

Wisconsin Swimming Policy Handbook (2010)
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Wisconsin Swimming, Inc

Glossary of Terms (Revised: 6/27/06)

Approved Meet: A Meet conducted by a USA Swimming member club or a non-USA Swimming member organization in accordance with USA Swimming technical rules in which both USA Swimming athlete members and non-USA Swimming athletes participate.

Attached: An athlete member who represents a USA Swimming member club in competition after having met the requirements of USA Swimming Article 303.

Closed Competition: Competition open only to the members of one organization or group.

Deck Entered: A Meet where entries are accepted on the first or later day of that Meet and subsequently seeded into events.

Dual or Triangular Meet: A Meet consisting of competition between two (dual) or three (triangular) clubs.

Event: Any race or series of races in a given stroke and/or distance. For competitive limits, one event equals one preliminary, or one preliminary plus its related final, or one time final, or one time trial.

FINA: Federation Internationale de Natation Amateur, International governing body for the sport of swimming.

Heat: A division of an event in which there are too many swimmers to compete at one time.

Invitational Competition: A Meet for swimmers, organizations, and clubs invited by the host club.

LSC: Local Swimming Committee, an administrative division of USA Swimming with supervisory responsibilities within certain geographic boundaries designated by USA Swimming.

Observed Swim/Meet: A swim observed by at least two USA Swimming officials certified as Stroke and Turn Judges and assigned or approved by the LSC for a season culminating Championship for conformance with USA Swimming technical rules in a Meet conducted under other than USA Swimming rules. If the entire Meet is receiving USA Swimming observation, then any swim in compliance with USA Swimming Rules 202.4.4A, D, and E, (Individual Strokes and Relays, Requirements for Official Time, and Timing Resolution) and 103.3.1 (Race Course Length) will be considered an official time for the swimmer.

National Time Verification (NTV): Certification of a national qualifying time made by a swimmer and issued by the verification official of the LSC in which the Meet was held. NTVs shall be issued for any time that equals or betters a national time standard or international trials time standard.

Open Competition: Competition which any qualified club, organization, or individual may enter.

Race: Any single swimming competition, i.e., preliminary, final, or timed final.

Registered: Enrolled as an athlete member of USA Swimming and a LSC.

Sanction: A permit issued by an LSC to a USA Swimming group member to conduct swimming competition within its jurisdiction.

Split Time: A time recorded from official start to completion of an initial distance within a longer event.

Swimming Venue: The area located on the sides and ends of the pool, spectator area, team areas within the pool facility (e.g. portion of the building designated for teams, swimmers, or fenced area around outdoor pool), locker rooms, and such other areas as may be designated specifically by the host club or organization, Meet Director, or Meet Referee.

Timed Finals: Competition in which only heats are swum and final placing are determined by the times performed in the heats.

Revised: April 27, 2004 – Establish Glossary as separate item at front of Rules.

WISCONSIN SWIMMING, INC.

Title: Meet Sanctions

Policy Number 1

Effective Date: May 1, 1997	Supersede Date: New
Revision Date: January 28, 2003	1.6
April 23, 2003	1.4.2
April 26, 2005	1.4.2
June 27, 2006	1.4.1B
June 23, 2009	1.6
October 26, 2010	1.1.1, 1.1.2, & 1.4.1

Scope: This policy provides direction to LSC members for all elements relating to Meet Sanctions/Approvals.

1.1 Issuance of Meet Sanctions/Approvals

- 1.1.1 Meet Sanction: A permit issued by the LSC to a USA Swimming member to conduct a Meet in conformance with all USA Swimming and LSC policies, in which all participants are current members of USA Swimming.
- A. The following clause will appear on all sanction application forms and on all forms upon which official sanctions are granted: “In granting this sanction, it is understood and agreed that USA Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.”
- 1.1.2 Meet Approval: A permit issued by the LSC for a Meet conducted in conformance with USA Swimming Technical Rules and LSC policies, in which both current USA Swimming members and non-members may compete.
- A. The following clause will appear on all approval application forms and on all forms upon which official approvals are granted: “In granting this approval, it is understood and agreed that USA Swimming shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.”
- 1.1.3 Sanctions for Meets are issued by the Local Swimming Committee (LSC) Sanctioning Officer, to current member clubs of the LSC, Wisconsin Swimming, Inc. (WSI). Approvals may be issued if the Meets are conducted in accordance with USA Swimming Rule 202.4. In accepting a sanction/approval, a Meet Host agrees to abide by and enforce the definition as set in Section 1.1.1 or 1.1.2 above. In a sanctioned or an approved Meet, if any disparity exists between USA Swimming Rules and LSC Rules, the USA Swimming Rules prevail.

1.2 Sanction/Approval Fees

- 1.2.1 Fees are required for both approved and sanctioned Swim Meets involving four or more teams.
- A. A sanction/approval fee of twenty dollars (\$20) must accompany each Meet Bid submitted to the Administrative Chair. A Swim Meet involving four (4) or more teams shall pay the designated fee. The fee will be waived if no entry fees are charged.
 - B. A two-thirds vote of the LSC House of Delegates can exempt a sanction/approval fee.

1.3 Description of Sanction/Approval

- 1.3.1 The sanction or approval shall consist of a formal contract specifying the terms and conditions under which the Meet Host is authorized to hold the swimming competition.

1.4 Obtaining a Sanction/Approval

- 1.4.1 To obtain a Sanction
- A. To Obtain a Sanction: A Meet Host must send a copy of the proposed Meet Announcement listing Meet details to the LSC Sanctioning Officer and, for a LSC Championship Meet, to the Age Group Chairman and Senior Chairman. Any exceptions to LSC and USA Swimming regulations must be identified for the Sanctioning Officer at the time the sanction is requested. After the Meet Announcement is approved by the Sanctioning Officer, and, for LSC Championship Meets, by the Age Group Chairman and the Senior Chairman, a sanction number will be issued. All sanctions for LSC Championship Meets must be requested sixty (60) days prior to the Meet to allow for ordering of medals.
 - B. To Obtain an Approval: A Meet Host must send a copy of the proposed Meet Announcement listing Meet details to the LSC Sanctioning Officer. USA Swimming's Form F ("Meet Approval Request to Program Operations") also must accompany any request for an approved Meet. Any exceptions to LSC and USA Swimming regulations by the Meet Host must be identified for the Sanctioning Officer at the time the approval is requested.
 - C. A Meet Host accepting entry reservations, must submit the Meet Announcement to the Sanctioning Officer by August 1st for Fall/Winter Season and by February 1st for the Spring/Summer. The Sanctioning Officer or designee shall review and approve or deny the sanction/approval request at least two (2) weeks prior to the Meet Reservation Date for the appropriate season.

1.5 Sanctions of Time Trials, Dual Meets, Triangular Meets, and Intrasquad Meets

- 1.5.1 A request for both approved and sanctioned time trials, dual and triangular Meets, and intrasquad Meets must be requested in writing directly from the Sanctioning Officer and must be postmarked at least four (4) days prior to the date of competition. Single team competition results may not be used for NTVs.

1.6 Meet Profits and Losses

- 1.6.1 All profits and/or losses shall be the sole responsibility of the various Meet Hosts.

1.7 Responsibilities of Sanction Holder

- 1.7.1 Member clubs of WSI who obtain sanctions for any Meets are responsible for the actions of their officers, coaches, and agents, in conducting a Meet within the Rules of USA Swimming, the LSC, and the sanction limitations specified by the Sanctioning Officer. A fine may be assessed on a sanction holder by the Sanctioning Officer for violation of the terms of the sanction. Moneys collected shall be deposited in the LSC General Fund.

1.8 Meet Director's Responsibility for Records

- 1.8.1 The Meet Director has the responsibility to retain for ninety (90) days the original Meet Final Results including the electronic timing print out (touch pad and back-up button information, if available) and the seed cards or equivalent.

1.9 Sanction Modifications

- 1.9.1 The Meet Committee and Meet Officials shall not have the authority to modify or waive the sanctioned Meet Information. This is the sole prerogative of the Sanctioning Officer.

Reason for Change:
January 28, 2003

1.6: Amended Meet Final Results Requirements to modify electronic distribution to LSC Officers and to eliminate Hy-Tek specific language for electronic distribution.

April 23, 2003
12 age

1.4.2 Amended Distance Rule to include additional distance events for 11-12 age group and to clarify its application.

April 26, 2005
June 27, 2006
accepting entry

1.4.2 Housekeeping to correct paragraph numbering
1.4.1 Add 1.4.1B to require Meet Information with Meet Bid for Meet reservations

June 23, 2009
contained in 2.4.
October 26, 2010
statement to

1.4.2 Delete Distance Rule
1.6 Meet final Results Requirements deleted in its entirety as no
1.1.1 & 1.1.2 Separate issuing sanction from issuing approval and adding

- hold harmless from damages
- 1.4.1 Distinguish between obtaining a sanction and an approval.

WISCONSIN SWIMMING, INC.

Title: Meet Entry Procedures

Policy Number 2

Effective Date:	March 1,1999	
Revision Date:	March 23,1999	2.8.2
	January 27, 2004	2.2.4 and 2.3.1 through 2.3.3 &
	April 27, 2004	2.4.1
	April 26, 2005	2.2.1; 2.2.1.Q & R; 2.4.4.F; 2.4.6.C; 2.7.5; 2.8.1; 2.8.2; and
2.8.4		
	June 27, 2006	2.2.1.T and 2.8.1.C. 7
	June 23, 2009	2.4.1-8
	October 26, 2010	2.2.1, 2.3.6, 2.4.1, & 2.8.3

Scope: This policy provides direction to LSC members for all elements relating to meet entry procedures. Where conflicts between USA Swimming Rules and LSC policy appear, USA Swimming Rules shall prevail.

2.1 Requirements for Entry into Sanctioned Meets

Every club entered in a USA Swimming sanctioned meet, as a team, must have a USA Swimming group/club membership. Members of a club are not eligible to compete as a team if that particular club does not hold a current USA Swimming group/club membership. A swimmer for a non-member club must compete "unattached" and may not swim on a relay team and may not score team points.

2.2 Meet Announcement

2.2.1. The Meet Announcement shall include the following:

- A. Location and Date
- B. Facility including water depth (Meet Announcement shall include water depth measured for a distance of 3 feet 3.5 inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from both end walls) and block height
- C. One of the following two statements:
 1. The competition course has been certified in accordance with USA Swimming's Rule 104.2.2C(4). The copy of such certification is on file with USA Swimming. or
 2. The competition course has not been certified in accord with USA Swimming 104.2.2C(4).
- D. Meet Time Schedule, including warm-up times and procedure
- E. Host Team Name
- F. Sanction Number/Approval Number
- G. Entry Fees and Deadline
- H. Admission Fees
- I. Order of Events
- J. Entry Limitation including meet policy regarding deck registration and deck entries
- K. Classification of Meet

- L. Waiver Form
- M. Timing System to be Used
- N. Program Cost
- O. Concession Facilities
- P. Awards
- Q. Name & Telephone Number of Meet Director
- R. See Wisconsin Swimming website (www.wisconsinswimming.org) for electronic Meet Entry Form or contact the Meet Entry Coordinator, if submitting entries manually, for Meet Entry Form.
- S. Name of Meet Referee
- T. Notification that non-LSC entrants must bring current USA Swimming membership cards.
- U. For a Meet conducted in an outdoor pool, procedures for threatening weather and closing the pool; for handling any weather related Meet delay and resuming the Meet; and for refunding entry fees, if any refund, for events not competed.

2.2.2. The entry and waiver forms for the Meet must request:

- A. Team alpha code and team name
- B. Each swimmer's name, age and USA Swimming membership number
- C. Coach and/or designated coach representative at the competition
- D. Name & telephone number of person to contact regarding any entry issue.

2.2.3. This entry form will constitute the official entry for competition. If the entry form is provided in an electronic format, a hard copy must be included with signed waiver form.

2.2.4. The Meet Committee resolves any discrepancies in the Meet Information.

2.2.5. The LSC Sanctioning Officer may require a Meet Host to forfeit to the LSC all entry fees received for participants that exceed the sanction limit on entries, not including relays.

2.2.6. Deck entries will not be accepted unless otherwise specified in the Meet Information. If accepted, swimmers will be seeded in the slowest heat.

2.3 Reservations

2.3.1 Participating teams may request an entry reservation form from the Meet Host. Reservations cannot be postmarked before:

Fall-Winter Season:

The second Tuesday of September for LSC teams; and

The third Tuesday of September for non-LSC teams.

Spring-Summer Season:

The second Tuesday of March for LSC teams; and
The third Tuesday of March for non-LSC teams.

- 2.3.2 A Meet Host may require a deposit not to exceed the actual entry fee to hold any entry reservation. Any reservation deposit may not be cashed or deposited before the Meet entry deadline specified in the sanctioned or approved Meet Information.
- 2.3.3 If a Meet is over-reserved with entries postmarked on the reservation date, then seven (7) days after the reservation date (to permit receipt of all reservations postmarked on the reservation date), the Meet Host reduces the reserved entries in the following manner:
- A. If the Meet reserved entries exceed the entries limit by less than fifteen percent (15%), the Meet Host shall reduce each team's entries by the percent that the Meet is over-reserved.
 - B. If the Meet reserved entries exceed the entries limit by more than fifteen percent (15%), the Meet Host shall conduct a lottery among all teams to identify team(s) whose entries are returned to the team(s), i.e., the teams(s) will not participate in the Meet, until the entry limit is reached.
 - C. If the lottery identifies a team whose entries reduce the reservations to less than the entries limit, the Meet Host may advise the team that the team may reserve the number of entries available to the entries limit. However, if that team declines to participate in the Meet, then Meet Host may accept entries from another team that the lottery otherwise would have determined could not participate, until the entry limit is achieved.
 - D. When a Meet is over-reserved, the Meet Host must notify all teams submitting reservations of the results of either the fifteen percent (15%) reduction in entries or the results of the lottery within fourteen (14) days of the reservation date.
- 2.3.4. A Meet Host may accept, on a first come first served basis, entry reservations from clubs that reserve for all days of the meet, except evening only sessions, not just selected days. To be considered, all days must be at least plus or minus thirty percent (30%) of any single day's entry reservations.
- 2.3.5. Entry reservations must be received by the entry deadline stated in the Meet Information. Reservations must be submitted on the current WSI meet reservation form.
- 2.3.6. A Meet Host not accepting reservations until the Meet Announcement must:
- a. Indicate in the Meet Announcement an entry deadline for non-LSC teams that must be a minimum of two (2) weeks after the date the Meet Announcement is posted on the LSC web site. Non-LSC teams may send entries before the non-LSC entry deadline to establish

- priority for non-LSC teams; but these entries may not bump any Wisconsin LSC entries received before the non-LSC entry deadline.
- b. Reduce the number of Meet entries, when entries received by the entry due date exceed the number permitted, in the same manner as is required for reservations that exceed the permitted number of entries. (Refer to 2.3.3)

2.4 Host Club Responsibilities

- 2.4.1. The Meet Host must send the Meet Announcement to the LSC Web Master for posting on the LSC web site, www.wisconsinswimming.org, for all LSC sanctioned open Meets at least twenty-one (21) days prior to the entry deadline. The Meet Host must include a Meet Event File for the purpose of importing events into team management software.
- 2.4.2. If the published Meet Information is changed, the Meet Host must notify teams of these changes. If the changes prevent clubs from fulfilling their reservations, the unused reservation moneys must be refunded.
- 2.4.3. Seven (7) days before any sanctioned meet, or less as deemed by the LSC prior to a LSC Championship Meet, the Meet Host must send an .sdi file to the LSC Registration Coordinator to insure that all athletes entered in a sanctioned meet are current member athletes of USA Swimming. A complete meet back-up must be sent to the LSC Treasurer seven (7) days before all sanctioned/approved meets or less as deemed by the LSC prior to an LSC Championship Meet.
- 2.4.4. Meet Final Results: The Meet Host must send Meet Final Results as follows:
 - A. Registration Coordinator, Treasurer, and Administrative Chair, in electronic form, a complete Meet Backup, within seven (7) days after the Meet.
 - B. In cases where a USA Swimming National Meet, requiring NTVs, has an entry deadline less than seven (7) days after the meet, Meet Final Results must be sent electronically to the NTV/Records Coordinator and Registration Coordinator at least twenty-four (24) hours before the USA Swimming National Meet entry deadline.
 - C. Web Administrator, to be posted on the LSC web site, and Treasurer within fourteen (14) days after the meet in three (3) forms:
 - a. Locked database
 - b. Results file to be imported into a Team's database
 - c. PDF results in standard publication format
 - D. Administrative Chair and Treasurer: the completed Meet Reports (completed in full as per Policy 2.4.5. and Policy 2.4.8) in electronic form within twenty-one (21) days after the meet.

NOTE: "Electronic form" means a computer file created by Meet management which may be sent by electronic mail (e-mail) or posted to a website. In cases where Meet Final Results in electronic form are not available for any reason, printed Meet Final Results must be distributed.

2.4.5 A Meet Host must prepare Meet Final Results as follows:

- A. Identify fully the Meet, e.g., name, sanctioned/approved number, location, date, and pool length on each page.
- B. Identify teams participating by full names and locations.
- C. Identify unattached swimmers with their LSC status, e.g., UN-WI, UN-ILL, etc.
- D. Provide first and last names, ages, and team affiliations for all swimmers.
- E. Provide event information in publication order by:
 - a. Separating events by age group and gender;
 - b. Listing events in the following order: freestyle events, backstroke events, breaststroke events; butterfly events, individual medley events, freestyle relay events and medley relay events; and
 - c. Listing events from shortest distance to longest distance within each stroke/event.
- F. Treat prelim/final formats and lead-off swims as one event.
- G. Provide first and last names of competing relay swimmers, their ages, and their order of swimming.

2.4.6 For LSC Championship Meets, the Meet Final Results also must include:

- A. All relay lead-off splits from an automatic timing system.
- B. Team or individual scores, if applicable
- C. Time Trial results in same format as Meet Finals Results, i.e., the same order as the Meet Final Results. Mixed gender events are not acceptable for entering Time Trial Results into the USA Swimming SWIMS database.

2.4.7. Each participating group member is responsible for insuring that all entered swimmers are validly registered USA Swimming athlete members for all sanctioned Meets. Any swimmer who has entered the Meet and is not registered as USA Swimming athlete member may not swim in a sanctioned Meet unless the Meet Host is accepting deck registration on the day of the meet in order to participate.

2.4.8. In addition to Meet Final Results, the Meet Host must submit the following reports for a sanctioned Meet:

- A. Meet Report, to Administrative Chair and Treasurer within twenty-one (21) days of the meet.
- B. Meet Financial Statement, to Administrative Chair and Treasurer within twenty-one (21) days of the Meet

- C. Hard copy of the Meet Financial Statement along with the check for travel fund and splash fees to the Treasurer within twenty-one (21) days of the Meet

2.5 Championship Meets

- 2.5.1. Meets may be designated as Championship Meets only by the LSC and no Meet Host may use the word "Championship" unless authorized to do so.
- 2.5.2. The LSC, in cooperation with the member clubs, will host or award the Championship Meets and include financial support where needed. The General Chairman, Age Group Chairman, and Senior Chairman shall be responsible for the coordination of this Meet and for establishing a format for delegation of work effort among participating clubs, where necessary.
- 2.5.3. Times from any Meets other than the sectional or LSC Championship Meets beginning the first Monday after sectionals through the LSC Championships may not be used for proof of times at the upcoming LSC Championship Meet.
- 2.5.4. The Meet Host must forward to the LSC Webmaster a Psych Sheet format report on the LSC website on the Tuesday preceding the start of the Meet for posting on the website.

2.6 LSC Hosted Meets

- 2.6.1 The LSC may host LSC and regional championships and regional qualifying Meets. Clubs entering LSC hosted Meets have the duty to provide workers and may be required to forward a forfeitable deposit of \$2.50 per swimmer, but not to exceed \$50 per club for each day of the meet as mentioned in the Meet Information. Although the LSC will cooperate with member clubs, the LSC should not accept responsibility, except to an insignificant degree, to host a Meet.
- 2.6.2 The Meet Director for LSC sponsored Meets may be compensated for his/her efforts, not to exceed \$500.00, subject to approval by the House of Delegates.

2.7 Entry and Seed Times

- 2.7.1. In LSC Championship Meets, qualifying standards must be achieved by a swimmer in a meet providing printed meet results; e.g. USA Swimming sanctioned or approved Meets, WIAA high school Meets, YMCA closed competition, NCAA closed competition.
- 2.7.2. Seed times shall be those a swimmer has achieved. Swimmers whose seed times place them in the final heats, and whose times are significantly slower than those

given on the team entry form, may be penalized. The penalty may result in the swimmer being placed in the "no time" category, or being dropped from the remainder of the meet by the Meet Referee.

- 2.7.3. The coach or club representative shall be responsible for seed times of swimmers.
- 2.7.4. If obvious inaccuracies occur within a particular team's entries, the LSC General Chairman can be authorized by the LSC to fine the team.
- 2.7.5. Proof of Time: In an LSC Championship Meet with minimum qualifying times:
- A. A swimmer who does not swim equal to or faster than the Meet qualifying time standard must prove his/her time, i.e., must provide documentation that he/she has swum at least as fast as the entry qualifying standard, or pay a penalty/fine in the amount stated in the Meet Information. A swimmer disqualifying from an individual event also must prove his/her time.
 - B. Acceptable proof of time for an LSC Championship Meet includes any printed Meet Final Results or a printout from the USA Swimming SWIMS database that identifies the swimmer by name, his/her time, and the Meet name and date at which the swimmer previously achieved the qualifying time. The results of a Time Trial, conducted at or in conjunction with the Meet for which the proof is required, is not acceptable.
 - C. A swimmer with an outstanding proof of time may not compete in another individual event and his/her team may not compete in relays events until the swimmer provides the proof or pays the penalty.
 - D. A Team, with a swimmer owing a proof of time penalty, may not enter an LSC sanctioned or approved Meet until the proof of time is paid.
- 2.7.6 The Sanctioning Chairman may waive time standards for swimmers of the Meet Host in quality Meets, except for LSC Championship Meets.

2.8 Meet Fees

- 2.8.1. Entry Fees: The Meet Host shall specify entry fees for its Meet for individual and/or relay events. The Meet Host retains the entire amount collected for any relay event fees. The Meet host shall pay a portion of each individual event entry fee to the LSC Travel Fund according to the following schedule.
- a. \$0 to \$2.00: Five percent (5%) of total individual event fees collected.
 - b. \$2.01 or more: Ten percent (10%) of total individual event fees collected.
 - c. Quality Meet: A Meet Host for a quality Meet may charge any amount for an individual entry fee and remit five percent (5%) of the total individual event fees collected. A Quality Meet is defined as follows:
 - 1. Prelim/Finals Meet

2. BB+ Only Age Group Meet
3. Senior Only Meet
4. LSC Regional Meet
5. LSC Championship Meet
6. Distance Meet - A distance meet must offer the following

events:

<u>Age Group</u>	<u>Mandatory Events</u>	<u>Optional Events</u>
10 – Under	200 Fr, 200 IM	100 Ba, 100 Br, 100 Fl, 100 Fr
11 – 12	400/500 Fr, 200 IM	100 Ba, 100 Br, 100 Fl, 200 Fr
13 & Over	800/1000 Fr or 1500/1650 Fr, 400 IM	200 Ba, 200 Br, 200 Fl, 500 Fr

7. Pentathlon Meet – A Pentathlon Meet must offer the following events:

<u>Age Group</u>	<u>Mandatory Events</u>
10 & Under	4 events of 100 yd/m of each stroke and 200 IM
11 & Over	4 events of 200 yd/m of each stroke and 400 IM

2.8.2. LSC hosted Meets that run at a loss will have the standard entry fee percent allocated to the Travel Fund, with funds transferred from the general fund. LSC hosted Meets run at a profit will have standard entry fee percent allocated to the Travel Fund.

2.8.3. Splash Fee: A Meet Host shall remit to the LSC:

- A. For Non-Championship Meet: To the LSC General Fund, \$2.00 (two dollars)(to be reviewed by December 31, 22013) per individual event swimmer for any sanctioned or approved Meet charging an individual event fee. Splash Fee does not apply to relay only swimmers entered in Non-Championship Meet;. and
- B. For Championship Meet: To the LSC Travel Fund, \$3.00 (three dollars) for each age group swimmer including each relay only swimmer; and \$5.00 (five dollars) for each senior swimmer, including each relay only swimmer.

2.8.4. Proof of Time Penalty: The Meet Host must impose a penalty/fine upon non-achievement at the competition if the time standard is not substantiated through acceptable proof of time.

2.8.5. Surcharge Fee: A Meet Host may levy a surcharge fee only with the LSC House of Delegates approval and only for the purpose of contributing to the LSC Travel Fund.

Reason for Change:

March 23, 1999

2.8.2 Coach reimbursement added

January 27, 2004

2.2.4 Added Meet Committee may resolve discrepancies in Meet Information

	2.3.1 through 2.3.3 amended to clarify handling reservation over Meet entries limit and renumbered 2.3.4 through 2.3.7
April 27, 2004	2.4.1 Added requirement to posting Meet Information on LSC website
April 26, 2005	2.2.1 Eliminate paper when feasible
known at	2.2.1. Q & R Encourage electronic entries; Meet Referee often is only Official time Meet Information is prepared
	2.4.4.F Encourage use of electronic communication
	2.4.6.C Specify Time Trial Results Format
conditions for	2.7.5 Add USAS SWIMS database as acceptable Proof of Time; add acceptable proof of time
	2.8.4 Add Proof of Time Penalty
June 27, 2006	2.8.1 Organizes all, and only, Meet entry fee information/conditions into 2.8.1
	2.2.1T Add conditions for outdoor Meet
June 26, 2007	2.8.1.C.7 Add Pentathlon to Quality Meets
June 23, 2009	2.8.3 Increase Splash Fee to \$3.00
October 26, 2010	2.4.1-.8 Make meet reporting requirements paperless.
whether pool is	2.2.1 Add Specify conditions for pool depth measurement and identified certified in accord with USAS Rule 104.2.2C(4)
	2.3.6 Delete mail and e-mail distribution of Meet Announcement; use Meet Announcement instead of Meet Information for consistency with USA
Swimming Rules	2.4.1 Delete mail and e-mail Meet Announcement
	2.8.3 Decrease Splash Fee to \$2 with review by December 31, 2013

WISCONSIN SWIMMING, INC.

Title: Determining Age Groups, Events, and Meet Length

Policy 3

Effective Date: May 1, 1997

Supersede Date: New

Revision Date: January 27, 2004 3.4.1

April 27, 2004 3.5

Scope: This policy provides direction to LSC members relating to structuring and administering Meets.

3.1 Wisconsin LSC Meet Schedule

- 3.1.1 Fall/Winter Meet Schedule: Shall be finalized at the June LSC meeting.
- 3.1.2 Spring/Summer Meet Schedule: Shall be finalized at the January LSC meeting.
- 3.1.3 Any club wishing to host a Meet shall submit a completed “Meet Bid” form to the Administrative Chairman (Sanctioning Officer) at least fourteen (14) days prior to the appropriate LSC meeting. A late Meet Bid shall be added to the season’s schedule only by agreement of all other Meet Hosts having submitted bids for that date on a timely basis. Meet Bids must include all information requested on the Meet Bid form. Failure to use the Meet Bid form will result in the Sanctioning Chairman rejecting the bid and the Meet will not be included in the Meet Schedule.

3.2 Age Group

- 3.2.1 USA Swimming age groups will be used except as specifically noted herein.
- 3.2.2 Authorization may be given to Meet Hosts who wish to conduct events for 8 and Under swimmers. The following restrictions apply:
 - A. USA Swimming Technical Rules shall be enforced in the same manner as for other groups.
 - B. Individual events shall be no longer than one (1) length of the course for fifty meter (50m.) pools and two (2) lengths of the course for twenty-five yard/meter (25yd./m.) pools, except for the one hundred yard (100yd.) individual medley event.
 - C. Eight and Under swimmers shall be permitted to swim in events for the 8 and Under age group or in combination with the events for the 10 and Under age group.

3.3 Meet Events

- 3.3.1 All swimming events that are listed by USA Swimming for national recognition are appropriate for use in Meets sanctioned by the LSC. Any other events must be approved by the General Chairman or designee.
- 3.3.2 The Age Group Chairman shall have the authority to recommend to the Sanctioning Officer any events that should be included in a particular sanctioned Meet which receives national and LSC recognition to ensure all events will be offered during a season.
- 3.3.3 The Wisconsin Swimming Championship Meets, short course and long course, shall include all senior Championship events for both men and women.
- 3.3.4 All individual events, except 1000 yard or 800 meter and 1650 yard or 1500 meter events, shall have Preliminaries and Finals in Senior Championship Meets. For the four events cited, only the fastest (single) heat shall be swum in the Finals. When Consolation Finals are held, they must precede the Championship Finals.
- 3.3.5 If a Meet has both male and female events, any stroke event offered must be available to both male and female competitors.

3.4 Meet Length

- 3.4.1 A Meet Host shall plan its Meet to terminate within a maximum of eight (8) hours of competitive events in any one day. With the exception of LSC Championship Meets, the Meet Host shall arrange the program to allow for completing all individual and relay events, but not including warm-ups, for swimmers twelve (12) years and younger in four (4) hours or less per day for a Timed Finals Meet or in a total of eight (8) hours or less per day for a Preliminaries and Finals Meet.
- 3.4.2 Each Meet Host shall complete the WSI Meet Report and send the Report within twenty-one (21) days after the completion of the Meet to the Sanctioning Officer and the Treasurer. The Meet Report shall include:
 - A. The number of entries actually accepted per session.
 - B. Time that the AM session began and ended.
 - C. Time that the PM session began and ended.
- 3.4.3 The Meet Host may specify time standards adopted by the LSC. These time standards must be included in the Meet sanction request.
- 3.4.4 There shall be no time standards for 8 and Under swimmers.

3.5 Meet Entry Limits

3.5.1 The Sanctioning Officer shall impose individual entry limitations on Meet Hosts such that individual entries shall not exceed those specified below.

3.5.2 Distance Meet

- A. Short Course Yard Pool: 150 entries per competitive lane used per full day
- B. Long Course Meter Pool: 125 entries per competitive lane used per full day
- C. Short Course Meter Pool: 125 entries per competitive lane used per full day

3.5.3 Non-Distance Meet

- A. Short Course Yard Pool: 200 entries per competitive lane used per full day
- B. Long Course Meter Pool: 175 entries per competitive lane used per full day
- C. Short Course Meter Pool: 175 entries per competitive lane used per full day

3.5.4 Exceptions to Entry Limit Standards: The sanctioning Officer may:

- A. Sanction a long course Meet with a limit of 200 entries per lane used per competitive day, but relays but be swum first.
- B. Approve requested, minor variations from these entry limit standards, but a Meet Host should anticipate a need for LSC House of Delegates or Executive Committee action any request for a major variance.

Reason for Change:

January 27, 2004

3.4.1 Clarify four-hour rule

April 27, 2004

3.5 Create section by consolidating entry limit information from 2.8.3

and 3.4.5.

WISCONSIN SWIMMING, INC.

Title: Meet Conduct

Policy Number: 4

Effective Date: October 26, 1999; Supersede Date: May, 1999

Revision Dates:

October 26, 1999	4.1.3 and 4.5.1
January 27, 2004	4.1.3.F and 4.7
June 23, 2009	4.5.2.A

Scope: This policy provides direction to all LSC members, athletes, officials, coaches and parents relating to Meet conduct.

4.1 Wisconsin Individual Scratch Rule

Each swimmer shall inform himself/herself of the Meet starting time and shall report to the proper Meet authorities promptly upon call.

- 4.1.1 Scratching events in pre-seeded Meets – Each swimmer shall report promptly to the starting blocks prior to the start of each race in which the swimmer is entered.
 - A. Any swimmer not reporting for or competing in an individual timed final event shall not be penalized.
 - B. Any swimmer not report for or competing in a preliminary heat when finals are scheduled shall not be penalized.

- 4.1.2 Scratching Events in Deck Seeded Meets – Any swimmer entered in an individual event that is seeded on the deck, who has checked-in for the event, must swim in the event unless the swimmer notifies the Clerk of Course before the seeding for that event has begun that the swimmer wishes to scratch. Failure to scratch prior to seeding and not swimming the event will result in the swimmer being barred from the next individual event in which the swimmer is entered on that day or the next day, whichever is first. Events seeded on the deck shall be closed for seeding no earlier than thirty (30) minutes prior to the start of the event.

- 4.1.3 Scratching from bonus heats, consolation finals, and finals:
 - A. Any swimmer qualifying for a bonus heat, consolation final, or final race in an individual event, who fails to compete in said bonus, consolation final, or final race, shall be barred from further competition for the remainder of the Meet. Disqualification under this section shall apply only to swimmers qualifying based on the original preliminary results.
 - B. In the event of withdrawal or barring of a swimmer from competition, the Meet Referee shall fill the bonus, consolation final, or final race, 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 not available to compete in finals.
- C. When bonus/consolation finals have not been swim and a barring or withdrawal is known to the Meet Referee, the Meet Referee shall reseed the bonus/consolation final, and final, if necessary, by inserting the alternate(s) in the appropriate lane(s), filling all lanes in the final race.
 - D. If a bonus heat or consolation final has been contested, the remaining final shall be swim without reseeding for empty lane(s).
 - E. Finals shall include those events decked seeded but swum as timed finals in preliminary-finals competition. Typically, those are the distance events and relays events.
 - F. For a swimmer to scratch, a swimmer shall declare his/her intent to scratch within thirty (30) minutes after initial posting of the individual event results. A swimmer shall scratch officially within thirty (30) minutes after his/her last individual event.

4.2 Wisconsin Relay Scratch Rule

- 4.2.1 Scratching from Relay Events in Pre-Seeded Meets -- Any relay team entered in a pre-seeded event that fails to compete in or report for that event shall not be penalized.
- 4.2.2 Scratching from Relay Events in Deck Seeded Meets
 - A. Any relay team entered in a relay event that is seeded at the Meet, that has 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 has begun that the relay team wishes to scratch.
 - B. A relay team member failing to appear ready to swim for the relay event shall be barred from his/her next individual event in which the swimmer is entered, on that day or the next Meet day, whichever is first. The relay team members who do appear ready to swim shall not be penalized for failure of other relay team members to appear.
 - C. Exceptions: Relay teams or team members who give acceptable notification to the Meet Referee of illness, injury, or that failure to complete is caused by circumstances beyond the control of the swimmer(s) shall not be penalized.
 - D. Finals shall include those relay events deck seeded but swum as timed finals in preliminary-finals competition.

4.3 Minimum Finish Judging

Minimum finish judging at both preliminary and final races shall be two officials picking all places "across the board" plus the use of the official time as a vote.

4.4 Minimum Number of Officials

There shall be a minimum of three USA Swimming certified officials, at least two (2) of which must be certified starter referees, present on deck during the course of a Meet at all times. The Referee and the Starter, two (2) different people, also may serve as Stroke and Turn Judges on their respective sides of the pool. There shall be assigned at least one other certified Official on the deck at all times.

4.5 Warm-up Procedures

The warm-up procedure itemized below establishes the minimum requirements for all USA Swimming member clubs requesting sanction/approval from Wisconsin Swimming, Inc. The intent is providing an adequate, fair, and safe warm-up for all competitors and coaches.

- 4.5.1 A minimum of one hour must be provided all contestants for warm-ups prior to beginning competition, except any session that has only 12 and Under swimmers must have at least a thirty (30) minute warm-up period. This is applicable to Preliminary/Final Meets, and single and split session Meets. A recommended ten (10) minute quiet period should be provided between warm-ups and actual competition during which no one is permitted in the competitive pool.
- 4.5.2 Following are several definitions/descriptions contained/used in the procedure:
 - A. General Warm-up: Circle swimming only, entry into the water shall be a feet first three point entry for all competition.
 - B. Sprint: One directional swimming from starting end only, racing starts from starting blocks are permitted
 - C. Push/Pace: Circle swimming only, one or two lengths only, begin at starting end only, no racing starts from starting blocks
 - D. Kicking/Pulling with Boards or Paddles: Not permitted in competition pool, permitted in separate diving well or in adjacent pool
 - E. Marshal: USA Swimming member familiar with warm-up procedures, on deck during entire warm-up, with authority to recommend to the Meet Referee disciplinary action for violators of procedures.
- 4.5.3 First one-half to three-fourths of warm-up provides specific lanes for sprinting. Typically, lanes one and six in a six lane pool and lanes one, seven and eight in an eight lane pool are identified as sprint lanes. Remaining lanes are available for general warm-up. Push/pace lanes are optional and typically apply to Championship Meets only.
- 4.5.4 A diving well physically linked to the competition pool, as in an "L" shaped pool, may be available for general warm-up and kicking/pulling during the warm-up period and for warm-downs only during competition with limits on the

number of swimmers in the water at the same time. The Meet Referee or Marshall(s) may close the diving well to all individuals at their discretion.

- 4.5.5 A diving well not physically linked to the competition pool may be available for general warm-up/warm-down, and kicking/pulling during the warm-up period and during the competition. The Meet Referee or Marshall(s) may close the diving well to all individuals at their discretion.

4.6 Coaches Responsibilities

- 4.6.1 Coaches shall instruct their swimmers regarding safety guidelines and warm-up procedures as they apply to conduct at meets and practices.
- 4.6.2 Coaches shall supervise their swimmers throughout the warm-up at Meets and at all practices.

4.7 Host Team Responsibilities – Meet Marshals & Life Guards

- 4.7.1 A minimum of two (2) Meet Marshals, who report to and receive instructions from the Meet Referee and/or Head Marshal, shall be on deck during the entire warm-up session to enforce these safety guidelines and warm-up procedures.
- 4.7.2 Meet Marshals shall be current members of USA Swimming.
- 4.7.3 Meet Marshals shall have the authority with the approval of the Meet Referee, to remove from the deck, for the remainder of the warm-up session or the Meet, any swimmer or coach who violates safety guidelines or warm-up procedures.
- 4.7.4 A Meet Host must provide at least one (1) Red Cross certified Life Guard for the pool who has no other responsibilities in accord with Wisconsin Administrative Code. The Life Guard(s) need not be member(s) of USA Swimming.
- 4.7.5 For a facility with a non-contiguous warm-up facility, other than one separated by a bulkhead, and supervised by a Red Cross certified Life Guard, the Meet Marshals shall make periodic inspections of this pool, but they are not required to observe the warm-up pool on-going.

4.8 Officials' Compensation

- | | |
|--|-----------|
| 4.8.1 All Day: | \$100 |
| 4.8.2 Half Day | \$50 |
| 4.8.3 Time Over Eight Hours
(including lunch) | \$10/hour |

4.9 Meet Host Responsibility for Providing Timers and Officials

The Meet Host shall have a full complement of officials arranged prior to the day of the Meet. MEET HOSTS SHOULD NOT EXPECT TO FIND OFFICIALS FROM THE AUDIENCE (THIS INCLUDES TIMERS.) Timers may be requested for both short and long course meets. However, they may not be mandatory for team entry into the Meet as Timers ultimately are the responsibility of the Meet Host.

4.10 No Smoking

There shall be no smoking permitted within fifty (50) feet of any designated competitive area.

4.11 Participating Club Responsibilities

Each Club shall be required to exercise proper control over swimmers, including adult supervision at all times in the rest area, and to clean up their designated team areas at the end of the Meet.

Reason for Change
October 26, 1999
Finals

4.1.3 Amended to eliminate the penalty for alternates failing to show at

4.5.1 Amended to allow 30 minute warm-ups for 12 and under competition

January 27, 2004

4.1.3.F Amended to add "shall" in scratch procedure

4.7 Amended to comply with Wisconsin Administrative Code that Life

Guard has

no other responsibility

January 23, 2009

4.5.2.A Amended to require a feet first three point entry

WISCONSIN SWIMMING, INC.

Title: Awards

Policy Number 5

Effective Date: May 1, 1997

Supersede Date: New

Scope: This policy provides direction to LSC members relating to awards for athlete members.

5.1 Awards

- 5.1.1 Awards for Triangular or Dual Meets: Awards are permitted for dual or triangular Meets but they should be of nominal value, preferably ribbons.
- 5.1.2 Limits on Awards: Heat winners are allowed to receive ribbons. Except for Timed Final Meets, all finalists must receive an award.
- 5.1.3 Awards in Prelims/Finals Meets: In any Meet with Consolation Finals and Championship Finals, all swimmers in the Championship Finals must receive awards. All swimmers in the Consolidation Finals may receive awards at the discretion of the Meet Host.
- 5.1.4 Cost of Awards: The cost of individual, team, and high point awards must conform to current USA Swimming rules. The nature of the awards is left to the discretion of Meet Host.
- 5.1.5 Team and High Point Awards: Team awards or high point awards are not mandatory in age group Meets. If awarded, they will be given at the discretion of the Meet Host. Age group team awards can include points scored in senior events. Senior team awards shall not include points scored in age group events. Separate team awards may be provided for boys and for girls.
- 5.1.6 Award Sponsorship: Sponsors may provide Meet awards that include both age group and senior awards.
- 5.1.7 Achiever Awards: A swimmer who enters a "BB," "B," and/or "C" Meet and obtains a time faster than the cut-off time for a scheduled event will be classified as an "Achiever" and is not eligible for regular place award for that particular event. Achievers shall be awarded achiever certificates, patches, or ribbons at the option of the Meet Host. An achiever award must have equal or greater value than the award that is given for the first place in the respective event.
- 5.1.8 LSC Recognition of National Qualifiers: The LSC may provide a token gift as recognition to Wisconsin USA Swimming Senior or Junior Championship swimmers.
- 5.1.9 Wisconsin Swimming Championship Awards: All Wisconsin Swimming Championship Meets will have awards as follows: top three teams and top three women and top three men in individual events in each age group.

Wisconsin Swimming, Inc.
Title: Classified Swimming

Policy Number: 6

Effective Date: May 1, 1997

Supersede Date: New

Scope: This policy provides direction to LSC members relating to classifications for swimming.

6.1 Rules for Classified Meets

6.1 General: The following rules must be followed in selecting individuals to compete in both individual events and on relay teams, in classified Meets:

6.1.1. All swimmers must compete at a common level for stroke and distance in both relay and individual events.

6.1.1 Any swimmer who have achieved "A" status for a stroke and distance may not swim that stroke and distance on a relay team in a category "BB," "B," or "C" event.

6.1.2 Any swimmer who has achieved "A," or "BB," or "B" status for a stroke and distance may not swim that stroke and distance on a relay team in a category "C" Meet.

6.1.3 In age groups 13-14 years and 15-18 years, the time for 100 yards/meters for the relay stroke to be swum will be used to determine in which category or relay event a participant may compete.

6.1.4 In freestyle individual and relay competition, eligibility to participate will be determined by a swimmer's freestyle achievement level regardless of the stroke swum.

6.1.5 A swimmer may not swim an event in a "BB," "B," and/or "C" Meet in which the swimmer has bettered the cut-off time for that particular stroke and distance in USA Swimming sanctioned competition.

6.2 Classification of Meets

6.2.1 "A" means "A" only; no "BB" or "B" or "C."

6.2.2 "BB" means "BB" only; no "A" or "B" or "C."

6.2.3 "B" means "B" only; no "A" or "BB" or "C."

- 6.2.4 “C” means “C” only; no “A” or BB” or “B.”
- 6.2.5 “A-B” (reading “A” dash “B”) means “B” and faster with one set of wards.
- 6.2.6 “A” and “B” (reading “A” and “B”) means “B” and faster with awards in each class.
- 6.2.7 Senior Events: Any Meet Host conducting a Meet which has senior events shall employ the 15-18 age group classification time standards.
- 6.3 ***Wisconsin Motivation Times:*** National Motivational time shall be used with changes effective May 1st of each year.

WISCONSIN SWIMMING, INC

Title: Wisconsin Swimming Records

Policy Number 7

Effective Date: July 22, 1997

Supersede Date: New

Revised: April 26, 2005

Virtually rewritten

Scope: This policy provides direction to LSC members relating to procedures for communicating and approval of Wisconsin Swimming records.

7.0 Records

7.1 Duties of Records Chairman: The Records Chairman shall be responsible for maintaining an up-to-date record of all Wisconsin Swimming age group and senior records. The records shall be made available to clubs that are sponsoring Meets so they may identify record swimming performances which may take place at their respective Meets. . The Records Chairman will provide updated Wisconsin Swimming records at the LSC House of Delegated Meetings in October, January, and April. They will be posted on the LSC website following those meetings.

7.2 Requests for Records Consideration

7.2.1 A time achieved by a Wisconsin Swimming registered athlete in a USA Swimming sanctioned or approved competition or during a USA Swimming observed swim or observed Meet and that satisfies the requirements for an official time as outlined in the current USAS Swimming Rules and Regulations shall be eligible for an LSC record.

- A. A record time may be achieved in a: timed final heat; preliminary or final heat; swim-off; lead-off leg of a relay; initial distance with a legal finish within a longer event provided the swimmer completed the event in compliance with USA Swimming Rules; or time trial.
- B. A record time must be achieved in an event for that stroke, e.g., backstroke time must be achieved in a backstroke event.

7.2.2 A swimmer or swimmer's representative may request record consideration as follows:

- A. If the swim was accomplished at a USA Swimming sanctioned Meet, the swimmer or swimmer's representative must advise the LSC Records Chairman by e-mail or in writing of the swimmer's name, event, time, and Meet name and date at which the swimmer achieved the time for a record consideration. The LSC Records Chairman will confirm the time with the USA Swimming SWIMS database.

- B. If the swim was accomplished in an USA Swimming approved Meet,
Procedure to determined for compliance with USA Swimming requirements.
- C. If the swim was accomplished as an LSC observed swim or at an LSC observed Meet, the swimmer or swimmer’s representative must: (Note: See Glossary for definition of an Observed Swim or an Observed Meet)
 - a. Anticipate the record and obtain from the LSC Record’s Chairman an “USA Swimming Observed Swim Request” form prior to the Meet;
 - b. Complete the form including the signatures of the Meet Director and USA Swimming certified Officials observing the swim;
 - c. Submit the “USA Swimming Observed Swim Request” form along with a copy of the printed Meet Final Results to the LSC Records Chairman.

7.3 Athlete Recognition

7.3.2 The Records Chairman, after confirming that a swimmer has set or tied a LSC Record, will:

- A. Arrange to have the record posted on the Wisconsin Swimming website; and
- B. Send the athlete a certificate of recognition.

Reason for Change:

April 26, 2005	7.1	Amended for consistency with HOD meeting dates and current practice
	7.2	Permit a record swim to occur at approved/observed meets; provide procedures
	7.3	Provide for athlete recognition.

WISCONSIN SWIMMING, INC.

Policy Number: 8

Title: LSC Championship Competition

Effective Date: May 1, 1997

Supersede Date: New

Scope: This policy provides direction to LSC members relating to Wisconsin Swimming championship competition.

8.0 Wisconsin Swimming Championship Competition: The Age Group Chairman and the Senior Chairman will coordinate Wisconsin Swimming Championships. All rules governing these competitions will be prescribed by the current USA Swimming Rules.

WISCONSIN SWIMMING, INC.

Policy Number: 9

Title: Long Distance Swimming

Effective Date: May 1, 1997

Supersede Date: New

Scope: This policy provides direction to LSC members relating to long distance swimming.

9.0 Distance Swimming: National USA Swimming rules shall govern all competition in this category. All questions concerning competition in this area shall be referred to the Long Distance Swimming Chairman appointed by the General Chairman.

WISCONSIN SWIMMING, INC.

Policy Number: **10**

Title: Wisconsin Swimming-USA Swimming Registration

Effective Date: May 1, 1997;

Supercede Date: New

Revision Date: January 27, 2004,
April 26, 2005

10.4
Scope, 10.4.3, 10.5.2

Scope: This policy provides direction to LSC members relating to all matters regarding USA Swimming registration.

10.1 Registration of Swimmers in Meets

10.1.1 All competitors in sanctioned events must be registered athlete members of USA Swimming and Wisconsin Swimming, Inc.

10.1.2 Swimmers must meet representation rules contained in Article 303 of the USA Swimming Rules and Regulations. In particular: "For a swimmer to represent a USA Swimming Club in a competitive event, one hundred twenty (120) consecutive days must have elapsed without the swimmer having represented any other USA Swimming Club in USA Swimming competition."

10.1.3 Swimmers must meet eligibility rules contained in Article 304 of the USA Swimming Rules and Regulations.

10.1.4 Swimmers must retain their registration cards and present them when requested by the Meet Director or Meet Referee or their designated representatives at sanctioned swim Meets.

10.2 Individual Registrations

10.2.1 An individual registration shall be processed through the LSC Registration Coordinator. The address of the Registration Coordinator may be obtained from the General Chairman. Club registration shall be processed also through the LSC Registration Coordinator.

10.3 Athlete Registration and Effective Date

10.3.1 Registration of LSC athletes shall be conducted by the LSC Registration Coordinator. Registration is effective upon receipt of the completed application form with applicable fee and acceptance by the LSC Registration Coordinator or, for deck registration, by the Meet Director. Applications and transfer information may be obtained from the LSC Registration Coordinator.

10.4 Registration Fees

10.4.1. LSC registration fees are set by Wisconsin Swimming, Inc. and include membership in both USA Swimming and Wisconsin Swimming and for USA Swimming accident and liability insurance coverage. A check for the registration fee must be made payable to "Wisconsin Swimming."

10.4.2 The annual registration fees, beginning with the 2006 registration year, are:

A. Athlete, Age Eight (8) Years and Younger:	\$38
B. Athlete, Age Nine (9) Years and Older	\$46
C. Non-Athlete	\$46
D. Family, Non-Athlete Member Members	\$82.50
E. Seasonal Athlete, All Ages	\$27
F. Surcharge for submittal of Non-Electronic application	\$5

Note: The USA Swimming registration fees will increase by one dollar (\$1.00) through registration year 2014, so the LSC registration fee also will increase accordingly. Four dollars (\$4) of each of these registration fees remains in the Wisconsin Swimming operating fund.

10.4.3 Explanation of registration fees:

- A. Registration Year: January through December; however, a member may pay his/her dues any time after September 1st for the following registration year. A first time member, who pays after September first, obtains registration through the following registration year, i.e., up to sixteen (16) months.
- B. Athlete's Age: The age of the athlete on the date that the LSC Registration Coordinator receives the registration application is the athlete's age for registration fee purposes. The LSC does not issue a refund to a Club when the Club fails to discount the registration fee for an 8 and Under swimmer. NOTE: The athlete's age as of the first day of the Meet determines his/her age for competition.
- C. Seasonal Athlete Registration: Period of membership is April 1st through August 26th. A Seasonal Athlete may compete in the LSC championships conducted during that period, but may not compete in Meets at or above the USA Swimming Zone level.
- D. Surcharge for Submittal of Non-Electronic Application: If a member submits a paper application, this fee applies and is included in the check payable to Wisconsin Swimming.
- E. Deck Registration: Athlete registration application and fee submitted at a Meet to the Meet Host. A Meet Host must accept deck registration(s) unless the sanctioned Meet Information specifies otherwise. Fee includes a five dollars

(\$5.00) surcharge for submittal of a non-electronic registration application. The Meet Host retains fifteen dollars (\$15.00) as a handling fee.

10.4.4. In the event of duplicate registrations, there shall be NO REFUNDS except as authorized by the LSC Registration Coordinator.

10.5. Transfers and Fees

10.5.1 A swimmer transferring representation from one club to another club or to unattached status must do so according to Article 303 of the USA Swimming Rules and Regulations. A swimmer must apply for transfer by writing to the LSC Registration Coordinator stating the swimmer's name, address, birth date, name of club from which transferring, date of last competition with that club, and name of new club (if any) to which the swimmer intends to attach after the completion of the one hundred twenty (120) day unattached period. For convenience, a transfer form is available for the Club Registration Officer or LSC Registration Coordinator.

10.5.2 The dates of the period for swimming unattached (WI-UN) will be determined by the LSC Registration Coordinator. A new USA Swimming membership card will be issued and it will contain the date when the swimmer may represent the new club (Joe Doe Unattached until mo/day/yr). The LSC Registration Coordinator sends a letter with the attachment date and competition rules to the Club Registration Officer.

10.5.3 If a club secures a court judgment against a swimmer, the swimmer shall be ineligible to participate in any swimming events.

10.5.4 A swimmer may remain unattached (WI-UN) for an unlimited time.

10.5.5 The LSC Registration Coordinator must be notified when a WI-UN swimmer wishes to change status and which club the swimmer will represent. The LSC Registration Coordinator should be notified of a swimmer's status changes for registration to remain current.

PLEASE NOTE: Transfer request received after September 1st (the beginning membership day for the following membership year and cut-off date for printing of the club's next year's computerized membership list) shall include membership applications and the appropriate fees. The transferred swimmer is the swimmer most often omitted in the re-registration procedure.

10.6 Compliance

10.6.1 Compliance with the registration requirements must be completed prior to competition in a sanctioned event. The LSC Registration Coordinator may deem any athlete not in compliance as “Deficiently Registered.”

10.6.2 Each group member is required to assure that any and all swimmers entered in a sanctioned event are registered properly in accordance with 10.1 and shall take whatever action is necessary to ensure compliance with that paragraph.

Reason for Change:

January 27, 2004 10.4 USA Swimming fee increases

April 26, 2005 10.4.3, 10.5.2, Scope: correct type-o’s and clarity

10.4.2 Changes for 2006; delete deck registration fee.

10.6 Delete unneeded rule for club disbanding and renumber following

WISCONSIN SWIMMING, INC.

Title: Fines

Policy Number: 11

Effective Date: July 22, 1997	Supersede Date: New
Revised: April 27, 2004	11.2.6, 11.2.7, and 11.2.10
June 22, 2004	11.2.4 and 11.5
April 26, 2005	11.3.2, 11.3.4 and 11.3.11

SCOPE: This policy provides direction to LSC members relating to potential fines that may be levied by the LSC.

11.1 Levying Fines: Wisconsin Swimming, Inc. provides for and allows for a fines levied on an individual member and/or group member for a violation of Rules or Bylaws of WSI or USA Swimming. The General Chairman, Administrative Chairman, or Registration Coordinator, or their designees may levy fines. The interested party may appeal any fine to the LSC Review Board. (Refer to the WSI Bylaws for appeal procedures.) These fines are recommendations only and may be increased for repeat violations.

11.2 Registration Fines

11.2.1 \$50 Athlete competes in a sanctioned Meet and is not a USA Swimming registered athlete member. The fine is assessed, for each infraction, i.e., for each event in which the athlete competed, against the:

- A. Group member, if the athlete competes as an athlete member of that group or the group member entered the athlete into the Meet; or
- B. Athlete, if the athlete competes as an unattached athlete and submitted his/her own Meet entry(ies).

11.2.2 \$50 Person coaches at a sanctioned Meet and is not a USA Swimming registered coach member. The fine is assessed against the person.

11.2.3 \$50 Person officiates at a sanctioned Meet and is not a USA Swimming registered official member. The fine is assessed against the person.

11.2.4 \$50 Person functions as a group member's Safety Coordinator and is not a USA Swimming registered non-athlete member. The fine is assessed against the group member.

11.2.5 \$50 Athlete competes in a sanctioned Meet as a USA Swimming registered athlete member of a specific USA Swimming group member and, in fact, is not eligible to represent that group member. The fine is assessed against the group

member for each infraction, i.e., each event in which the athlete competed. In addition, the athlete member shall:

- A. Serve one hundred twenty (120) days as an “unattached” athlete from the date of the infraction; and
- B. Be ineligible for membership in the group member until the group member pays the fine.

11.2.6 \$100 Athlete competes in a sanctioned Meet as a member of a relay team as a USA Swimming registered athlete member of a specific group member and, in fact, is not eligible to represent that group member. The fine is assessed against the group member. In addition,

- A. The athlete shall:
 - Serve one hundred twenty (120) days as an “unattached” athlete from the date of the infraction; and
 - Be ineligible for membership in the group member until the group member pays the fine.
- B. The relay team shall be disqualified, except that the lead-off swimmer’s time remains an official time, provided that this swimmer was a registered athlete member of USA Swimming.

11.2.7 \$50 A group member enters an athlete into a sanctioned Meet and that swimmer is not a USA Swimming registered athlete member or is a registered athlete member of another group member. The fine is assessed against the group member. To compete, the swimmer must comply with USA Swimming registration requirements for a new or transferring athlete and the group member must pay the fine.

11.3 Meet Sanction Fines

11.3.1 \$75 Meet Host fails to obtain a Meet sanction prior to distribution of Meet Information.

11.3.2 \$50 Meet Host fails to e-mail LSC Registration Coordinator the “Meet Back-up” and SDI format file containing an export of USA Swimming registration data, as specified in 2.4.4, within seven (7) days of the last day of Meet.

11.3.3 \$50 Meet Host fails to adhere to sanctioned Meet Information or fails to adhere to the information presented to the LSC in the group member’s Meet Bid.

11.3.4 \$50 Meet Host fails to send Meet Information to all WSI group members or to post Meet Information on the on the LSC website, when reservations are not accepted.

- 11.3.5 \$50 Meet Host fails to submit Meet Financial Report to WIS Treasurer within twenty-one (21) days of the Meet.
- 11.3.6 \$50 Meet Host fails to format Meet Final Results properly. In addition, the Meet Host must correct the format and distribute the corrected Meet Final Results to all teams participating in the Meet and to all WSI officers on the Meet Final Results distribution list.
- 11.3.7. \$50 Meet Host fails to send Meet Final Results to all participating teams and WSI Officers on the Meet Final Results distribution list within fourteen (14) days of the Meet. This fine increases by \$25 for each additional week of delay. (One week is defined as days one through seven.)
- 11.3.8 \$50 Meet Hosts fails to register its Meet Director or Meet Marshal(s) as USA Swimming non-athlete members.
- 11.3.9 \$300 Meet Host fails to hold a group member's reservation check until the Meet entry due date.
- 11.3.10 \$50 Meet Host fails to send Meet Information at least twenty-one (21) days prior to the entry deadline.
- 11.3.11 \$50 Meet Host fails to send by mail or e-mail, as requested by the LSC Officer, Meet Heat Sheets, Meet Final Results, or other Meet reports, as specified in 2.4.4, and which are conditions of receiving a Meet sanction or approval.

11.4 Other Fines

11.4.1 The aforementioned fines are not all inclusive.

11.4.2 A fine may be levied for a violation not mentioned above, if the violation is determined not to be in the best interest of competitive swimming.

11.5 Payment of Fine

11.5.1 Failure to pay a fine means:

- A. The athlete is unable to compete.
- B. A Meet Host is unable to obtain another Meet sanction.

11.5.2 Fines are payable to Wisconsin Swimming, Inc. and sent to the LSC Treasurer for deposit for the LSC's general operations.

Revisions

- April 27, 2004 11.2.6 Add fine for entering a non-registered swimmer in a Meet
- 11.10 Move part of 2.4.1 regarding refunding any unused reservation moneys to this section

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|----------------|--------|---|
| June 22, 2004 | 11.2.4 | Add fine for not have a registered member for Club's Safety Coordinator |
| | 11.5 | Add Rule and re-number and specify depositing fines and failure to pay fine |
| April 26, 2005 | 11.3.2 | Replaced host requirement for checking registration |
| | 11.3.4 | Post information rather than mail |
| | 11.3.5 | Aid treasurer in gaining compliance with sanction requirements |

WISCONSIN SWIMMING, INC.

Title: **Travel Fund Policy**

Number **12**

Effective Date: January 1, 2008 with exceptions notes in the October 2008 LSC House of Delegates Meeting Minutes

Revisions:	March 23, 1999	12.3
	January 27, 2004	12.2.E
	April 27, 2004	Move Glossary, formerly Rule 12, to front of Rules: Transfer 2.8.3 to 12
	June 28, 2005	12.2.I & J; 12.2.2 M & N
	June 27, 2006	12.1
	June 25, 2007	12.1, 12.2, 12.2.1, 12.2.2, 12.4.1, 12.5.2, 12.6.2
	October 27, 2009	12.2.1.D

Scope: This policy establishes a Travel Fund for the purpose of reimbursing members expenses incurred for specified competitions. This policy provides direction on collecting the necessary money, managing the Travel Fund, determining eligibility for reimbursement, and making reimbursements. The Travel Fund supports LSC athletes seeking peak performance at a higher level of competition than can be found within the LSC. This fund is not designed as a reward for athletes achieving higher time standards within the progression of USA Swimming Sanctioned meets that are open to all USA Swimming registered athletes. The reimbursement increases in response to the greater financial burden incurred by the higher level meets.

12.1 Establishment and Management of Travel Fund.

12.1.1 The LSC shall establish a Travel Fund. Money will be contributed to the fund as outlined in 2.8.

12.1.2 Any money contributed to the Travel Fund is maintained in a separate account by the LSC Treasurer, who shall establish a bank account and/or certificates of deposit for that purpose.

12.1.3 The Treasurer will report to the LSC board and members at least annually on the amount of contributions to and disbursements from the Travel Fund.

12.1.4 Each year the LSC Finance Committee will review the contributions to and disbursements from the Travel Fund over the previous two year period, and will request the Age Group Committee and the Senior Committee to make recommendations for revision(s) of the Policy, if necessary, to ensure the Travel Fund contributions and disbursements are reasonably balanced over time.

12.2 Disbursement of Travel Funds—Swimmer Reimbursement

12.2.1 Qualifying Meets: The LSC will reimburse an athlete, who competes in a meet identified below, according to the following schedule. Relay only athletes will be reimbursed one half the level share.

- A. Level 1 (1 share) Short Course Speedos, Long Course Speedos, Zone C
- B. Level 2 (4 shares) NCSA Spring Junior Championships
- C. Level 3 (7 shares) Long Course Junior Nationals, Paralympic Open (winter)
- D. Level 4 (11 shares) Short Course Nationals, Long Course Nationals, Paralympic Nationals (summer), US Open, World Trials
- E. Level 5 (14 shares) Olympic Trials

12.2.2 The LSC Treasurer shall calculate the reimbursement shares at the end of the Long Course season.

12.3 Swimmer Reimbursement Limits:

12.3.1 Travel Fund reimbursement will not exceed expenses.

12.3.2 A swimmer is eligible for reimbursement for the Central Zone Championships (Age Group Meet) or for reimbursement for the Speedo Champions Summer Meet, but is not eligible for Travel Fund assistance for both Meets.

12.4 Disbursement of Travel Funds—Team Reimbursement

12.4.1 A WSI registered Team that sends athletes to a qualifying meet (not including the Central Zone Championships) will be reimbursed based on the number of individual athletes who participate in the Meet. Relay only swimmers do not count in the athlete totals. Each team share will correspond to the reimbursement dollar amount for a single individual athlete participating in the Meet.

12.4.2 Reimbursement will occur as follows:

- A. Between 1 and 6 individual athletes participating one share
- B. Between 7 and 12 individual athletes participating two shares
- B. Between 13 and 18 individual athletes participating three shares
- C. For more than 18 individual athletes participating, the scale continues in multiples of six (6) individual athletes.

12.5 Swimmer Reimbursement Procedures

12.5.1 A team with a swimmer/s eligible for reimbursement must submit the WSI Travel Reimbursement Request to the LSC Treasurer within sixty (60) days from the first day of competition of the qualifying meet along with a copy of the meet Final Results indicating/highlighting at least one individual event or relay

event in which the swimmer competed to show the swimmer's eligibility for the level of reimbursement requested.

12.5.2 The LSC Treasurer shall reimburse the club the swimmer represents for no more than one hundred percent (100%) of the travel expense using the existing formula in October.

12.5.3 If a swimmer did not represent a club, the LSC Treasurer will reimburse the swimmer after the swimmer has submitted the Travel Reimbursement Request to the LSC Treasurer along with original itemized expense receipts for expenses to attend the qualifying meet and a copy of the meet Final Results indicating/highlighting at least one individual event in which the swimmer competed. The request and reimbursement occurs as stated in 12.5.1 and 12.5.2 above.

12.5.4 Request for Any Exception: A swimmer requesting an exception to the Travel Fund disbursement policy must make the request to the LSC Review Committee in writing prior to attending the subject meet.

12.6. Team Reimbursement Procedures

12.6.1. A team eligible for reimbursement must submit the LSC Travel Reimbursement Request along with a copy of meet Final Results indicating/highlighting the number of eligible individual event swimmers competing to the LSC Treasurer within sixty (60) days from the first day of competition of the qualifying Meet.

12.6.2. The LSC Treasurer shall reimburse the club that said coach represented using the existing formula in October.

12.7 Swimmer Requirements for Reimbursement Eligibility:

12.7.1 Disability Championship Meet: A swimmer must have been a USA Swimming registered swimmer in Wisconsin Swimming for the previous and current years and have competed in individual events in at least three (3) LSC sanctioned or approved Meets.

12.7.2 Speedo and Zone Championship Meets: A swimmer must have been a USA Swimming registered swimmer in Wisconsin Swimming for the current year.

12.7.3 All Other Reimbursable Meets: A swimmer must have been a USA Swimming registered swimmer in Wisconsin Swimming in the previous and current years and have participated in individual events in at least three (3) LSC Championship Meets.

Reason for Change:

March 23, 1999 Add Team/Coach reimbursement (now 12.3 and 12.5)

January 27, 2004	Establish reimbursement requirements for swimmers competing in USA Swimming Disability Championship Meets
June 28, 2005	12.1 G & H Revise reimbursement for U.S. Open 12.1.2 Add reimbursement for Junior Championships, NCSA Junior Meets, U.S. Paralympic National Championships, and U.S. Paralympic Open
June 27, 2006	12.1 Change to formally establish the Travel Fund; re-number other sections 12.2 through 12.6
June 25, 2007	Revise section 12.2 to reflect reimbursement shares rather than exact dollars
October 27, 2009	12.2.1.D Added U.S. Open & World Trials

Title: Athlete Representatives

Effective Date: May 1, 1998 Supersede Date: New
Revised: June 27, 2006 13.1 and 13.3.1, 13.5

Scope: This Policy is written for Athlete Members for the sole purpose of providing the procedure for electing their Athlete Representatives.

13.1 Athlete Representative Responsibilities:

13.1.1 Both Athlete Representatives:

- A. Serve as liaison between the athletes who are member of WSI and the Board of Directors and House of Delegates; and
- B. Should participate in at least two (2) of the regularly conducted LSC House of Delegates Meeting to represent the LSC at the annual USA Swimming Convention.

13.1.2 The Senior Athlete Representative, i.e., the Athlete Representative serving in the second year of his/her term:

- A. Chairs the Athlete Committee that consists of Athlete members interested in so serving;
- B. Conducts at least one (1) meeting annually usually in conjunction with the LSC Short Course Championships for Swimmers 13 and Over or the Long Course Championships to for Swimmers 13 and Over to assess the needs and interests of LSC athletes; and
- C. Conducts the election for the Junior Athlete Representative, i.e., the Athlete Representative serving in the first year of his/her term.

13.2 Eligibility for Athlete Representatives

13.2.1 Two (2) Athlete Representatives shall be elected, one each year, each for a two (2) year term or until his/her respective successor is elected. At the time of election, the Athlete Representative must be:

- A. An Athlete Member or Seasonal Athlete Member in good standing;
- B. At least sixteen (16) years of age and have junior status in high school;
- C. Competing currently, or have competed during the three (3) immediately preceding years, in the program of swimming conducted by WSI or another LSC; and
- D. Reside in the Territory and expect to reside therein through at least the first half of the term.

13.3 Election Procedure

13.3.1 The election of the Athlete Representative shall be conducted annually by the Senior Athlete Representative at the LSC short Course Championships; or at another other regularly scheduled Meet designated by the Board of Directors, if

the Senior Athlete Representative does not conduct such election at the LSC Short Course Championships. The election shall be conducted as follows:

- A. Nominees shall send a paragraph explaining why they wish to become an Athlete Representative to the current Senior Athlete Representative.
- B. The Senior Athlete Representative shall make a ballot with all the nominees' names and the paragraphs to send to the respective Meet Director.
- C. The Meet Director then shall make enough copies of nominations and for one (1) ballot to be supplied in each coach packet;
- D. Each coach shall obtain a numerical count of his/her Athlete Members on whom each would like to represent them.
- E. Each Coach shall submit the numeric count for each nominee on a marked ballot to the Senior Athlete Representative by the beginning of the final session of the Meet.
- F. The nominee with the most votes shall be declared the "new" Junior Athlete Representative before the conclusion of the Meet.

13.3.2 The term of office for the Senior Athlete Representative shall terminate with the declaration of the new Junior Athlete Representative.

13.4 *Voter Requirements*

13.4.1 An Athlete Member eligible to vote shall be:

- A. An Athlete Member or Seasonal Athlete Member in good standing;
- B. At least thirteen (13) years of age or older at the time the election takes place;
- C. Swimming in the respective Meet in which the election is taking place

13.5 *Early Vacancy:* In the event of a vacancy in an Athlete Representative position before completing his/her term, two Athlete Representatives shall be chosen at the next election. The remaining Athlete Representative assumes the duties of the vacant Athlete Representative position. The General Chairperson may appoint, with the advice and consent of the Board of Directors, an Athlete Member to serve the remainder of the term of office.

Reason for Change:

June 27, 2006 13.0 Format Rule consistent with other Rules. Conduct election during Short Course Championships