2.6. Season times for Top 8 purposes will be finalized as follows:

- Short Course – April 15 (later if SCY meets run during the Long Course season)

- Long Course – August 20

- No times received after those dates will be used for Top 8 award purposes for the current season.

10.2. Awards Ceremony

An Awards Ceremony will be held annually to honor outstanding achievement for both the Short Source and Long Course seasons.

10.3. Swimmer Awards

10.3.1. Midwestern Outstanding Swimmer

10.3.1.1. Male and Female swimmer in Age Groups 8 and under, 9-10, 11-12, 13-14, 15-16, 17-18

(a) Plaque

(b) Recognition for both Short Course and Long Course separately

(c) Based on points for:

- Top 8 Finishes (9, 7, 6, 5, 4, 3, 2, 1)

- Midwestern Record (5 points per individual record)

- All Star Meet (3 points max for participation; 5 points max for scoring)

- Zone Meet (5 points max for participation; 10 points max for scoring)

- Sectionals or Futures (1 meet per season; 5 points max for participation; 10 points max for scoring)

- Junior Nationals or Pro Series (10 points max for participation; 20 points max for scoring)

- US Open Meet (15 points max for participation; 30 points max for scoring)

- National Championships (20 points max for participation; 40 points max for scoring)
(higher level meets – one meet per season, additional points based on achievement at the highest level meet)

(d) Exemplary conduct presenting a role model to other swimmers

10.3.1.2. Final awards to be determined by the MWS Senior Vice Chair and Age Group Vice Chair based on information in the MWS Team Manager database

(a) Awards will be computed by the Secretary, MWS Senior Vice Chair, and Age Group

Vice Chair.

- (b) Award recommendations will be reviewed by the General Chair, Senior Chair, Age Group Chair, and Coach Representative

10.3.2. Midwestern Record Breaker

Gift – one per swimmer

10.3.3. USA Swimming Top Times

National Certificates from USA Swimming

10.3.4. Midwestern Top Eight

10.3.4.1. Certificates for Top 8 finishes in age group/stroke/distance/course

(8 & U, 9-10, 11-12, 13-14, 15-16, 17-18) (11/15/09)

Gift – one per swimmer per year

10.3.4.2. Registration Requirements for Consideration (registered at the time of the swim)

10.3.5. IMX Awards

10.3.5.1. Top 3 by age and gender – based on USA Swimming Power Points (minimum 1000 points) – both long and short course

10.3.5.2. Swimmers eligible across division if age up during season

10.3.5.3. Color certificate and gift – presented at annual Awards Celebration

10.3.6. Student Athlete Awards (Academic)

10.3.6.1. Students in grades 9-12

10.3.6.2. Based on unweighted GPA for a single academic year

10.3.6.3. 2nd Team – GPA 3.50, no grade lower than B (no pluses or minuses considered)

One AAA time (yards or meters) met during current academic year

10.3.6.4. 1st Team – GPA 3.75, no grade lower than B (no pluses or minuses considered)

One Winter Junior time (yards or meters) met during current academic year

10.3.6.5. Awards – color certificate – presented at annual Awards Celebration

10.3.7. Student Athlete of the Year

10.3.7.1. Must apply for the Student Athlete award

10.3.7.2. Based on highest single power point total for any long course event and GPA

10.3.7.3. Highest rank – certificate and plaque

10.4. Hall of Fame

10.4.1. Midwestern swimming will honor former swimmers, coaches, and volunteers

10.4.1.1. Nominations must be received by July 1 of the current year by the MWS General Chair

10.4.1.2. Swimmers must have been retired from active age group competition for at least five years

10.4.1.3. Recipients will be chosen by committee

10.4.1.4. The Hall of Fame committee will be selected by the General Chair

10.5. Coach Awards

10.5.1. Two awards – Senior and Age Group

10.5.1.1. To be selected by MWS registered coaches

10.5.1.2. Criteria to be based on previous year's performance (September 1 through August 31)

10.5.1.3. Nominations will be accepted by the MWS office via the current MWS nomination process at the conclusion of the Long Course season. Nominations will be open for two weeks after the conclusion of the Junior National Championships.

10.5.1.4. Each MWS club is responsible for nominating a Senior Coach and an Age Group Coach. In order to be placed on the ballot, nominations must include a description of the coach's accomplishments from the previous year.

- 10.5.1.5. Ballots will be distributed via the Midwestern Office and voting will take place through the MWS website, with voting to close two weeks prior to annual awards ceremony.
- 10.5.1.6. Only currently registered MWS coaches will be allowed to vote.
- 10.5.1.7. The award winners will be announced at the MWS Annual Awards Ceremony.
- 10.5.2. Senior Coach of the Year
 - 10.5.2.1. Shall be based on the performance of coach's senior level swimmers at any USA Swimming sanctioned meet (i.e. any seasonal age group/senior meet, MWS championship, sectional or national level meet)
 - (a) Award - \$350 or a watch of equal value
- 10.5.3. Age Group Coach of the Year
 - 10.5.3.1. Shall be based on the performance of coach's 14 and Under swimmers at all levels of USA Swimming sanctioned meets
 - (a) Award - \$300 and ASCA award nomination
- 10.6. Phillips 66 Outstanding Service Award
 - 10.6.1. Phillips 66 Outstanding Service Award is presented annually to a volunteer in Midwestern swimming in recognition of service to the great sport of swimming
 - 10.6.1.1. The award recipient shall be selected by the MW Outstanding Service Award Committee.
 - (a) Committee shall be the General Chair; (1) Board Member; (1) House of Delegates Representative; (1) Official; (1) Parent Volunteer who is not an Official or member of the Board/HOD; and (2) Athletes.
 - (b) The committee shall be appointed by the General Chair with advice and consent of the Board of Directors by July 1 of the current award year.
 - 10.6.1.2. Nominations can be submitted annually from July 1 through September 1 to the General Chair.
 - (a) Selection criteria shall consider quality, level, and years of volunteer service in elected or appointed positions in nominee's club or LSC, from among the categories of administrator, official, and coach.
 - 10.6.1.3. The award winner will be announced at the MWS Fall House of Delegates Meeting and Annual Awards in the Fall.

11.0 Safe Sport Guideline Policies

The following guidelines will be followed by all clubs requesting new or renewal registration with Midwestern Swimming and USA Swimming. These guidelines closely mirror Articles 304 and 305 in USA Swimming Rules and Regulations. (05/15/12)

- 11.1. Parents will be encouraged to appropriately support their children's swimming experience.
- 11.2. All swimming practices will be open to observation by parents.
- 11.3. Two-deep Leadership: Every attempt will be made to have one coach member and at least one other adult who is not in the water present at all practices and other sanctioned club activities whenever at least one athlete is present. Clubs and coaches should evaluate their seasonal plans and map out how to best accomplish this extremely important guideline.
- 11.4. Open and Observable Environment: An open and observable environment will be maintained for all interactions between adults and athletes. Private, or one-on-one situations, will be avoided unless they are open and observable. Common sense should be used to move a meeting to an open and observable location if the meeting inadvertently begins in private.
- 11.5. Coaches will not invite or have an athlete(s) to their home without the permission of the athlete's parents (or legal guardian).
- 11.6. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments will be maintained.
- 11.7. Athletes will not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
- 11.8. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & Over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & Under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they will be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).
- 11.9. When only one athlete and one coach travel to a competition, at the competition the coach and athlete will attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- 11.10. Communications between non-athlete adult members and athletes will not include any topic or language that is sexual or inappropriate in nature.
- 11.11. Non-athlete adult members shall respect the privacy of athletes in situations such as changing of clothes, showering, etc. Non-athlete adult members will protect their own privacy in similar situations.
- 11.12. Relationships of a peer-to-peer nature with any athletes will be avoided. For example, coaches will avoid sharing their own personal problems with athletes.
- 11.13. Coaches and other non-athlete adult members will avoid horseplay and roughhousing with athletes.
- 11.14. When a coach touches an athlete as part of instruction, the coach should do so in direct view of others and inform the athlete of what he/she is doing prior to the initial contact. Touching athletes should be minimized outside the boundaries of what is considered normal instruction. Appropriate interaction would include high fives, fist bumps, side-to-side hugs and handshakes.
- 11.15. Coaches will not initiate contact with or accept supervisory responsibility for athletes outside club programs and activities without the permission of the athlete's parents (or legal guardian).
- 11.16. Coaches will not engage in sexual intimacies with a former athlete for at least two years after the cessation or termination of professional services.

12.0 Crisis Management Plan

This policy shall be implemented when any incident requires communication with the public on behalf of Midwestern Swimming. Only the individuals listed in this policy and acting within the scope and procedure below are authorized to make any statements. All other individuals shall refer the media to the General Chair.

12.1 Crisis Communication Team:

- 1st Team
 - General Chair
 - USA Swimming Legal Counsel
 - USA Swimming (Club Development Representative and if needed Director of Communications & PR)
- Back Ups:
 - Administrative Vice Chair
 - USA Swimming Back-up Legal Counsel
- Situational-General Chair may include other individuals/specialists as appropriate for given situation

12.2 Stakeholders to be notified:

Board of Directors – contact emails and phone numbers through MWS website
Clubs – contact emails and phone numbers through MWS website
Coaches –contact emails through MWS website
MWS Membership – use MWS website
Media/Public – contact local newspaper and television networks as appropriate

12.3 Process:

- General Chair gathers and confirms all the information from relevant sources
 - a. Determine what happened, when and where
 - b. Determine who is affected
 - c. Identify cause
 - d. Determine reaction to incident and possible repercussions
 - e. Determine when there will be more information/update
 - f. General Chair convenes Crisis Communication Team via conference call.
 - Team will be alerted by phone call to home number and cell number.
- Team determines appropriate response to crisis and develops plan and timetable
 - a. Determine what needs to be done and when it needs to be done
 - b. Determine what to say, who will say it, to whom it will be said, when it will be said, and by what means it will be said, as well as determining whether to take a proactive or reactive approach
 - c. Spokesperson makes any necessary statements to news media, membership or others as appropriate.
 - d. Team monitors situation and reacts accordingly.
- Spokespersons informs appropriate stakeholders of situation and response
 - a. Description/background of situation and the response are communicated to stakeholders by established timetable
 - b. Stakeholders are given contact information for Spokesperson as well as other contact information that may apply in the situation
 - c. Spokesperson makes any necessary public statements to news media, direct meetings of membership, or others as appropriate.

13.0 Document Retention Policy

13.1. Purpose

- 13.1.1. The purposes of this document retention policy are for Midwestern Swimming, Inc, to enhance compliance with the Sarbanes-Oxley Act and to promote the proper treatment of corporate records of Midwestern Swimming, Inc.

13.2. Policy

13.2.1. General Guidelines

Records will not be kept if they are no longer needed for the operation of MWS or required by law. Unnecessary records will be eliminated from the files. Records will be destroyed in a manner deemed appropriate for compliance with privacy laws. Records will be maintained, electronically so the appropriate individuals have access as necessary for their position. MWS will fund for this electronic storage.

13.2.2. Exception for Litigation Relevant Documents

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

13.2.3. Minimum Retention Periods for Specific Categories

13.2.3.1. Organizational Documents – permanently

- Articles of Incorporation

- By-Laws

- IRS Form 1023 – available for public inspection upon request Application for Exemption

- Trademark registrations and copyrights

13.2.3.2. Tax Records – 7 years with

- exceptions Payroll

- Expenses

- Proof of donor contributions

- Accounting procedures

- Documents concerning MWS's

- revenues Tax returns and worksheets – permanently

13.2.3.3. Banking Records

- Audit reports – permanently

- Internal audit reports – 3 years

- Bank reconciliations – 2 years

- Bank statements – 3 years

- Checks (for important payments and purchases) – permanently Duplicate deposit slips – 2 years

- End of Year Financial Statement – permanently

- Invoices – 7 years

13.2.3.4. Employment Records/Personnel

Records Employment applications – 3
years
Retirement and pension records – permanently
Current employees -
Timesheets – 7 years
Withholding tax statements – 7 years
Performance Reviews – 7 years beyond termination
Terminated employees – 7 years

13.2.3.5. Board and Board Committee

Materials BOD meeting minutes –
permanently HOD meeting minutes –
permanently
Other BOD and BOD Committee reports – 3 years minimum

13.2.3.6. Legal Files – 10 years minimum

13.2.3.7. Contracts

Expired – 7 years
Current –
permanently
Deeds, mortgages, bills of sale – permanently

13.2.3.8. Insurance

Policies Expired –
3 years
Current (including accident reports, claims, etc) – permanently

13.2.3.9. Inventories – 7 years

13.2.3.10. Correspondence

General – 2
years Legal –
permanently

13.2.3.11. Electronic Mail

Email that needs to be saved
Printed to hard copy and filed appropriately OR
Downloaded to computer file and kept electronically

13.3. Meet reports

Meet Financial Reports – 3 years

Meet Directors' Reports – 3 years

Meet Results

Hard copy online permanently (as storage
available) Backups – stored electronically as long
as viable