

MARYLAND SWIMMING, INC.

RULES AND REGULATIONS

ARTICLE 1

REGISTRATION AND INSURANCE

Section 1.1 Registration. All swimmers who participate in meets conducted by Maryland Swimming, Inc. (MSI) or its member clubs must be registered with USA Swimming, Inc. (USS) as athlete members. USS offers two categories of individual memberships, athlete and non-athlete. Non-registered people on deck during a meet, exclusive of meet volunteer workers, will be required to leave the deck.

Section 1.1.1 Non-athlete members are further designated as coach, official, administrator and other.

(a) All coaches on deck at practices and meets must be registered and meet special training requirements to qualify as a registered coach.

(b) All meet directors and officials, including apprentice officials, meet safety director and meet marshals must be registered as non-athlete members.

(c) Non-athlete membership is also required of MSI board members and club representatives.

Section 1.1.2 A seasonal membership available for athletes and clubs.

Section 1.1.3 Open Water – A, single meet, USA Swimming open water membership is available for individuals wishing to compete in an open water event.

Section 1.2 Club Affiliation. Swimmers who are members of a swim club usually register as members of that club and are said to be “affiliated” or “attached” to that club.

Section 1.2.1 When swimmers enter meets as affiliated with a club, they can earn points for the club and swim on relays.

Section 1.2.2 Swimmers who participate without being affiliated with a club are said to be “unattached”. An unattached swimmer may not swim on club relays and may not earn points for a club.

Section 1.2.3 A swimmer who changes clubs must wait 120-days after his/her last competition with the former club before representing the new club in competition. During the 120-days, the swimmer must compete as an unattached swimmer. This 120-day rule restriction does not apply to high school or collegiate swimmers who are joining a USS club at the conclusion of their non-USS-club school season. A USS transfer form must be completed to change club affiliation.

Section 1.2.4 Insurance Coverage. Registered members of USS/MSI are insured under a secondary accident medical insurance policy. Any accident, no matter how seemingly insignificant, which occurs at practice or at a swim meet, must be reported to the LSC Safety Chairman, and to USS.

Section 1.3 False Registration.

Section 1.3.1 There will be a \$100 fine imposed against any Member Club signing a document or submitting an electronic document which indicates a swimmer is registered with USS when that swimmer is not properly registered. This includes submission of meet entries for unregistered swimmers.

Section 1.3.2 If an unregistered swimmer, improperly entered into the meet, is a new athlete, the swimmer will not be permitted to compete in the meet. If the unregistered swimmer was previously registered, upon the coach's request, the swimmer's registration can be renewed and the athlete permitted to compete. The registration fee must be paid within 10 days after the meet or the swimmer will be required to compete as unattached until the fee has been paid.

Section 1.3.3 If the Member Club hosting the meet has been informed of the ineligibility of an unregistered swimmer and permits the athlete to compete, the Member Club will also be fined \$100 per event that the unregistered swimmer illegally competed in and is required to revise the meet records to delete the unregistered swimmer from the results.

Section 1.4 False Club Affiliation.

Section 1.4.1 If the Member Club has been informed that an unattached swimmer, as defined in Section 1.2, is not correctly listed as unattached in any pre-meet registration review but is permitted to compete as an attached athlete, their Member Club will be fined \$50 per session that the unattached swimmer illegally competed in.

Section 1.4.2 If the Member Club hosting the meet has been informed of the status of an unattached swimmer and permits the athlete to compete as attached, the Member Club will also be fined \$50 per session the unattached swimmer illegally competed. Further, the Host Member Club is required to disqualify any relays teams that the swimmer competed on, reissue awards for those relay events, if necessary, and revise the meet records to indicate the unattached status of the swimmer in the results.

Section 1.5 Registration Database. Once a Member Club has been notified by the Registration Chair of registration errors in the team's registration database, they have 7 days to correct their records. After that period, any further submission of the incorrect registration identification for meet entry purposes will result in a \$50 fine per occurrence.

Section 1.6 Club Requirements.

Section 1.6.1 Registration Clinic

(a) MSI will hold a Registration Clinic, each year after the USA National Convention, that is mandatory for all clubs to attend.

(b) Each club with over 20 registered swimmers must have a minimum of 2 registrars, who must, by November 1, return the signed certification page from the Registration training manual to the Registration Coordinator.

(c) Clubs not in attendance at the Registration clinic and who have failed to return the signed certification page from the training manual, will be held in violation of MSI Rules, and will be unattached, as a club, until such requirements are met.

Section 1.6.2 The Coach of Record, for every year round team, must have a passed the ASCA Level I test.

ARTICLE 2

PRE-MEET PROCEDURES

Section 2.1 Bid Procedures.

Section 2.1.1 The Maryland Swimming Meet Schedule is approved by the Board of Directors and House of Delegate at the June House of Delegates meeting. Clubs must bid annually to maintain their right of first refusal to host a competition and each club retaining their right of first refusal or bidding on an open date must have a representative present.

Section 2.1.2 All clubs that bid to host a meet must have four certified swimming officials and one timing system equipment operator for each planned competition course used for the meet. The minimum complement of certified swimming officials is defined as one referee, one starter, and two stroke and turn judges.

(a) Clubs not meeting the requirement to have at least one referee and one starter per course shall have a minimum of two stroke and turn judges and may secure the services of non-member referees and starters provided they are committed to working all sessions of the meet.

(b) Until the minimum club-affiliated complement of one referee, one starter, and two stroke and turn judges per competition course are met, the club will be required to host two officials' clinics annually. Should a club not meet the minimum requirement for three consecutive years, the Board of Directors shall decide whether said club will lose the right of first refusal for their specific meet(s) and whether such right of first refusal will be reinstated when the club achieves the minimum number of certified officials. A club representative should be present to mitigate circumstances for the Board's consideration.

(c) Clubs desiring to submit a bid for a new or available meet shall have a minimum of two stroke and turn judges affiliated with the host club. The provisions of using non-member referees and starters and hosting annual clinics until the minimum required complement of officials is achieved, as discussed in a. and b. above, apply.

Section 2.1.3 Specifications of the awarded meet may not be changed after approval of the meet at the House of Delegates meeting. This includes but is not limited to age groups, time standards and dates of competition. The host club has the right to run the awarded meet as a timed finals or a trials and finals meet if not specified in the awarded specifications. The host club shall determine the number of days over which the meet is held.

Section 2.1.4 When a bid is awarded and approved by the House of Delegates, the cancellation of a meet by the host club less than 120 days before the start of the meet will result in the prohibition of that club hosting a competition for the next two (2) years. The Board of Directors may modify this ruling for just cause.

Section 2.1.5 All teams hosting meets are required to have entries totaling \$2,500 in Maryland sanctioned meets, throughout the year (June 1, 2005 - May 31, 2006), for each meet hosted. For example, a team hosting 4 meets is required to have a minimum of \$10,000 in entries, 3 meets - \$7,500, 2 meets - \$5,000 and 1 meet - \$2,500. If a host team does not meet those requirements then they will lose their right of first refusal to host a meet during the next year, as follows:

- \$1 - \$2,500 under requirement - lose 1 meet
- \$2,501 - \$5,000 under requirement - lose 2 meets
- \$5,001 - \$7,500 under requirement - lose 3 meets
- \$7,501 - \$10,000 under requirement - lose 4 meets

Section 2.2 Time Standards.

Section 2.2.1 For most meets, swimmers do not have to prove they have previously achieved the relevant time standard for the individual events. This is left to the integrity of the swimmer and the coach.

Section 2.2.2 A swimmer may enter relay events regardless whether he/she has competed in an individual event in that session or meet.

Section 2.2.3 Once a swimmer enters an event in a claimed time, he/she may not swim that event at a lower ability level within the same age group. When changing age groups, the swimmer's fastest time claimed or swum follows him/her.

Section 2.2.4 Once a swimmer has achieved a best time at a certain level, they may no longer swim that event at the lower level. If a swimmer achieves a faster time standard after having entered an event in a lower class, he/she must withdraw from the event. The host club will not be required to refund the entry fee but may, when possible, allow the swimmer to enter another event for which he/she is qualified.

Section 2.2.5 MSI monitors all entry times and overqualified swimmers who compete in a meet, subject their club to a fine of \$100.00 per swim.

Section 2.3 Entry Fees.

Section 2.3.1 MSI authorizes individual entry fees to range from \$1.00 to \$5.00. Relay charges shall not exceed 4 times the individual entry fee.

Section 2.3.2 In accordance with these fees, the Meet Director for the host club is responsible for setting the entry fees.

Section 2.3.3 The cost of hosting a meet is 20% of entry dollars payable to MSI.

Section 2.4 Event Forms. Entry forms are required to be submitted on Team Manager or Commlink disks and are not considered “accepted” or “official” until the entry fees are received by the host club.

Section 2.5 Time Limitations.

Section 2.5.1 USA Swimming rules require the following time limitations: With the exception of championship meets, the program in all other age group competition shall be planned to allow the events for swimmers 12 years and younger to be completed in four (4) hours or less for a timed finals session or in a total of eight (8) hours or less per day for a preliminaries and finals meet.

Section 2.5.2 MSI limits all other timed finals sessions to five (5) hours, with the exception of championship meets.

Section 2.5.3 MSI will conduct one short-course and one long-course championship meet each season.

Section 2.5.4 The Meet Director shall be responsible for controlling the size and length of the meet.

Section 2.6 Event Limits. The number of events swimmers are permitted to enter must be entered in the meet announcement. According to USS rules, swimmers are limited to a maximum of 5 individual events per day in a timed finals meet. However, meet directors may restrict swimmers to fewer events per session in a timed finals meet so that more swimmers can be accommodated and each session of the meet can be completed within the time limit.

Section 2.7 Equipment. Equipment cannot be rented by anyone who is not a member of MSI and should be arranged a minimum of 30 days prior to the meet. If MSI equipment is not being used, the Equipment Chair must be informed at the time the Meet Notice is sent.

Section 2.7.1 Equipment Fees.

(a) The fee for members of MSI running sanctioned or approved meets, the charge for equipment is \$50.00 for the first session and \$25.00 for each session thereafter. There is no charge for finals session.

(b) For members of MSI running non-sanctioned meets the cost is \$100.00 for the first session and \$50.00 for every session thereafter.

(c) Summer League members can only use the equipment for their championship meet.

(d) High school conference championships will have rental fees waived, if the meet is run by members of a USS club.

Section 2.7.2 If a club does not return all equipment within 48 hours of the end of the meet, said club forfeits the right to rent equipment for a period of one year. Any club not returning equipment will be charged for all costs, not to exceed \$300.00, which are incurred by the Equipment Chairperson for retrieving the equipment. This includes all radios and headsets.

Section 2.8 Meet Procedures. Failure of the host club to abide by the procedures set forth in the Meet Procedures will result in a fine of \$100.00 and forfeiture of the right of first refusal to host next years meet.

ARTICLE 3

GUIDELINES FOR CONDUCTING A MEET

Section 3.1 Deck Credentials.

Section 3.1.1 Only registered swimmers, registered coaches, registered officials and meet workers are allowed on deck at swim meets. Please refer to MSI Safety Guidelines.

Section 3.1.2 When deck space is limited, the Referee and Meet Director may limit deck access to those swimmers participating in a particular event(s) or session.

Section 3.2 Safety Guideline and Warm-up-Procedures.

Section 3.2.1 The Meet Director and Referee must ensure that all applicable USS and MSI Rules are being followed and that the USS/MSI Safety Guidelines and Warm-up Procedures are observed.

Section 3.2.2 All teams must be allowed a minimum of 25 minutes for warm-up before each session of the meet.

Section 3.2.3 Warm-up times and lane assignments shall be published in the meet program. Signs shall be posted for each lane at both ends of the pool indicating lane assignments for each team during the warm-up.

Section 3.3 Computer Operations.

Section 3.3.1 All clubs are required to use the latest version of the HyTek Meet Manager Software. The Technical Planning Chairman will have that information available at the annual House of Delegates Meeting before bids are presented for the schedule.

Section 3.3.2 Any team running a meet without the required version will have to prove they have upgraded their HyTek to the correct version before they may host another meet.

Section 3.4 Scratch Rules. MSI Scratch Procedures shall be in effect for all MSI sanctioned meets and must be included in the meet notice. Refer to MSI Scratch Procedures.

Section 3.5 Timers and Meet Administration Support. No club may require workers from participating clubs. The meet must not be delayed to solicit timers.

Section 3.6 Overscription. The Referee must sign off on the session length report generated by Meet Manager noting the start and finish times, and each notable problem or delay. The over-subscription fees for all sessions concluded more than 300 minutes (5 hours) after the published starting time as stipulated in the Meet Notice and certified by the Referee are:

| | |
|---------|----------|
| 5 lanes | \$125.00 |
| 6 lanes | \$150.00 |
| 7 lanes | \$175.00 |
| 8 lanes | \$200.00 |

For sessions containing 12 & under age group swimmers, with the exception of MSI championship meets, an over-subscription fee of \$25.00 for each 15 minutes over the time limitation will be imposed after 240 minutes (4 hours) from the published start time of the session in addition to the 300 minute fees above.

Section 3.7 Failure to Hold Meets. If a club is awarded a meet and fails to hold the meet or fails to give 120-days notice, they cannot hold another meet for a period not to exceed 2 years as determined by the Board of Directors. Board of Directors can judge on any extenuating circumstances.

Section 3.8 Failure to File Expense Forms. Failure to mail the appropriate Expense Account Form, moneys due MSI and meet results within the time periods set forth in the Meet Procedures, will result in a \$100.00 fine.

Section 3.9 Officials. If a club runs a meet without a certified Referee that club will pay a \$100.00 fine, will lose all rights to run that meet and will not be allowed to host any swim meets for a period of 2 years. In addition, all times from said meet will be unofficial.

Section 3.10 Announcer. An announcer shall be on duty during the entire warm-up session to announce lane and/or time changes and to assist with the conduct of the meet.

Section 3.11 National Anthem. The National Anthem is suggested to be played or performed before the finals sessions of each meet. The American flag must be displayed during the playing of the anthem.

Section 3.12 Unofficial Swims. Any host club that allows an exhibition or an unofficial swim during a meet will be fined \$100.00 for each swim.

ARTICLE 4

ALL-STAR MEET AND ZONE TEAM QUALIFYING PROCEDURES

Section 4.1 All-Star Meet.

Section 4.1.1 Eligibility. All-Star participants must be USS members as of the first day of the All-Star Meet and must meet all qualifying times. Only 18 and unders may compete for selection to the Zone Team.

Section 4.1.2 Scratch rules. The USS/MSI All-Star Meet Scratch Procedures, as stated, apply to all swimmers at the All-Star Meet.

Section 4.1.3 Open heats. There will be Open heats for swimmers not competing for selection to the Zone Team.

Section 4.1.4 Proof-of-times. Proof of entry time must be provided with all entries. For a MSI LSC meet, the name of meet will suffice. For an out of state or non-LSC meet, proof of time must be either official meet results, swimmers award label showing swimmer's name, time swum, and the name and date of the meet, or a computer generated print out of the race signed by the observing USS official. The qualifying meet must have been a sanctioned or approved meet.

Section 4.2 Guidelines for Zone Team

Section 4.2.1 Consideration for team. All swimmers who have placed in the top 5 of each event and wish to be considered for the Zone Team will be required to make a \$100.00 deposit to the MSI Age Group Chairperson, or their designee, no later than the completion of the finals at the MSI All-Star Meet. If a swimmer is in the top 5 and has not made that deposit they will not be considered for the team.

Section 4.2.2 Deposit. Any swimmer who is not selected for the Zone Team who has made the \$100.00 deposit, will be refunded the \$100.00 within 10 days of the last day of the All-Star Meet. Any swimmer who is chosen for the team and elects not to participate, after payment of the \$100.00 deposit, will forfeit their deposit. Any request for a refund of forfeited deposits will be made to MSI Board of Directors. Upon receipt of the request, the Board will make a determination, at their next regularly scheduled meeting, on whether to grant the request.

Section 4.2.3 Team size. The Short Course Maryland Zone Team will be limited to 75 swimmers.

Section 4.2.4 Reduction procedures.

(a) A minimum time requirement may be established and published before each All-Star Meet. A 2nd place swimmer who does not achieve this minimum time standard will not be eligible for Zone Meet competition.

(b) List all swimmers who qualify in only 1 event. Any swimmer qualifying in 2 or more events will not be part of the cut.

(c) Drop from the list any swimmer who is the top seeded (1st place Zone eligible swimmer) in that event.

(d) Drop from the remaining list any swimmer who was faster than last year's 12th place time in the Eastern Zone Short Course Championships.

(e) The remaining list of swimmers will be those swimmers that qualified 2nd in one event and whose time was slower than last year's 12th place at Eastern Zone Championships. Using percentages, swimmers that are further away from last year's 12th place at Eastern Short Course Zone Championships will be cut to bring the team size down to 75.

Section 4.2.5 Zone Team exceptions.

(a) At the discretion of the Zone Coaches and Age Group Chairperson, the team size may be increased beyond the 75 swimmers limit if additional swimmers can be accommodated.

(b) At the discretion of the Zone Coaches and the Age Group Chairperson a swimmer who was unable to compete in the All-Star Meet due to injury or illness, but who has had an exceptional season and whose times are competitive with the Top 2 finishers, may be considered for a position on the Zone Team.

Section 4.2.6 Coaches. Six coaches will be taken to Eastern Short Course Zone Meets. Two coaches are automatic based on highest number of swimmers on last year's team. The next 3 coaches are elected by the coaches, provided they have at least 1 swimmer on the team. The final coach is chosen by the club with the most swimmers on the zone team, other than those already represented. There can be no more than 1 coach from each club. If sufficient reason is provided to the MSI Board of Directors, additional coaches may be funded.

Section 4.2.7 Chaperones. All clubs with 3 or more swimmers on the Short Course Zone Team must provide 1 chaperone per every 3 swimmers, as needed. Failure to provide the needed chaperones may result in the club's Zone Team swimmers being ineligible for MSI Zone Team travel funding.

Section 4.3 Long Course Zone Meet.

Section 4.3.1 Eligibility. A swimmer has only to achieve the qualifying time in order to attend the Long Course Eastern Zone Meet. All entries will be submitted to the meet host by MSI.

Section 4.3.2 Proof-of-times. All entries must be accompanied by proof of time. Any MSI Swimmer and coach has 7 days from the end of the Zone Meet to verify long course qualifying times for any event where the swimmer did not swim the qualifying time at the Zone Meet. Failure to prove times in question within 7 days will result in a \$100.00 fine per swim.

Section 4.3.3 Funding. No travel funding is available for long course zones and swimmers are required to paid their own entry fees.

ARTICLE 5

CHAMPIONSHIP MEET GUIDELINES

Section 5.1 End of Season Meets.

Section 5.1.1 The All-Star Zone Selection Meet has pre-published qualifying times based on the previous years meet. The qualifying times are published by January 1st for the meet, which will be held in late February or early March. The All-Star Zone Selection Meet determines the swimmers who will represent MSI at the Eastern Zone Short Course Championships.

Section 5.1.2 The Junior All-Star Meet has qualifying times slower than the Zone Selection Meet.

Section 5.1.3 MSI participates in the Short Course Eastern Zone Championship Meet in late March or early April and the Long Course Eastern Zone Meet in August. All participating MSI swimmers constitute a single MSI Zone Team, swim on MSI relays and earn points for the MSI team.

Section 5.2 National Times Verification (NTV).

Section 5.2.1 In order to enter national championship meets or other national or international level meets, such as the US Open or World Cup, swimmers must have an NTV entered in the national database known as STAR.

Section 5.2.2 The NTV is a computer-generated form, filed electronically with USS by the LSC NTV Chairperson or other USS certified NTV writer. An NTV is not a meet entry but required as proof of time only. A copy of the NTV may be provided to the swimmer or coach.

Section 5.2.3 An NTV may only be generated in the LSC in which the swim occurs and only at the request of the swimmer or their coach. Therefore, it is important for any qualifying swims done outside of MSI, for the swimmer or coach to obtain the NTV before leaving the meet. It is the ultimate responsibility of the swimmer to obtain the NTV .

Section 5.2.4 Using the USS STAR database, verification that an NTV was submitted for a swimmer, can be easily verified. STAR may not be used as proof of time at a national meet. Coaches should take copies of NTV printouts with them to national meets. Any swimmer who cannot prove their time at a national meet before the start of the meet, will be scratched from the meet and fined \$100 by USS for each unproven time.

Section 5.2.5 NTVs may only be issued from sanctioned or observed meets.

Section 5.3 Travel Fund Policy.

Section 5.3.1 MSI will reimburse a USS registered club for up to two meets during a September 1 - August 31 fiscal year per swimmer. Those meets must be meets that require an NTV or equivalent for entry, and swimmers must have qualified and participated in an individual event. There is no funding for relay only swimmers. Qualifiers for Open Water Championship reimbursement must have a minimum of a US Open cut time in one 400 meter or 500 yard event.

Section 5.3.2 Reimbursements are made to the swimmer's club, not to the individual swimmer.

Section 5.3.3 Funding for Olympic Trials shall be in addition to the reimbursable meets.

Section 5.3.4 To be eligible for reimbursement, the swimmer must have been a Maryland resident for one year or registered with a Maryland club for a year prior to the reimbursable meet.

Section 5.3.5 The current per swimmer maximum amounts of reimbursement are \$225 for the US Open and Open Water National Championships and \$450 for National Championships. Coaches may apply for up to four (4) meets per year at the same reimbursement rate as swimmers. The number of coaches per club per meet shall be in accordance with the issuance of deck passes by the championship meet.

Section 5.3.6 Funding for the MSI Short Course Zone Team is determined by the site and the number of swimmers on the team. Funding is provided for 6 coaches.

Section 5.3.7 There is no funding for the Long Course Zone Team.

Section 5.3.8 Funding must be applied for within 30 days of the last day of the meet, and all payments of travel funds must be completed within 60 days of the last day of the meet. Application for travel funds must include a copy of the meet results showing the swimmer's participation.

Section 5.3.9 Swimmer must represent MSI or be MSI unattached. They may not represent any other LSC or League.

Section 5.3.10 MSI will provide to a Referee a stipend of \$225 per fiscal year, for participating as an official at a National Championship Meet. This stipend is limited to one meet per fiscal year.

Section 5.3.11 MSI will reimburse one coach/year to attend the National Disabilities Championship meet at the same rate as specified in Section 5.3.5.

Section 5.3.12 MSI will reimburse one official/year, up to \$250, to officiate at the National Disabilities Championship meet. The official shall be determined by the Adaptive Swimming chair.

ARTICLE 6

OPEN WATER

When conducting open water events, the host club shall recognize and strictly comply with all articles of Part VII, Open Water Swimming, of the current USS Rules and Regulations. In addition to the rules set forth in the MSI Rules & Regulations, the following rules shall apply. When there is a conflict, the rules stated in this Article shall prevail.

Section 6.1 Insurance. A full description of the event venue location (including address when possible) must be added to the USS General Liability policy of the host team.

Section 6.2 Meet Notice. All open water events shall comply with Part VII of the current edition of the USS Rules and Regulations. In addition to identifying the Safety Director, the meet notice shall describe the safety plan in detail.

Section 6.3 Entry Fees.

Section 6.3.1 MSI authorizes individual entry fees to range from \$20.00 to \$60.00.

Section 6.3.2 The fee due MSI will be determined by completing the Open Water Meet Expense Accounting Form.

Section 6.4 Entry Forms. Entry forms are required to be submitted in a format which is compatible with the approved timing system being used at the meet. Liability waiver forms shall be signed by individual participants (or parent/legal guardian if competitor is under 18 years of age) and received by the host team prior to the competition.

Section 6.5 Time Limitations. Time limitations shall be established by the meet director. Suggested limit is twice the time of the first place finisher in each event distance.

Section 6.6 Open Water Championship. MSI may conduct an open water age group championship.

Section 6.7 Event Limits. Swimmers are limited to one event per day.

Section 6.8 Officials. All events shall have officials as required in Article 706 of the current edition of the USS Rules and Regulations.

Section 6.9 Equipment/Timing Systems. All clubs will utilize timing systems as approved by the MSI Technical Chair/Committee.

ARTICLE 7

RECORDS AND TOP 16 TIMES

Section 7.1 Records.

Section 7.1.1 MSI recognizes short course yard and long course meter times in accordance with USS recognized events and age groups.

Section 7.1.2 For purposes of MSI records, MSI recognizes official times achieved by MSI member athletes and teams participating in USS or FINA sanctioned competitions or in USS approved competitions or in USS observed swims, within or without the LSC boundaries. MSI records may only be established by USS registered swimmers. All relay teams must be composed of USS members of the same club representing a MSI/USS registered team as noted in USS rule 102.4.1.

Section 7.1.3 The athlete or athlete's representative of any swimmer or relay team establishing a new LSC record within the LSC should report that performance to the Records Coordinator via the MSI records form provided by MSI along with "proof of performance" (via mail or e-mail). Proof of performance consists of the official results of the event/meet. The results of all MSI sanctioned and approved meets, which are posted on the MSI web site, will be reviewed by the Records Coordinator for new records quarterly as well. These officially posted results will constitute "proof of performance" for in LSC meets.

Section 7.1.4 In the case of sanctioned USS meets outside of the MSI LSC, forwarding a copy of the meet results (via mail or e-mail) or notifying the Records Coordinator where the results can be found on-line, will constitute "proof of performance".

Section 7.1.5 In the case of an approved or observed meet, the athlete or athlete's representative must report that performance via the MSI Records form and forward this form via mail along with "proof of performance" signed by the designated meet official(s) to the MSI Records Coordinator within 30 days of the meet. For relays, the "proof of performance" must include the names and order of each relay swimmer.

Section 7.1.6 National Age Group records - Per USS Rule 104.2.4B, the athlete or athlete's representative must submit to the Records Coordinator the following: MSI Records Reporting form, official meet results of the event the record was established in and the primary printout from the automatic timing system all signed by the designated meet official(s). These forms must then be forwarded to the MSI Records Coordinator within 14 days for review, signature and submission to the National Age Group Records Coordinator.

Section 7.2 Top 16. Every year USS compiles a list of the 16 fastest times in every 10 & U, 11-12, 13-14, 15-16 and 17-18 individual and relay event. This listing is compiled for both short course and long course competition.

Section 7.2.1 To facilitate tabulation of the National Age Group Top 16 Times (NAG Top 16), USS publishes reportable (consideration) times for short course and long course.

Section 7.2.2 Times submitted for Top 16 recognition shall be USS approved times and must have been achieved in a USS sanctioned or approved competition or as a USS observed swim. To be considered for inclusion in Top 16, the swim must have occurred between September 1 of one calendar year and August 31 of the next calendar year.

Section 7.2.3 Coaches should forward all swims occurring outside a Maryland LSC sanctioned meet to the Top 16 Chairperson along with documented proof of performance. Any relay times that are to be considered for Top 16 must include the names of the swimmers in the order in which the relay was swum and, at a minimum, the leadoff split. The Top 16 Chairperson ensures all results are then properly loaded into the STAR database.

Section 7.3 MSI Top 5. In addition to participating in the NAG Top 16, MSI compiles a list of the 5 fastest times in the same categories for MSI swimmers only.

Section 7.3.1 The MSI Top 16 Chairperson reviews all meet results for MSI Top 5 consideration for short course yards and long course meters. Swims from meets outside the LSC will be included if electronic meet results are provided.

Section 7.3.2 The period of consideration runs from September 1st to August 31st.

ARTICLE 8

OFFICIALS

The requirements for becoming a MSI/USS official include attending an official's clinic, serving as an apprentice official at meets, completing an open book test, and becoming a non-athlete member of USS. Recertification requirements include attending an annual officials clinic, working a minimum number of meet sessions per year and maintaining a non-athlete membership with USS. MSI Minimum Standard are available from the Officials Chairperson and are available on the MSI web site.

ARTICLE 9

FINES

Fines must be levied within 45 days of the offense. Notice of the fine must be in writing and mailed to the offending club with return receipt requested. The club will have 30 days from the receipt to pay the fine, unless an appeal is filed with the Board of Review. After 30 days, the amount of the fine will be doubled. If payment is not received by the end of the additional 30 day fine period, no swimmer

may represent the club at a MSI sanctioned or approved meet until all fines are paid. MSI has established a \$25 returned check fee to apply to entries as well as all other LSC monetary transactions. The Board of Directors may, at their discretion, modify, suspend or waive any penalties or fines stated herein, when they believe said penalty or fine is not appropriate or warranted. Such actions shall not alter or diminish the Board of Directors's ability to enforce the penalty or fine upon subsequent violations.

ARTICLE 10

BOARD OF REVIEW

There will be a \$50.00 processing fee for application to the Board of Review on an appeal by the petitioning party. The nonrefundable fee must be paid prior to hearing. The Board of Review and/or Board of Directors will not accept or hear appeal applications in connection with the judgment decisions of starters, stroke, turn, place or relay take-off judges which can only be considered by the Referee and the Referee's decision shall be final pursuant to USS rules.

ARTICLE 11

PROCEDURES

The following procedures and policies have been adopted by the MSI Board of Directors and are incorporated by reference in these rules:

Anti-Recruiting Policy

Meet Procedures

Officials Discipline & Decertification Policy & Procedure

Safety Guidelines & Warm-Up Procedures

Scratch Procedures