



SAN DIEGO-IMPERIAL
SWIMMING

**POLICIES AND
PROCEDURES**

Updated and Effective December 1, 2023

SECTION 1 - GENERAL

- 1.1. Introduction: San Diego-Imperial Swimming, Inc. (SIS) is one of 59 Local Swimming Committees (LSC) of USA Swimming, assigned to the Western Zone. SDIS territory is the San Diego and Imperial counties of the State of California. SIS is a non-profit corporation registered in the state of California. Throughout this manual, the letter combination “SIS” shall be used to mean San Diego-Imperial Swimming of USA Swimming.
- 1.2. Mission Statement: San Diego-Imperial Swimming prepares athletes for lifelong success through the sport of competitive swimming.
- 1.3. Vision Statement: San Diego-Imperial Swimming provides swimmers with a safe, fun, team experience that instills character values of integrity, respect and service.
- 1.4. Values: San Diego Imperial Swimming is **F.I.R.S.T.** Fun, Integrity, Respect, Service, Team **Fun is First!**
- 1.5. Governing Documents: There are two major documents which govern San Diego-Imperial Swimming:
 - 1.5.1. Bylaws: SIS operates under a set of Bylaws, consisting of 14 Articles approved in 1988 and amended numerous times thereafter. These are our corporate governance documents. The content and structure of this document is largely determined by the standards set forth in the USA Swimming Rules and Regulations. Modifications to this document may only be made by action of the SIS House of Delegates. SIS 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 the Bylaws
 - 1.5.2. Policy and Procedure Manual: This Policies and Procedures Manual is published by SIS for the purpose of defining the day-to-day operations and governance of the LSC. Modifications to this document may be made by the SIS Board of Directors or the SIS House of Delegates. This document, and all subsequent changes, will be posted on the SIS website at www.si-swimming.com.

SECTION 2 – BOARD OF DIRECTORS

- 2.1 Organizational Structure: The members of the Board of Directors (BOD) shall be as provided in the SIS Bylaws, and are elected by the SIS House of Delegates. The present SIS Board of Directors consists of:

General Chair

Admin Vice-Chair

Senior Vice-Chair
Secretary
Operational Risk Chair
Technical Planning Vice-Chair
Finance Vice-Chair
Coach Representative
Athlete Board Representatives (2)
 Athlete At Large Board Members (2)
 Ex-Officio Board Members (past General Chairs)

Age Group Vice-Chair
Treasurer
DDEI Chair
At Large Board Member (1)
Safe Sport Vice Chair

2.2 Committee Structure: As defined in the Bylaws, SIS is organized into five general groups of committees, each under the jurisdiction of the General Chair or a Vice Chair.

2.2.1 General Chair Division: The General Chairman shall be responsible for:

- a. Legislation
- b. Governance
- c. Administrative Board Review
- d. USA Swimming Programs and Requirements
- e. Communication

2.2.2 Admin Vice Chair Divisions: The Admin Vice Chair shall be responsible for:

- a. Equipment
- b. Officials
- c. Records
- d. Safe Sport
- e. SWIMS
- f. Safety / Operational Risk

2.2.3 Finance Vice Chair Divisions: The Finance Vice Chair shall be responsible for

- a. Budget
- b. Treasurer
- c. Investments
- d. Audits

2.2.4 Senior Vice Chair Committees: The Senior Vice Chair shall be responsible for the following committees:

- a. Championship Committee
- b. National Travel Committee
- c. Open Water Committee

2.2.5 Age Group Vice Chair Committees: The Age Group Vice Chair shall be responsible for the following committees:

- a. Age Group, Zone, and All Star Meets
- b. Camps
- c. Adapted Swimming
- d. Outreach

2.2.6 Technical Vice Chair Committees: The Technical Vice Chair shall be responsible for the following committees:

- a. Program
- b. Sanctions
- c. Time Standards
- d. Planning

2.3 Coordinators and Chairs: SIS has the following standing committee and chair responsibilities in addition to those described in the SIS bylaws. These positions are voting members of the Board of Directors.

2.3.1 Operational Risk / Safety Chair:

- a. Coordinates safety enhancement and training opportunities as needed and for the disseminations of USA swimming safety educational material
- b. Develop safety education programs and policies for SI and make recommendations regarding those programs and policies and their implementation to the applicable vice chairs and the Board of Directors
- c. Be responsible for the coordination of any new programs and policies that are approved
- d. Prepare and transmit any required reports

2.3.2. Safe-Sport Chair:

- a. Chairs Safe Sport Committee
- b. Serve as primary contact for SI to coordinate and oversee the implementation of effective safe sport educational programs for all athlete members, their parents, coaches, volunteers and clubs as provided by USA swimming
- c. Be trained regarding the complaint reporting structure and refer all possible reports of a violation of athlete protection policies to the appropriate authority and / or USA Swimming staff.
- d. Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSC are doing to promote Safe Sport policies, and disseminate information on LSC best practices
- e. Serve as information resource for SI clubs and member and will help to identify and connect them with local education partners and resources
- f. Receive feedback and suggestions on the Safe Sport policies and programs from the SI clubs and memberships, and provide feedback to the USA Swimming Safe Sport committee and staff
- g. Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members

2.3.3 Diversity, Disability, Equity and Inclusion (DDEI) Chair(s):

- a. Works with USA Swimming and Western Zone to support their efforts with disability, diversity, equity and inclusion
- b. Suggests and implements programs to support DDEI within SIS
- c. Manages the Don Watkins Scholarship Program
- d. Works with learn to swim programs to promote USA Swimming opportunities
- e. Works with USA swimming clubs on ideas to increase member specifically in underrepresented areas.
- f. Provides input into DDEI budget required for SIS swimming

2.3.4. At Large Member

- a. Assists in implementing SI Programs including but not limited to Athlete of the Quarter recognition, yearly Club Support program, and Senior IMX Award
- b. Assists in ensuring recognition of athlete accomplishments are published on SI Website
- c. Be assigned to committees or task forces by the General Chair

2.4 Coordinators and Chairs: SIS has the following standing committee and chair responsibilities in addition to those described in the SIS bylaws. There positions are not voting members of the Board of Directors.

2.4.1 Registration Chair:

- a. Assist the treasurer with ensuring monies are deposited into the SI account accurately and in a timely fashion.
- b. Ensure timely and accurate registration of teams, athletes, and non athlete members for SI
- c. Upload files to SWIMS and resolve issues as needed.
- d. Provide reports as requested to treasurer and board.
- e. Respond to member emails and calls from members and prospective members of SI.
- f. Support the meet sanction and athlete review processes of SI
- g. Provide training documents / “cheat sheets” to USA swimming members

2.4.2 Officials Chair:

- a. Assign the Meet Referee to SIS sanctioned meets.
- b. Designate and/or nominate SIS Officials to attend LCS, Zones, and National clinics, meets, and events were LSC sponsorship is needed.
- c. Apply for approval from USAS for National Certification of officials at sanctioned SIS qualifying meets.
- d. Define and implement the LSC certification standards for officials at all positions.
- e. Chair the officials committee which is authorized and obligated to recruit, train, test, certify, evaluate, retest, recertify and supervise officials for the SI and such other activities as may be necessary or helpful in maintaining a roster of qualified, well-trained and experienced officials of the highest caliber

2.4.3 Equipment Committee Chair:

- a. Ensures there is working timing equipment for SI for running of meets
- b. Ensures the staff is well trained and meets all USA swimming requirements and is available to be equipment operator for running the timing equipment at meet
- c. Provides updates at Board meeting on 1) on equipment status, 2) equipment issues / required troubleshooting and resolution at meets 3) completed maintenance outside of meets, 4) replacement needs and costs for current equipment and 5) recommendation of purchases for new equipment
- d. Maintains equipment inventory / pricing and provides as needed to Technical Planning Committee and Board of Directors
- e. Develops longer term equipment plans for SI based off expected membership growth and technical planning committee updates

- f. Is responsible of training of meet referees and admin referees around timing equipment operations.

2.4.5 Program Committee Chair:

- a. Coordinates bid process for SIS meets each season
- b. Coordinates committee and works with technical planning chair on meet formats and timing to ensure opportunities for all USA swimming members
- c. Works with facilities across SIS to determine venues that can host meets successfully
- d. Encourages and supports novice swimming opportunities across SIS

2.4.6 SWIMS /Records / Top 10 Chair:

- a. Ensure all swims that occur in sanctioned SI meets are successfully uploaded in SWIMS
- b. Maintain and publish on regular basis SI records
- c. Maintain and publish on regular basis SI top 10 age group swims
- d. Recommend time standards for approval to BOD for championship meets held in SI

2.5 Board of Directors Meeting Schedule: Currently, SIS has regularly scheduled BOD meetings every other month, beginning in January generally on the 3rd Sunday of the odd numbered months. Next meeting date and time are confirmed at each meeting. Changes to the meeting format, or time can be announced up to at least 6 days before the meeting when agreed by the Board of Directors. Items may be placed on the meeting agenda by any member of the Executive Board or by submission to the General Chair.

2.6 House of Delegates Meeting Schedule: The regularly scheduled BOD meeting in November is also designated as the annual Elections meeting of the House of Delegates (HOD). An additional Rules and Legislation HOD meeting may be scheduled in May or June of each year if desired by the BOD.

2.7 Open Meeting Policy: BOD and HOD meetings are open to all members of SIS and USA Swimming. Issues pertaining to personnel, disciplinary action, legal, tax or similar affairs of SIS shall be deliberated and decided in a closed session which only BOD/HOD members may attend. By a majority vote on a motion of a question of privilege, the BOD/HOD may decide to go into session on any matter deserving of confidential treatment or of personal concern to any member of the Board.

2.8 Conflict of Interest Policy:

2.8.1 All members of the SI Board of Directors are required to sign the current USA Swimming conflict of interest policy within 90 days of their term starting. The specific provisions in the conflict of interest which are specific to SI are as follows:

- Meet hosting decisions are specifically excluded from the services definition in Section 3.
- SI Travel budget decisions that all swimmers and coaches are eligible to receive are specifically excluded from the services definition in Section 3.
- SI Secretary replaces General Counsel.

- 2.8.2 Once signed, all members must abide by the policy. If a board member does not sign the conflict of interest, then the board member loses voting privileges at all board and committee meetings. The policy will remain in effect for members while serving on the SI Board of Directors and be reviewed annually.
- 2.8.3 When USA Swimming updates their conflict of interest policy, SI Board of Directors will be asked to review and sign the updated version.
- 2.9 Crisis Action Plan: During a crisis, it is of paramount importance for San Diego-Imperial Swimming to present timely, factual, coherent accurate information. In order to achieve that goal, it is important that all information be disseminated by the designated Communications Officer – the single voice of San Diego-Imperial Swimming. The General Chair shall normally serve as the Communications Officer. The General Chair may delegate that responsibility another member of the Board of Directors as necessary. If the General Chair is unable to perform the role of the Communications Officer, the following Board of Director Officers shall be responsible for assuming the role of Communications Officer, in this order of the following hierarchy:
- a. Administrative Vice-Chair
 - b. Senior Vice-Chair
 - c. Age Group Vice-Chair
 - d. Finance Vice Chair
 - e. Treasurer
 - f. Secretary
 - g. Other Personnel specifically designated by the SIS Executive Committee.
- 2.9.1 Crisis Action Task Force -The Crisis Action Task Force shall be the SIS Executive Committee and the Operational Risk Chair. The General Chair will determine when the Crisis Action Task Force will be assembled. The job of the Crisis Action Task Force is to assess the existing situation, determine the appropriate response, and provide guidance to the Communications Officer on how to convey that response in a manner that best suits the situation. The Crisis Action Task Force must consult USA Swimming legal counsel. . All media requests shall be directed to the only to the designated Communications Officer. All official SIS communications shall be distributed ONLY by the Communications Officer. Any communication to government agencies or press will be reviewed by the Crisis Action Task Force prior to release. When possible, all head coaches will be notified of external communication prior to it being released.
- 2.9.2 The virtual Crisis Control Center will normally be established via conference call and will be staffed appropriately as the crisis warrants. As needed a physical location for meetings will be found for meetings. The Crisis Action Task Force Team shall be responsible for contacting the SIS Board of Directors to keep the Board apprised of all information pertaining to the crisis. The General Chair shall maintain a list of mobile phone numbers of each of the members of the Crisis Action Task Force, in order that the Task Force may be assembled at any time of the day or night. The most current list of mobile numbers shall be distributed to the Task Force Members. Information shall be disseminated as appropriate for the

crisis. Information may be released by press releases, posted to the SI Swimming website (www.si-swimming.com), e-mails, or electronic text messages, as needed. Prior to release or distribution, all communications must be reviewed by USA Swimming as required by the LSC affiliation agreement. This Crisis Action Plan will be reviewed annually and modified as needed.

- 2.10 Document Storage / Use of Emails: All documents created on behalf of SIS are expected to be stored on the SIS Google Drive. Adult Members of the Board are expected to use either an aliased email (generalchair@si-swimming.com) or si-swimming.com email account for communication around Board actions and decision. No email used by adult Board Members should be a shared email address with non-board members.

SECTION 3 – MEMBERSHIP

- 3.1 Membership: Membership is required for all athletes, clubs, affiliated groups, coaches, officials and specified administrators. To participate in any USA Swimming / LSC sanctioned event or practice, including serve as an Official, Coach, Member of the SIS Board, Committee, or Task Force, requires individuals to be active USA Swimming members in good standing. Active membership in good standing is also required for various staff and Board Members of teams per MAAPP within 30 days of accepting a position. Membership is optional for parents of swimmers and other non-specified volunteers.
- 3.2 Membership Duration - All memberships must be applied for as required by USA swimming, except for life memberships held by SIS members. Registration is effective per the processes and rules set forth by USA Swimming.
- 3.3 Membership Fees - Membership fees are comprised of a national fee established by USA Swimming and a fee established by SIS.
- 3.4 All rules around membership outlined in Article 203 of the USA Swimming Rulebook will be followed by SIS.
- 3.5 Outreach Membership Program: USA Swimming and SIS offer a membership program to help and encourage economically disadvantaged youth who are unable to afford the USA Swimming membership fees. The program offers qualified athletes the opportunity to become USA Swimming members for a reduced fee.
- 3.5.1 The goal of the Outreach Program is to promote the identification, recruitment, training and retention of any of America’s minority and disadvantaged youth that shows an interest in swimming and is unable to afford joining a local USA Swimming club. The membership is a year-round membership. The athlete will receive a year-round athlete membership card as with any other year-round athlete and they will be on the year round athlete list.
- 3.5.2 Proof of qualification for Outreach Membership can be shown by meeting the criteria listed on the Outreach registration form and following the instructions provided. Confidentiality of members will be maintained.
- 3.6 False Registration: Any club or individual submitting a signed form or an electronic

document (meet entry or other) which falsely claims a swimmer is registered with USA Swimming and in good standing shall be fined. The fine schedule is as follows:

- \$50.00 fine per swimmer per meet for the first offense of the calendar year.
- A \$100.00 fine per swimmer per meet for the second offense of the calendar year.
- For the third or subsequent offense of the calendar year, the Administrative Board of Review shall hold a hearing to determine the penalty.

3.6.1 A club or individual submitting a signed form or electronic document (meet or other) which falsely claims a coach is registered with USA Swimming and in good standing shall be fined. The club or unattached coach shall be fined as follows:

- A fine of \$100.00 per coach per meet for the first offense of the calendar year.
- A fine of \$150.00 fine per coach per meet for the second offense of the calendar year.
- For the third or subsequent offense of the calendar year, the Administrative Board of Review shall hold a hearing to determine the penalty.

3.7 Failure of a meet host to exercise due diligence regarding registration of entrants, including those who deck enter, into their meet shall result in penalties to the meet host as stated above in 3.6

3.8 Membership Responsibilities – It shall be the responsibility of each group member to assist in the governance of the LSC and in the conduct of its programs.

3.9 Fines may be established by the Board of Directors and imposed against group members who fail to fulfill their assigned duties in the conduct of LSC programs.

3.10 Failure to Pay SIS Fees and Fines

3.10.1 Members (individuals and / or group) who are delinquent in payment of money owed to SIS shall be notified in writing of the amount owed. Members shall be given an opportunity either to pay the amount due or to request an Administrative Board of Review hearing if the amount is in dispute. The deadline for payment or filing for a hearing shall be fourteen (14) days from the date of notice. Fines owed include but are not limited to: Official fines, late fines for meet fees owed, and entering swimmers who are not USA Swimming members in good standing into meets.

3.10.2 Failure to pay monies owed to SIS or to file for an Administrative Board of Review hearing by the deadline shall result in the member's loss of membership in good standing with SIS. As such, any or all privileges of membership within SIS may be suspended at the discretion of the Board or its designee until such time as membership in good standing is restored. SIS reserves the right to seek a court judgement for non-payment and apply penalties in accordance with USA Swimming Rules and Regulations

- 3.10.3 To restore membership in good standing within SIS, the member shall pay the amount owed and a reinstatement fee to SIS.
- Reinstatement fees for group membership shall be \$50 or 10% of the amount owed, whichever is greater.
 - Reinstatement fees for individual members shall be \$15 or 10% of the amount owed, whichever is greater.

SECTION 4 –FIDUCIARY

- 4.1 SIS Funds: There shall be four funds established, budgeted and separately accounted. They may be co-deposited in a single account or investment accounts, but shall be maintained as separate accounts in the bookkeeping. These accounts are:
- General Account: This account shall be used for all items not specifically allocated otherwise.
 - Championship Account: This account shall be for both income and expenses for the SI Short and Long Course Championships, and other Championships as may be designated.
 - National Travel Fund: The SI National Travel Fund shall be used to support the National Travel Program
 - Age Group Travel Fund: The SI Age Group Travel Fund is established to support the Age Group Travel Program.
- 4.2 Control: The accounts for any fund may be allowed to go negative only upon approval of the Board. Transfer of funds between accounts shall only be done by the House.
- 4.3 Financial Procedures:
- 4.3.1 Budget: Approval of the budget constitutes authority to expend the funds so designated. A breakdown of expected costs must be provided to the board when overall program spend is larger \$2000. An increase over the budgeted amount for any item requires approval by the Board prior to expenditure.
- 4.3.2 No board members can submit and approve their own expenses for payment. No board members can submit and approve a family member's expenses or their own team's expenses for payment. General Chair expenses (with receipts) must be sent to the Finance Vice Chair and Treasurer for review and approval.
- 4.3.3 SIS does allow the General Chair and Admin Vice Chair have SIS credit cards. Anyone else who has a card must have this approved by the General Chair or Finance Chair. When used, a receipt must be sent to the Treasurer and Finance Chair.
- 4.3.4 Submission: Receipts for expenses incurred, recorded in detail, duly attested and approved must be submitted to the Treasurer for payment.
- 4.3.5 Authorization: Authorization for the Treasurer to pay bills may be made by:
- House of Delegates – unlimited; by passed motion
 - Board of Directors – unlimited, by passed motion
 - Executive Committee-- \$5000 per non budgeted item
 - General Chairman - up to \$2000 monthly non-budgeted (no rollover)
 - Finance Vice Chair -- \$1000 monthly non-budgeted (no rollover)

- Treasurer - Budgeted items
- Vice Chairman - Up to \$50 monthly non-budgeted
- Equipment -- up to \$50 monthly non-budgeted
- Non Profit or Go Fund Me Donations – with BOD agreement

Note: spent amounts will be itemized on the next consent agenda.

- 4.3.4 Signatures or Approvals: Signatures on SIS checks or approval of electronic payment shall require any two of the following:
- a. General Chairman
 - b. Treasurer
 - c. Admin Vice Chair
 - d. Finance Vice Chair
- 4.4 Reports: The Finance Vice Chair or Treasurer shall at each meeting of the House, Board or Executive Board:
- 4.4.1 Report the current moneys available for each of the four funds. Money available shall be defined as current balance with any reserve subtracted.
- 4.4.2. Give, in writing, to the General Chairman and any member of the Board to so request, a list of the previous month's income and expenditures for each budget item.
- 4.5 Fiscal Year: The fiscal year begins each October.
- 4.6 Funds Due: General: Throughout this manual, fees and fines are identified and amounts defined. All such payments shall be made to the Treasurer or his/her representative. The general procedures are:
- 4.6.1 It shall be the function of the official involved to notify the Treasurer, or his/her authorized representative of the amount of fees or fines established, why it is due, and who is responsible for payment.
- 4.6.2 Fines are due and payable at the time of establishment of the fine in accordance with the applicable section of this Manual. All SIS fines will be paid into the general fund. If the debt is a fine which requires immediate payment, the Treasurer shall make such notification necessary to bar entry or competition in future meets.
- 4.6.3 If the debt is Entry Fee(s) not paid at a meet, the swimmer or team involved shall be barred from entering another meet until the debt is paid.
- 4.6.4 Funds from meet splash fees will be allocated as follows unless pre-agreed for a national level meet as follows:
- General Account: 52.5%
 - National Travel Fund: 30%
 - Age Group Travel Fund: 17.5%
- 4.6.5 Payment to SIS by a host team of their portion of meet fees shall be made within 45 days of the meet. Completion of a meet establishes debt of the host team to pay portion of the fees due SIS, without further notice from SIS officials

NOTE: If the debt is an unpaid Entry Fee, the Treasurer may collect for the host team owed, and

forward the payment to them: less any portion of the fees which may be owed to SI.

- 4.7 Judgment: At each Board/House meeting the Finance Vice Chair, or Treasurer shall report unpaid fees or fines which have not been paid and ask the Board/House for a determination of Judgment of funds due. If approved, the Treasurer, or representative, shall initiate the procedures for collection of funds.
- 4.8 Collection of Funds Due: Debts owed to SIS shall be collected in the following manner:
 - 4.8.1 A formal Bill shall be sent to the debtor.
 - 4.8.2 After 60 days, the Board will give notice to the team involved (and the Sanction Chairman) that no further Sanctions will be issued to the team until payment is made. A notification of this action and a second bill shall be sent to the debtor.
 - 4.8.3 After another 90 days, the Board shall hold a hearing to determine if an individual's membership or a Team Charter, as appropriate, shall be revoked or not renewed.

SECTION 5 - RECRUITMENT OF SWIMMERS

(See 304.3.11 of USA Swimming Rules and Regulations)

- 5.1 The purpose of this policy is to specify boundaries within which SIS coaches and swimmers may operate when seeking to have swimmers join a club or change club affiliation, and to protect the rights of swimmers, clubs and coaches.
- 5.2 An SIS coach may not:
 - 5.2.1 Contact an SIS registered swimmer or the family of the swimmer directly or indirectly (phone, letter, personal visit, email, etc.) for the purpose of recruiting the swimmer, nor may that coach direct another coach, manager, parent or swimmer to engage in such action on their behalf. .
 - 5.2.2 Discuss the team, the team's present standing, the team's set-up, or any other information regarding the team that the coach represents when contacting a swimmer for non-recruitment purposes. The coach may not request a follow-up contact from the swimmer to discuss the team details.
- 5.3 An SIS coach may:
 - 5.3.1 Answer questions if the first contact is initiated by the swimmer or the swimmer's family. Such conversation is at the swimmer's discretion and must be held in accordance USA Swimming MAAPP and procedures.
 - 5.3.2 Utilize advertising directed solely to the public.
- 5.4 When a swimmer initiates contact with the intent of changing clubs, an SIS coach should
 - 5.4.1 Talk to the swimmer on an individual basis in accordance USA Swimming MAAPP and procedures. 5.4.2 Honor the swimmer's right to terminate the discussion at any time.
 - 5.4.3 Encourage the swimmer to inform their current coach of their intent to change teams.
 - 5.4.4 Not use inducements that cannot be fulfilled.

- 5.5 Swimmer's Rights - A USA Swimming athlete may
 - 5.5.1 Contact another team for the express purpose of obtaining information regarding program operation, practice times, team philosophy, etc.
 - 5.5.2 Request that another family member be present during contact.
 - 5.5.3 Terminate the contact at any time.
 - 5.5.4 Request printed material concerning the team.
 - 5.5.5 Refuse any request that the coach makes during or after the contact.
- 5.6 Those found in violation of this policy may be brought before the SIS Board of Review and subjected to censure, fine, suspension, expulsion or other penalty deemed necessary.

SECTION 6 - CLUB SAFETY

- 6.1 Responsibility - Safety is the responsibility of every member of each SIS group member. Each SIS affiliated club shall be responsible for implementing a safety program and monitoring its own safety program, which shall be structured in a manner consistent with the goals, guidelines, and restrictions provided by USA Swimming and its insurance carriers.
- 6.2 Safety Coordinator - Each SIS affiliated club shall appoint a safety coordinator, inform the SIS Operational Risk Chair who this person is, and have the person's name available on the website. The Club safety coordinators' responsibilities shall be in accordance with Article 602.2.3 of the USA Swimming Bylaws and shall additionally include
 - 6.2.1 Promoting safety awareness among all persons connected to the club, including coaches, parents, and swimmers;
 - 6.2.2 Encouraging coaches and facility staff to maintain a hazard-free venue;
 - 6.2.3 Developing emergency action procedures in cooperation with coaches, swimmers, parents, and facility personnel.
 - 6.2.4 Ensuring that reports of occurrence are filed for the club when incidents occur and that incidents are tracked to conclusion.
- 6.3 Coaches - SIS club coaches shall supervise all practices, and maintain current certifications in all safety courses required by USA Swimming. All coaches must complete all training as required by the state of California to work with youth athletes.
- 6.4 Reports of Occurrence
 - 6.4.1 The Report of Occurrence shall be submitted by the coach, official or club/facility designee any time there is an accident or injury during any USA Swimming activities such as Sanctioned or Approved swim meets, swimming practices, contracted Swim-a-Thons or approved social events. The parent or injured party should NOT submit the form.
 - 6.4.2 The filing of Reports of Occurrence shall be the responsibility of the involved SIS coach / official or club/facility designee (not parent or injured party).
 - A. Reports shall be made using USA Swimming guidelines and forms.

- B. Copies of the reports shall be filed with USA Swimming, the current USA Swimming insurance carrier, and the SIS Operational Risk / Safety Coordinator.

SECTION 7 – MINOR ATHLETE ABUSE PROTECTION POLICY

SIS is dedicated to providing a safe and supportive environment along with protection for all of their swimmers. Swimmers must feel comfortable and safe during their swimming journey. As a USA Local Swim Committee (LSC), we stand behind all the efforts and resources USA Swimming provides to lead our sport safely.

Therefore, SIS requires the following:

- 7.1 All SIS sanctioned teams shall fully implement the most current version of USA Swimming MAAPP and abide by its rules and regulations.
- 7.2 All adult athlete members shall complete the required Athlete Protection training and abide by the rules and regulations of the most current version of USA Swimming MAAPP.
- 7.3 All non-athlete members shall complete the required Athlete Protection training and abide by the rules and regulations of current version of USA Swimming MAAPP.
- 7.4 All Board run clubs shall ensure Board members are in compliance with the current version of USA Swimming MAAPP
- 7.5 SIS shall ensure that all sanctioned USA swimming events within it geographic area have the required Meet 360 language and meet the expectations of current version of USA Swimming MAAPP and USA Swimming's Safe Sport program.
- 7.6. SIS requires that all non-sanctioned events (i.e., novice meets, team events) held by teams meet the requirements of the current version of USA Swimming MAAPP and expectation of USA Swimming Safe Sport.
- 7.7 Any meet host that does not have the required signage posted about Safe Sport requirements in the competition area and / or meet the current USA Swimming Safe Sport expectations for restroom facilities will be fined \$50 per session. The meet referee will be asked to notify the Officials Chair when this situation occurs at an SIS sanctioned event and was not corrected when requested. Any fine will be included with any other fines from the meet for lack of officials.
- 7.8 Use of team canopies and tents at USA Sanctioned Meets, Novice or Unsanctioned Meets, SIS Events, and Team Events must adhere to the following enclosure options:
 - a. All four sides can be enclosed with a minimum of one side having a fully transparent enclosure that is public facing.
 - b. If non transparent sides are used, then a minimum of one side must be open and public facing.
 - c. When canopies are placed next to each other, there must be clear visibility to the interior of all canopies.
 - d. If tents are used, then at all times, the opening into the tent must be secured in such a way that there is visibility into the tent at all times.

Meet hosts, meet directors, meet referees, and team coaches are responsible for following these rules.

SECTION 8 – TRAVEL POLICY

- 8.1 SIS affiliated clubs are required to develop their own travel policies that adhere to the most current version of USA Swimming Minor Athlete Abuse Protection Policy (MAAPP). USA Swimming will provide a model club travel policy as an example. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.
- 8.2 SIS Selected Team (primarily age group all star team or Western Zone age group team): All Swimmers, Coaches, Chaperones and Officials selected to represent San Diego-Imperial Swimming must follow the most current version of USA Swimming MAAPP.
 - 8.2.1 If and when the decision is made that the SIS selected team will travel together, specific Team Travel rules will be outlined in the specific meet packet and must be followed.
 - 8.2.2 The SIS swimmer and parent (or legal guardian) must sign the code of conduct (example is included in Attachment 1).
 - 8.2.3 Failure of the swimmer to follow all rules, procedures, and guidelines outlined in the meet information packet shall result in forfeit of any travel expense reimbursement for the swimmer.
 - 8.2.4 Violations of the USA Swimming Code of Conduct as outlined in Article 304 of the USA Swimming Rule Book that occur during team travel are subject to disciplinary action at the jurisdiction of the USA Swimming national Board of Review.

SECTION 9 - PUBLICATIONS AND COMMUNICATIONS

- 9.1 SIS shall maintain a website at www.si-swimming.com.
- 9.2 The SIS Bylaws shall be reviewed annually by the House of Delegates and posted on the SIS website.
- 9.3 The SIS Policy and Procedures Manual shall be reviewed by the SIS Board of Directors annually and updates posted on the SIS website. When needed, changes can be made more frequently.

SECTION 10 - SIS EQUIPMENT

- 10.1 All committee chairpersons are responsible for maintaining an inventory of their goods and equipment.
- 10.2 The registrar will maintain an inventory of goods and equipment

- 10.3 The equipment committee chairperson will be responsible for consolidating a single list of all SI goods and equipment and reporting to the Board of Directors on a regular basis and at each yearly House of Delegates meeting.

SECTION 11 - FUNDING OF SIS REPRESENTATIVES AT APPROVED USA SWIMMING EVENTS

- 11.1 USA Swimming has a number of educational and governance opportunities each year. This includes the annual business meeting, zone workshops, various leadership opportunities for coaches and swimmers, and educational opportunities for various board and committee members. The SIS Board will support individuals attending these events as follows:
- a. Travel (either airfare or mileage at standard IRS rates) to and from the event
 - b. Hotel accommodations at the event
 - c. Other expenses (including a per diem) when written approval is given by the SIS Board of Directors.
- 11.2 Each individual attending will be required to submit receipts to the Treasurer to receive any funds from SIS. When traveling as part of an SIS delegation, travel funds may be charged directly to an SIS credit card. When USA Swimming funds provides a partial travel stipend, these amounts will be subtracted from the total amount reimbursed.
- 11.3 SIS will only pay for a board or committee member to travel to one event per year when appropriate. Exceptions to this policy must be agreed by the SIS Board of Directors.
- 11.4 SIS will allow for travel for no more than 15 people per year. Individuals covered include (1) board members attending USA Swimming workshops and meetings, (2) officials, (3) coaches and athletes attending leadership / educational opportunities, (4) SI coaches, officials, and (5) past age group SIS athletes on USA Swimming national committees. Exceptions to this policy must be agreed by the SIS Board of Directors.
- 11.5 Travel Expense: The amount to be established for Travel Expense shall be determined in the budget or by the SIS Board of Directors as a part of the General Fund.

SECTION 12 – SIS SWIM OFFICIALS

- 12.1 General Responsibilities: To develop and conduct programs to recruit, educate, train and certify USA Swimming officials.
- 12.2 Official Clinics: SIS shall provide instructional clinics for people desiring to become officials. Clinics shall be scheduled and operated by the Officials Chair and his / her committee.
- 12.3 Equipment: All equipment used in competitive swim meets (such as timing systems, meet management software, etc.) shall be approved by SIS and comply with the USA Swimming Rules.
- 12.4 Uniforms: The Officials Committee shall decide the official's uniform, with the consent of

the Board.

- 12.5 Certification: Officials certification process will be set through the Officials Committee. The Committee shall define positions, define the standards, establish the initial and renewal requirements for positions, and issue certifications to officials meeting the standards.
- 12.6 Standards: The Officials Committee may set standards in addition to the USA-S stated in rules 102.10.2 for Qualification, Certification, Re-certification and De-certification:
 - a. Age of at least 21 years
 - b. Attend a formal clinic for the position involved
 - c. Pass USA swimming test for position involved
 - d. Demonstrate maturity in officiating
 - e. Demonstrate proficiency in the position
 - f. Submit an application
 - g. Work a minimum of six sessions in the position for which applied
 - h. A referee must be qualified in all other official categories
 - i. A starter must be a qualified stroke and turn judge.
- 12.7 Maintaining Status: To maintain Certified or Qualified status an official must work a minimum of 3 sessions, not including the Short or Long Course Championships, in San Diego Imperial LSC every 6 months.
- 12.8 List: The Officials Committee shall maintain a list of certified officials, categories, and expiration dates.
- 12.9 De-certification: An official de-certification by the Officials Committee has all the rights and appeals provided by the USA Swimming Rules and Regulations. An official may not officiate in the de-certified capacity during the appeal process.
- 12.10 The Officials Committee is responsible for ensuring all officials are current members of USA-S, that all have a current Background Check acknowledged by USA-S, and all have successfully completed the Athlete Protection Training and any other required training from USA Swimming and the State of California.

SECTION 13 – TRAVEL ASSISTANCE PROGRAM

- 13.1 Purpose: The SIS National Travel Program provides assistance with travel expenses for SIS swimmers and SIS representatives who are involved in National Events, USA Swimming International Team Selection Meets, CA/NV Sectionals, U.S. Open and U.S. Open Water Nationals, Senior Zone Championships, Futures, and Disability Swimming and U.S. Paralympic Swimming designated events. This list can change as USA Swimming adjusts its schedule at the discretion of the SIS Board of Directors. The program will include pro swimmers / post graduate swimmers if the swimmers meet all requirements of the travel assistance program. It shall be administered by the Senior Vice Chair under approval of the Board.

- 13.2 Events: When the annual SIS budget is approved, the SIS Board of Directors shall confirm the events for which funds will be provided in that fiscal year. The Senior Vice Chair shall submit its recommendations of the meets to be funded prior to the start of the budget process.
- 13.3 A swimmer may receive funds for one National level meet each season and one CA/NV Sectional meet (or Senior Zones or Futures meet). The SIS Board of Directors has the discretion to add an additional National level meet as USA Swimming adjusts its schedule. A swimmer can also receive separate funding for a single open water National level meet. Open Water Zones may be supported. A swimmer who for the first time qualifies for USA Swimming Nationals after the final closing deadline for the same season USA Swimming Junior National Championship may receive funding, if qualified in accordance with the remainder of this section, for both meets.
- 13.4 A swimmer may receive funds to reimburse air fare to an USA national select or National Diversity or Western Zone Diversity, or National Para / Disability camp.
- 13.5 The coach of a para swimmer participating in a recognized National disabled competition (i.e. national wheelchair, dwarf athletic association) can request with a letter to the SIS Senior Vice Chair. The board will make final decision on the funding.
- 13.6 Source of Funds: Funds shall be generated from a surcharge on all entry fees, and earned interest unless otherwise stated herein or directed by the SIS Board of Directors.
- 13.7 Distribution of Funds: Each year SIS Board of Directors shall establish in the Budget the estimated funds for each meet. The base rate for each qualified individual swimmer will be agreed by the SIS Board of Directors based off the location and level of the meet.
- 13.8 Division: A swimmer who qualifies for funds shall receive the amount allocated in one-third increments. The division of funds shall be:
- a. One third share if registered in SI in the current registration year.
 - b. Two-thirds share if registered in SI in the current calendar year and the previous registration year.
 - c. Full share if registered in the current calendar year and the previous two registration years.
 - d. Bonus: A bonus of 25% shall be allocated to a swimmer if at least one of the entry times for the National Meet was earned at a SIS sanctioned meet and the swimmer qualifies for a full share. The SIS Board of Directors may NOT waive the requirements or the reward for the bonus. The bonus amount is available for Junior Nationals and above.
- 13.9 Swimmer Eligibility: To be eligible for travel assistance funds a swimmer must:
- a. Be currently registered as an USA Swimming athlete in good standing.
 - b. Be registered in the SI LSC
 - c. Be attached to an SIS club or in the process of an intra-district transfer at the time of the qualifying meet.
 - d. Meet the qualifying time in an individual event
 - e. Swimmers going to the meet as “relay only” without an individual qualifying time will receive ½ of any budgeted amount unless the Board of Directors votes for a different

percentage in any given year.

13.10 Additional Requirements to items listed in 13.7 and 13.8

13.10.1 Non-college / post graduate / pro swimmers

- a. Must have swum in three SI meets that are open to all swimmers in the one year preceding the meet for which funds are requested.
- b. If circumstances exist where sufficient USA swimming sanctioned meets are not being held within SIS, this requirement will be waived.

13.10.2 For college swimmers

- a. If a swimmer has not been registered with SIS for three or more years, swimmer must attend at least 2 SIS meets and will only be eligible for the partial amount 1/3 for 1 year of registration or 2/3 for 2 years of registration
- b. If a swimmer has been registered with SIS for three or more years, swimmer will receive automatic approval if they attend at least 1 SIS meet.
- c. If swimmer does not meet the meet requirement, they may apply for a waiver

NOTE 1: A swimmer does not have to make qualifying times in an SI meet.

NOTE 2: Time trials that are included on the regular program schedule shall count as meets for travel fund eligibility.

NOTE 3: Special Considerations: College swimmers, swimmers over eighteen, and other exceptions may be considered on an individual basis by the Board, upon written request.

13.11 Fund Distribution for the fiscal year will be published once the SIS Board of Directors has voted on it.

13.12 Conditions for Funds and Disbursement: The team must submit the appropriate National Travel form and submit it to the SIS Senior Vice Chair with all required information within 30 days of the last day of the meet. Unattached swimmers traveling with the team can be included in the submittal. The team will receive a single check for each meet and be responsible for further disbursement of funds to the swimmer's family per team policy.

13.13 A swimmer qualifying for the first time Senior Nationals at the Junior Nationals of the same season may submit a request for funds within 10 days of the close of the Junior Nationals.

13.14 Reporting: The Senior Vice Chair shall present a written summary of the travel reimbursement for each designated meet at the Board meeting immediately following the disbursement of funds for each meet. Any exceptions requiring Board approval will be voted on at the same meeting.

13.15 Age Group Travel: The SI Age Group Travel Program shall assist in providing team and travel expenses to SI swimmers and staff who are able to compete or support the All Star Dual Meets, the Western Zone Meet including Open Water, or the Age Group program.

13.15.1

13.15.2 Distribution:

Each year following the announcement of the location of the All-Star Meet and/or the Western Zone Meet, SIS shall establish the total funds for each meet in the yearly budget. Specific use of the budget will then be agreed by the Board prior to publication of the meet application packet for each meet. . . They shall be guided by the distance and travel costs to each meet.

- SIS will pay meet entries for the team
- All other costs for the swimmers / families will be outlined in the meet application packet.
- SIS will pay for coaches travel and accommodation
- SIS will pay stipend to coaching staff for each meet day; amount to be agreed by the SIS Board of Directors each year.
- The SIS Board of Directors will agree the total funding for the team no later than 60 days prior to the meet.

13.15.3 Code of Conduct:

Prior to any event for which Age Group Travel Fund moneys are distributed, all those requesting moneys shall submit a signed copy of Code of Conduct. This is in addition to the informed consent ruling.

SECTION 14 – SIS SANCTIONED, OBSERVED, or APPROVED MEETS / TIME TRIALS

14.1 SIS Meet Calendar Approval

- a) The program committee will submit a twice yearly calendar of proposed sanctioned meets for approval by the Board. The short course season should be provided at or before the May BOD meeting and the long course season should be provided at or before the January BOD meeting.
- b) Meet calendar should include meets for all levels. Championship (prelim / finals) meets should be held in December, February or March, and mid July to late August. The Spring Age Group Championship meet will be limited to 14&under.
- c) A senior invitational maybe held in February and a prelims / finals meet may be held in May or June.

14.2 Meet Fee Structure

- a) The Board will approve a meet fee structure for the upcoming registration year based off the previous year meet financial reports no later than the July meeting.
- b) The meet fee structure can be revised in the event of extraordinary circumstances.

14.3 Bid Process

- a) The program committee will conduct the bid process for teams to bid on meets within two weeks of receiving board approval.
- b) A minimum of 3 weeks will be given to teams to provide required information for meets they wish to bid on.
- c) The program committee will work to have all interested teams that bid on meets host throughout the year.
- d) Rebids will take place as needed in a timely as possible basis.

- e) All teams bidding on meets are expected to be Safe Sport Recognized (SSRP) at the time of bidding or commit to be SSRP by the time of the meet. A fine will be levied if a team does not follow-up thru with the commitment to be SSRP within 45 days of meet completion.
- f) The bid meeting will be posted on the website and open to all members of SIS.

14.4 Sanction / Meet Announcement Process:

- a) SIS registration and / or sanction will maintain a meet announcement template for teams to use that meets all USA Swimming Sanction requirements in Article 202.4 of the USA Swimming rulebook, current Meet 360 requirements for sanction and any additional requirements from the Program Committee (i.e., late entries, on-deck registrations). The meet announcement template will include language around management of the four-hour rule for 12&unders.
- b) Scratch and no show rules will be consistent across all meets held in SI (with the exception of zone / USA Swimming sponsored meets). No show in a prelim (or timed final) in a deck seeded meet may result in swimmer being barred from the next event (pending clarification). No show in finals will follow USA Swimming rulebook Article 207.11.6.D (all) and Article 207.11.7.E (1-3)
- c) When a meet is running at multiple sites on the same weekend, the meet must have a consistent offering to the members with the advice and consent of the program committee (i.e., relay opportunities, event order, awards for swimmers)
- d) All host teams / meet directors are responsible for submitting a sanction application, fees and draft meet announcement to the SIS Registration Chair. In the event that SIS Registration chair is the team host or meet director, the information will go to the Technical Chair or General Chair.
- e) The meet announcement must be reviewed by the assigned meet ref. If no meet ref is assigned, the officials chair should review. The sanctioned meet announcement will have the meet ref, meet director, and meet management person names and emails.
- f) The sanction / meet announcement should be completed and posted on the website no less than 45 days before the start of the meet.

14.5 Meet Entries

- a) An approved meet manager software will be used to set up and run all meets.
- b) Each meet must have a USA Swimming registered adult member to manage meet entry, swimmer reconciliation, collection and review of times and submittal of times to upload to SWIMS.

14.6 Pre-Meet Required Activities:

- a) The assigned meet admin must send a back-up of the meet to the SIS registration Chair for athlete reconciliation (including valid USA Swimming membership / up to date APT)
- b) The SIS registration chair is required to give feedback within 72 hours of receiving the back-up. If the SIS registration chair is unable to perform the duty within this timeframe, then an alternative USA Swimming registrar needs to be requested by the meet admin
- c) The meet director / team host is responsible for providing meet information sheet that includes information on adult, official, swimmer bathrooms, tarp set-up, timing assignments, and any other pertinent and / or USA Swimming required information. Meet session, number of competition lanes, and warm-up times should be included in document. It is expected that meet sessions with 12&under will be planned using the four-hour rule. This document must be reviewed and approved by meet director, meet admin, and meet ref

prior to distribution. Final decisions on meet sessions should be agreed with the meet ref, meet director and meet admin.

- d) The meet program (psych sheet), meet timeline, and meet information sheet will be sent to the all entered teams, the meet ref, the officials chair and web team (web@si-swimming.com) no later than Wednesday afternoon before the meet begins.
- e) If sufficient officials are not signed up to work the meet 24 hours prior the meet start to meet USA Swimming requirements for a sanctioned competition, then sessions or the entire meet may run as an unsanctioned competition without timing equipment

14.7 Meet Running:

- a) All SI Sanctioned meets will be run following the rules outlined in the USA Swimming rulebook, specifically Article 102.
- b) All meets must follow facility specific requirements during the running of the meet.
- c) It is recognized that circumstances beyond the control of the meet host could require a meet to be cancelled after the entries and money are received. If this happens, the meet host will provide a list of all teams that have fully paid to the LSC and determine if a portion of the received meet fees can be returned to the teams that have paid. Any team that has not paid their meet fees will be fined by the LSC their portion owed to the host team.

14.8 Post-Meet Requirements:

- a) At the conclusion of the meet, a back-up will be sent to the Times Chair for another athlete recon and uploading of the times to SWIMS.
- b) Fees for ineligible athletes swimming in a meet: If the post meet athlete recon report shows that a swimmer competed without a valid USA Swimming registration (including lack of APT), the following fines apply:
 - a. Team accepting entries after receiving pre-meet recon: \$50
 - b. Swimmer entering meet: \$50
 - c. Team of swimmer entering meet: \$50
- c) The meet ref must be provided with a swimmer count by team report for each session to determine if there are any official fines to be levied.
- d) The Times Chair will send out the meet results file and pdf results to the team host / meet directors for distribution to the entered teams and the web team (web@si-swimming.com)
- e) Within 5 days of the meet completion, the meet director is responsible for providing the entry / splash information and meet management reports to SI. Instructions are included on the financial report.
- f) Within 45 days of the last day of the meet, the team host / meet director is responsible for completing the meet financial report and sending to the SI Financial Chair with a cc to General Chair. A meet report that reconciles to the splash count on the report must be included.
- g) A summary total along with total amount owed to SI can either be submitted via Team Unify to the LSC or by mail to the SI Registration Chair within 45 days of the last day of the meet.

14.9 LSC Hosted Meets

- a) In the event that the LSC is hosting any meet, the assigned meet director is responsible for following the above policies and procedures.
- b) All LSC meets that are expected (i.e., based off previous year swimmers) to have more than 500 swimmers, will have a meet director with no other duties during the meet.
- c) All assigned meet director for all LSC meets provides a budget to the Board prior to the meet that outlines the expected income and expenses.

- d) All LSC meets are required to have assigned hospitality personnel throughout the meet.
- e) Expenses from the meet should be either direct billed to the LSC or be covered using an SI credit card whenever possible.
- f) Named volunteer official leads (meet ref, meet admin, head starter, and team lead CJ) will receive a \$50 / day travel stipend for each day of meet when home is more than 20 miles from facility (one way). 14.10 Zone / USA Swimming Co-Hosted Meets
- a) Any Zone or USA Swimming co-hosted meet will be run in accordance with the rules of governing body of that event.
- b) Team that is the event host is required to provide a copy of the financial report to the LSC ~ format is at the discretion of the governing body.
- c) No SI registered non-athlete member will receive expense reimbursement for volunteering at the event until specifically outlined by the rules of the governing body.

14.11 Meets outside of the SIS Meet Calendar

- a) A team requesting to host a meet or time trial outside the meet calendar must submit a sanction, meet announcement, and meet format to the Technical Chair for approval. If the Technical Chair is a member of the team requesting to host the meet or time trial, then the General Chair must approve meet.
- b) A team must specify timing equipment / back-up being used to meet USA Swimming requirements.
- c) The team must work with the officials chair to have sufficient trained officials available to meet USA Swimming requirements for meet.
- d) If the meet or time trial is held on the same weekend as a sanctioned meet on SIS meet, the team must receive written permission from the meet director(s) of the host club.
- e) The meet or time trial must follow other requirements outlined in this section including completing athlete recon, times uploading, and completion of a meet financial report.

14.12 Observed / Approved Meets

- a) The fee for having an observed or approved meet will be set yearly by the SI Board of Directors.
- b) Requirements outlined in Article 202.8 must be met for times to be loaded into SWIMS.
- c) All requests for an observed meet must be submitted via google form to the SI office that will be available on the SI website no less than 10 days in advance of the meet.
- d) Payment to SI must be received on or before the 1st day of the meet.
- e) The officials chair will assign the observed officials to the meet and have final authority if sufficient qualified officials can be provided.

14.13 Air Quality for SIS Sanctioned Meets

- a) If the air quality index (AQI) as defined by the EPA at the nearest measuring station for any facility hosting a meet / session is considered unhealthy, very unhealthy, or hazardous, the session will be cancelled.
- b) Facility management also has the right to cancel a meet / session for unhealthy air quality using their standards.

SECTION 15 – MEET OFFICIALS for SIS MEETS

- 15.1 Host Team Supplied Officials: The application for Sanction must have identified on it the name of the Meet Director. The Meet Director and the two host team officials must be

current USA Swimming non-athlete members in good standing. The host team must provide the following meet personnel:

- Meet Director
- Meet Admin Official
- Chief Timer
- Clerk of Course, if applicable
- Two Marshals at all times, one of each gender
- Award Personnel, if applicable
- Announcer, if applicable
- Runners
- Two certified officials for all sessions

15.2 Fines

15.2.1 Failure to Provide Officials: The host team will be required to furnish a minimum of two (2) officials, excluding meet admin for each session of the meet. If the host team provides no officials throughout the meet, an additional \$100 fine per meet will be owed. Host teams with more than sixty (60) athletes in any given session are requested to furnish officials in accordance with paragraph 15.4. Should a host team fail to provide the required two officials to a session, then the fine in the Fee Schedule per official per day shall be levied. An example is a host team with 61 swimmers must provide 3 officials. Collected funds shall be deposited in the General Fund.

15.3 Non-Host Team Supplied Officials: SI-registered clubs attending SI-sanctioned swim meets are required to provide qualified officials for every meet session in which their athletes compete as follows:

15.4 No official is required for clubs with ten (10) or less athletes competing in a given session. Clubs with eleven (11) to thirty-four (35) athletes require one official per session. Clubs with thirty-five (36) athletes to sixty (60) athletes require two officials per session. Clubs with sixty-one (61) to eighty-five (85) officials require three officials per session, and for clubs with eighty-six (86) or more athletes per session, four officials are required.

15.5 The fine to a club for not furnishing the first required official is \$75. The fine for not furnishing each additional required official is \$75. See the chart below for clarification.

Athletes	Required Officials	Officials Furnished And Fine	Officials Furnished And Fine	Officials Furnished And Fine
0 – 10	0	0 = \$0	1 = \$0	2 = \$0
11 – 35	1	0 = \$75	1 = \$0	2 = \$0
36 – 60	2	0 = \$150	1 = \$75	2 = \$0
61 – 85	3	0 = \$225	1 = \$150	2 = \$75
86 & up	4	0 = \$300	1 = \$225	2 = \$150 3=\$75

- 15.6 Only entered swimmers who check-in for a session will be counted towards a club's total number of athletes.
- 15.7 Exemptions:
- Upon application a new team may be exempt for one year by approval of the board of directors.
 - Athletes with disabilities will not be included in the team's total number of athletes.
- 15.8 Any fine related to this requirement to provide officials may be appealed to the Board. Teams providing a letter to the SI Administrative Chair of substantial compliance, i.e., have in the past few months trained people to assume the role of an official in the future, may have the fine waived
- 15.9 For SIS run meets, teams are required to provide minimum number of officials for timed finals / prelim sessions as outlined in Section 15.4 and will be fined per Section 15.5 when officials are not made available.

SECTION 16 - Officials Travel Assistance to USA Swimming “Starred” Meet

The goal of this Program is to help defray the costs for certified SI officials attending USA Swimming meets to obtain national level certification and re-certifications and/or gain experience that will improve officiating within SI.

- 16.1 Qualified Meets: Officials Qualify Meets (OQM) that will be considered are the same meets that SIS supports swimmers and coaches. These can be found in Section 13.1 of the SI policies and procedures
- 16.2 Program Specifications:
- The Program reimbursements amounts will be set to match the SI swimmer meet reimbursement amounts set by the SI Board of Directors.
 - An individual SI official is limited to the one (1) N3 incentive program reimbursement for attending an SI qualified OQM USA swimming national level meet per fiscal year.
 - An annual budget for officials shall be established each year by the Board of Directors, based upon the recommendation of the Officials' Chair.
 - Assignment as a lead official whose accommodation and travel expenses are covered by USA swimming (i.e., Meet Referee, Head Administrative Referee, Head Starter, or Team Lead Chief Judge) renders the official ineligible for this incentive program. Additionally, those officials who attend the Western Senior Zone or Western Age Group Zone meets are ineligible as those meets have their own reimbursement programs.
 - Officials receiving money from any other source for attending the same meet are also not eligible.
- 16.3 Requirements:
- The official must be registered with USA Swimming through SI for at least 12 months prior to the meet and be an SI official during the time of the meet for which they are requesting assistance. Exceptions to this requirement must be approved by the Official's Chair.

- The official is required to work a minimum of 4 sessions and ideally will work the entire meet. In the request to the official chair, the official needs to state the number of expected sessions that will be worked at the meet.
- Officials must have worked a minimum of 16 sessions and officiated in at least 8 sanctioned SI meets during the 12 months immediately preceding the request for reimbursement. One of the 8 sanctioned meets must be a B/C meet
- If the official is a Board member or the Officials Chair, then the requirement for officiating is 12 sessions or 6 meets.
- The official must receive the Officials Chair's recommendation and pre-meet approval. The request is then submitted to the Admin Vice-Chair for final approval by the Board of Directors.
- The official must complete the same form used by the teams and must submit within 30 days of the last day of the meet to receive the funds.

SECTION 17– INTERNATIONAL / COLLEGE SWIMMERS

- 17.1 Any swimmer who has competed for a foreign World Aquatics federation within the previous 60 days cannot compete in the San Diego Imperial Short Course Junior Olympic Championships
- 17.2 Any swimmer who has competed for a foreign World Aquatics federation within the previous 60 days or is 19 and over can only swim as exhibition in the San Diego Imperial Long Course Championships
- 17.3 Any swimmer who has competed for a foreign World Aquatics federation within the previous 60 days cannot set any San Diego Imperial records.
- 17.4 Any swimmer representing a college team or swimming during the college season as unattached cannot set any SIS records.
- 17.5 If a swimmer has never competed in a San Diego Imperial open meet, he or she is not eligible to hold an SIS record.
- 17.6 Prior to publication, the records will be reviewed by the Age Group Chair, Senior Chair, and Coach Representative, and an Athlete Board Representative.

SECTION 18– TRANSGENDER ATHLETES

- 18.1 A minor transgender athlete member should be allowed to participate in accordance with his or her gender identity, irrespective of the gender listed on the athlete's birth certificate or other records and regardless of whether the athlete has undergone any medical treatment. The policy should not prevent an athlete from electing to participate in an activity according to his or her assigned birth gender.

This means an athlete who is biologically female but has a male gender identity should be allowed to participate in male events and an athlete who is biologically male but has a female gender identity should be allowed to participate in female events.

- 18.2 Practices with Transgender Athletes

- 18.2.1 When an athlete (and/or the athlete's parents) discloses a transgender identity, coaches should request a change of the athlete's gender in SWIMS by contacting Membership or Safe Sport staff at USA Swimming. Once this is completed, the athlete will be able to be entered in events that match his/her gender identity.
- 18.2.2 At all times, teammates, coaches, and all others should respect the confidentiality of transgender athletes. Discussion or disclosure of an individual's gender identity should only take place after expressed permission is given by the individual or the individual's parents.
- 18.2.3 In all cases, teammates, coaches, and all others should refer to transgender athletes by the athlete's preferred name. Similarly, in all cases, pronoun references to transgender athletes should reflect the athlete's gender and pronoun preferences.
- 18.2.4 Transgender athletes should be able to use the locker rooms, changing facilities, and restrooms that are consistent with his/her gender identity or when requested, transgender athletes should be provided access to a gender-neutral space (i.e., family restroom) if available on the premises.
- 18.2.5 Prior to meets, without violating an athlete's confidentiality, coaches should communicate with the meet host regarding expectations for treatment of transgender athletes in the pool, on deck, and in the locker room.
- 18.2.6 When overnight travel is involved, transgender athletes should be assigned to share hotel rooms based on their gender identity. Athletes who request extra privacy should be accommodated whenever possible.
- 17.2.7 Transgender athletes should be permitted to dress consistently with their gender identities, including warm-ups and team gear.
- 18.2.8 Transgender athletes should be permitted to wear whatever swimsuit is most comfortable for them, so long as the suit does not extend below the knee or past the shoulders.
- 18.2.9 Clubs should provide training to their staff and regular volunteers regarding their responsibilities to prevent, identify, and respond to bullying, harassment, and discrimination. Such topics should include terms and concepts of gender identity and expression and bystander intervention strategies related to bullying. Contact SIS Safe Sport Vice Chair or USA Swimming Safe Sport staff for training program recommendations.

The USA Swimming Code of Conduct specifies that discrimination against any member or participant on the basis of gender, sexual orientation, and gender expression is prohibited (304.3.3). In the event that a question should arise about whether an athlete's request to participate in a manner consistent with his/her gender identity is bona fide, USA Swimming will refer to the Code of Conduct and follow its standard procedures of enforcement.

18.3 Restroom/locker room facilities at SIS Swimming sanctioned meets and member clubs for transgender athletes:

18.3.1 For situations where a transgender athlete or non-athlete member wants to participate in a meet (and their transgender status is known):

- a. The transgender person (or coach, parent or legal guardian), should be invited

- to confidentially let the meet director and/or meet referee know of the person's presence at the event;
- b. The transgender person should be invited, but not required, to use gender neutral restroom / locker facilities if available
 - c. If no gender neutral facilities are available, or used, the transgender person should be allowed to use the facility consistent with his/her gender identity, but should be invited to have a friend, coach, marshal, etc. of the appropriate gender to check the facility beforehand, in an effort, to protect, as much as possible, the privacy interests of all, including minors:
 - d. If the person refuses to have someone check facilities for them, then they nevertheless, should be allowed to use the facilities consistent with their respective gender identities.
 - e. It is, and should be, SIS Swimming's policy to uphold principles of confidentiality, privacy, and equality for all of its athlete and non-athlete members. As a result, USA Swimming's Code of Conduct (Art. 304) applies to all members and non-athlete members.

18.4 Definitions within section

18.4.1 Transgender: One's personal knowledge and identification of gender differs from social, conventional, or cultural expectations based on the sex they were assigned at birth. (ex: transgender women [a women], transgender man [a man], or people who are non-binary, or fall somewhere else on the gender spectrum).

18.4.2 Gender identity: A personal sense of one's own gender.

18.4.3 Gender expression: How a person presents their gender on the outside, often through behavior, clothing, hairstyle, voice or body characteristic (ex: feminine, masculine, androgynous, etc), but this is not always the case.

SECTION 19 - COMPLAINT RESOLUTION

- 19.1 At the discretion of the General Chair and/or the Chair of the Administrative Board of Review, a panel may be assigned to investigate any matter brought to their attention by the submission of a written complaint.
- 19.2 The investigative panel shall determine if there is sufficient merit to justify a hearing by the SIS Board of Review and shall notify the Chair of the Board of Review of their finding. The Chair of the Board of Review shall either schedule a hearing in accordance with Article 610 of the Bylaws of San Diego-Imperial Swimming or shall notify the complainant in writing of the decision to dismiss, i.e., not to hear the matter. Any decision of the Chair of the Board of Review to dismiss a matter shall be binding on the whole LSC Board of Review and may be appealed to the National Board of Review in accordance with Article Four of the USA Swimming Rules and Regulations.
- 18.3 Where appropriate, an investigative panel may work with the complaining party to broker a solution to a problem. Where a satisfactory solution cannot be affected, the complaint

shall continue through the Board of Review process in accordance with Article 610 of the Bylaws.

Attachment 1:
SI Code of Conduct

(updated 11/2021 to reflect compliance and recommended best practices re: MAAPP)

All athletes, team staff, and parents of minors are apprised in writing of this Code of Conduct and the attached USA Swimming Code of Conduct. A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.

1. Athletes will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
2. Athletes will follow all directions given them by assigned coaches, chaperones and non-athlete USA swimming members from SI.
3. Athletes and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of SI or be detrimental to its performance objectives. This behavior covers all social media use (including but not limited to Instagram, Twitter, Snapchat, VSCO, and text).
4. The possession or use of alcohol, nicotine or tobacco products by any athlete is prohibited.
5. The possession, use, sale/distribution or threats of any controlled or illegal substance or any form of weapon is strictly forbidden.
6. No “deck changes” are permitted. Athletes are expected to use available change facilities or provided changing tents.
7. Athletes are reminded that when competing on an SI travel team and attending other meet-related functions, they are representing both themselves, their club and SI swimming. Athlete behavior must positively reflect the high standards of SI.
8. Athletes are to refrain from inappropriate physical contact at all activities and events
9. Athletes are to refrain from use of inappropriate language.
10. Athletes are to refrain from Inappropriate or destructive behavior. If aware of such behavior by an SI teammate, athlete has the responsibility of immediate reporting of such behavior to coach or administrative staff.

Potential Consequences:

Failure to comply with SI Code of Conduct as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:

- Dismissal from the trip and immediate return home at the athlete’s expense;
- Disqualification from one or more events, or all events of competition;
- Participation in educational opportunities that are recommended by USA Swimming
- Disqualification from future team travel meets;
- Financial penalties;
- Dismissal from the team; and/or
- Proceedings for a LSC or USA Swimming National Board of Review hearing.

Athlete Signature: _____

Parent Signature: _____

Club Team Coach Signature: _____

