

Maryland Swimming's Policies and Procedures

MARYLAND SWIMMING, INC (MSI) is one of 59 Local Swim Committees (LSCs) with responsibility under United States Swimming, Inc. (USA Swimming or USA-S) to manager swimming competition in all counties in the state of Maryland except for Montgomery County and Prince George's County.

A Board of Directors, a House of Delegates, Elected and Appointed Officers and various Committees govern Maryland Swimming.

Maryland Swimming (MSI) operates under its By-laws, Rules and Regulations and the USA Swimming Rules and Regulations.

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Article 1

Maryland Swimming Board of Directors and Committee Chairs

Elected Officers

Every 2 years in odd numbered years, elections are held at the MSI Annual House of Delegates meeting, for the following positions on the MSI Board of Directors:

- General Chair
- Administrative Vice Chair
- Senior Vice Chair
- Age Group Vice-Chair
- Secretary
- Treasurer
- Technical Planning/Sanctions Chair
- Membership/Registration Administrator
- At Large Board Members (no more than 10)
- The Board of Review
- The coaches elect Coach Representatives
- The athletes elect athlete representatives

Every club in good standing has 2 votes in the election. MSI members of the Board of Directors also have a vote. One person may not have 2 votes.

Appointed Committee Chairs and Coordinators Officers

The following committee chairs in MSI are appointed by the General Chair and serve at their pleasure. The slate of appointed Committee Chairs is presented to the HOD for approval during the every two years election process.

- Adapted Swimming Coordinator
- AWARDS Committee Chair
- Club Development Committee Chair
- Diversity Committee Chair
- Equipment Committee Chair
- Hall of Fame Committee Chair
- Officials Committee Chair
- Long Distance and Open Water Coordinator
- Safety Committee Chair
- TIMES/Records Coordinator
- At Large Board Members (no more than 10)

Position Descriptions

Position Title: General Chair
Position Specifications Elected by House of Delegates
2 – year term
Limited to 4 consecutive years
Reports To NA
Reporting committees/functions
Administrative Vice-chair
Senior Vice-chair
Age-Group Vice-chair
Treasurer
Technical Planning
Committee Memberships Financial Committee
Budget Committee
Personnel Committee – chair
Program Development Committee

Division NA

Position Requirements Member of USA Swimming

Authority – Bylaws The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of MSI and general supervision over its officers and agents; shall call meetings when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in these Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chairs and members for standing and special committees or coordinators as may be necessary to permit MSI to effectively, efficiently and economically conduct its affairs. The General Chair shall report to the Board of Directors all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of MSI.

Primary Functions Goals:

Sets goals and objectives for MSI based on its mission statement, absent specific direction from the House of Delegates ("HOD"). Sets the tone for the conduct of MSI business.

Board Meetings: Sets agenda for Board and HOD meetings.

Facilitate these meetings so that they are efficiency and effectively run.

Division Oversight: Ensures that the major functions of MSI are being conducted properly and timely.

USS Annual Meetings: Selects delegates to USA Swimming's annual meetings.

Eastern Zone Meetings: Attends Eastern Zone Meetings and any other meetings requiring the General Chair.

Coach Meetings: Attends the spring MSI scheduling meeting.

General: Resolves issues that arise, either individually or thru delegation to others.

Maryland Swimming, Inc.

Position Description

Position Title: Administrative Vice-chair

Position Specifications Elected by House of Delegates

2 – Year term

Limited to 4 consecutive years

Reports to General Chair

Reporting committees/functions

Awards; Legislation; Club Development; Elections; Equipment;
Insurance; Legal; Registration/Membership; Officials; National times; Personnel;
Public Relations; Publications/Newsletter;
Policies and Procedures; Records/Top 16 Tabulation; Secretary;
Special Events

Committee Memberships Executive Committee

Legislation Committee – Chair

Officials Committee

Audit Committee

Budget Committee

Financial Committee

Personnel Committee

Division Administrative

Position Requirements Member of USA Swimming

Authority – Bylaws The Administrative Vice-chair shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair.

(See Section 6.9.1) The Administrative Vice-chair shall chair, and have general charge of the business, affairs and property of the division that administers MSI business and affairs. The Administrative Vice-chair shall aid in the development of policy and the coordination of the activities of the officers and committees

within the division internally and with other divisions, committees and coordinators.

Primary Functions Legislation Committee –

Chair: Oversight and maintenance of rules and regulations, by-laws and related LSC policies and procedures. Including timely updates to documents and posting materials to website.

Bylaws: Preparation and oversight of bylaw proposals for HOD approval and subsequent National Rules Committee approval of any bylaw revisions.

Fine Letters: Assist Secretary in the preparation and management of the fine letter process, including coordination of distribution of letters to appropriate LSC officers.

Board of Review: Assist Board of Review in inquiries regarding LSC Rules/Regulations, Bylaws and related operational documents; oversee delivery of required documentation to National Board of Review.

Administration: Oversee the administrative functions of the LSC.

Maryland Swimming, Inc.

Position Description

Position Title: Senior Vice-chair

Position Specifications Elected by House of Delegates

2 – Year term

Limited to 4 consecutive years

Reports to General Chair

Reporting committees/functions

Awards, Camps/Clinics, Safety Committee Memberships

Executive Committee

Audit Committee – chair

Program Development Committee

Athletes Committee

Safety Committee

Division Senior

Position Requirements Member of USA Swimming

Authority – Bylaws The Senior Vice-chair shall chair and have general charge of the affairs and property of the Committee that develops and conducts the senior swimming program of MSI. The Senior Vice chair serves a liaison to the Athlete Representatives and the Athletes Committee, and shall be responsible to see that the Athlete Representatives elections are held in accordance with these Bylaws.

Primary Functions Athletes: Serve as liaison to Athlete Representatives and

coordinate athlete rep meetings and annual athlete representative elections.

Maryland Swimming, Inc.

Position Description

Position Title: Age-Group Vice-chair

Position Specifications Elected by House of Delegates

2 – Year term

Limited to 4 consecutive years

Reports to General Chair

Reporting committees/functions

Age Group, Adaptive, Camps/Clinics, Open Water, Time Standards, Zone Team

Committee Memberships Executive Committee

Program Development Committee - chair

Adaptive Swimming Committee

Open Water Committee

Division Age Group

Position Requirements Member of USA Swimming

Authority – Bylaws The Age Group Vice-chair shall chair and have general charge of the affairs and property of the Committee that develops and conducts the age group swimming program of MSI.

Primary Functions Age-Group Program: Oversee age-group development program including mini- to-18 year old swimmers, adaptive and open water programs. Meet Schedule: Work with Technical Planning Chair to ensure meet schedule provides adequate and appropriate opportunities for age- group swimmers at all levels.

Coach Education: Research and distribute coach training information to coaches on age-group swimmer development. LSC Zone Teams: Coordinate entries and logistics for the long course zone meet. National: Liaison with USA Swimming's Age Group Planning Committee.

Maryland Swimming, Inc.

Position Description

Position Title: Secretary

Position Specifications Elected by House of Delegates

2 – Year term

Unlimited terms

Reports to General Chair, Administrative Vice-chair

Reporting committees/functions-NA

Committee Memberships Executive

Division Administrative

Position Requirements Member of USA Swimming

Authority – Bylaws The Secretary shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and other notices and making such reports to USS as are required by Article 8 of these Bylaws and shall perform the other duties incidental to the office of Secretary. The Secretary, or a delegate, shall be custodian of the records MSI, and attest the execution of all duly authorized instruments. The Secretary shall cause to be kept copies of all minutes, official correspondence, meeting and other notices, and any other records of MSI.

Primary Functions Minutes: Takes attendance and the minutes for all BOD meetings and HOD meetings. Ensures that all BOD members prior to the next meeting send the minutes for review. Makes any corrections necessary for final approval. Ensures that a draft and final copy of the minutes are sent to the MSI Webmaster for posting on the MSI web site. Maintains the minutes of all board meetings electronically and via hard copy for future review and archiving. Sends out reminders to all board members of any upcoming meetings/events when necessary. Fine Letters: Works in conjunction with Registration and Technical planning and sends out fine letters as appropriate. Maintains documentation of such and ensures MSI rules are followed in the process of collecting such fine(s). Sends out any and all correspondence necessary per MSI Rules and Regulations. Maintains accurate records and copies of all correspondence.

HOD Meetings: Attends all HOD meetings and assists in the Registration of all members and issuance of voting credentials. Ensures each team is represented appropriately. Takes minutes of This meeting and ensures these are posted to the MSI website in a timely manner.

Maryland Swimming, Inc.

Position Description

Position Title: Treasurer

Position Specifications Elected by House of Delegates

2 – Year term

Unlimited terms

Reports to General Chair

Reporting committees/functions

Audit, budget, finance, marketing/sponsorship, swim-a-thon, tax

Committee Memberships Executive Committee

Financial Committee - chair

Audit Committee

Budget Committee – chair

Personnel Committee

Division Financial

Position Requirements Member of USA Swimming

Authority – Bylaws The Treasurer shall be the principal receiving and disbursing officer of MSI. Except as otherwise directed by the Board of Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of MSI and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee chair, coordinator, the Board of Directors or the House of Delegates, or required to be paid pursuant to Section 8.3. When authorized by the Board of Directors, income and expenses may be received and paid by a division, officer, or committee or coordinator, provided that the division, officer or committee or coordinator promptly submits to the Treasurer an itemized report, duly attested by the division, officer, or committee chair or coordinator and either within the approved budget of such division, officer, or committee or coordinator, or authorized by the Board of Directors or the House of Delegates. The Treasurer shall be a member of the Finance Committee but may not be its chair. The Treasurer shall issue a quarterly report listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the preceding quarter and for the fiscal year to date, together with such other items the General Chair or the Board of Directors may direct.

The Treasurer shall:

- A. Have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of MSI;
- B. Cause the moneys, securities and other financial instruments of MSI to be deposited in the name and to the credit of MSI in such institutions as shall be designated in accordance with Section 6.11 or to be otherwise invested as the Board of Directors may direct;
- C. Cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts;
- D. Cause the funds of MSI to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of MSI, and obtain and preserve proper vouchers for all moneys disbursed;
- E. Cause to be kept correct books of account and other financial records of all its affairs and transactions and such duplicate books of account as the Board of Directors, or the Treasurer shall determine. The Treasurer's custody of the books and record shall be, as a fiduciary for MSI and custody and fiduciary state shall end when the Treasurer leaves office and passes them on to the successor Treasurer;
- F. Upon request and at reasonable hours cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the quarterly financial reports and the annual audited financial statement to be exhibited to any member of MSI or USS;
- G. Cause MSI to be in compliance with the requirements of Section 8.4;
- H. Have the power to require from the officers, committee chairs, coordinators, staff or agents of MSI reports or statements giving such information as the Treasurer may determine to be appropriate or helpful with respect to any and all financial transactions of MSI;
- I. Cause the annual audit of accounts of MSI to be performed

and cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement and audit report and any federal tax return to the Secretary for submission to the Board of Directors And USS national headquarters in accordance with Sections 8.2 and 8.3;

J. Have the power to appoint one or more assistant treasurers and delegate to them one or more of the Treasury functions, or parts thereof; and

K. In general, perform the other entire duties incidental to the corporate treasury function.

Primary Functions Invoices: Ensure that invoices are paid timely, that receipts are deposited within a timely time frame.

Bank Statements: Reconcile bank statements monthly and correct any discrepancies.

Investments: Manage MSI investments to achieve a reasonable rate of return without undue risk.

Financial Records: Keep a set of books that accurately presents the status of MSI financial position and actual expenditures to budget.

Reports: Present current financial information to the Board of Directors at its meetings.

Budget: Prepare a budget for the upcoming fiscal year in May for the June House of Delegates meeting.

Tax Returns: Ensure that tax return and any other tax or financial required filings are submitted timely.

National: Send USA Swimming the required financial and tax information as they require.

Maryland Swimming, Inc.

Position Description

Position Title: Technical Planning/Sanctions Chair

Position Specifications Elected by House of Delegates

2 – Year term

Unlimited terms

Reports to General Chair

Reporting committees/functions

Meet Sponsorship, meet sanctions, and meet management

Committee Memberships Executive Committee

Program Development Committee

Division Technical Planning

Position Requirements Member of USA Swimming

Authority – Bylaws The Technical Planning/Sanctions Chair shall develop and coordinate the conduct of all swimming programs for all levels of swimming in MSI including the awarding of meet sponsorships to Club Members. The Technical Planning/Sanctions Chair is also responsible for the development of long-range plans for swimming programs.

Primary Functions Meet Procedures: Develop, update and maintain LSC Meet Procedures.

Sanctions: Review meet notices and determine which meets will be sanctioned by MD Swimming. This includes but is not limited to meets on the MD swimming schedule, duel/dual meets, and invitationals. Ensure that meets are following the guidelines set forth in the approved meet schedule.

Approvals: Review meet notices and determine which meets will be approved by MD Swimming. This includes but is not limited to High School and College duel/dual and championship meets.

Meet Schedule: Develop the meet schedule and present it to the

coaches for approval. Hold a coaches' schedule meeting to discuss the following year's schedule. Present the schedule to the House of Delegates for approval.

Maryland Swimming, Inc.

Position Description

Position Title: Membership/Registration Coordinator

Position Specifications Elected by House of Delegates

2 – Year term

Unlimited terms

Reports to Administrative Vice-chair

Reporting committees/functions: NA

Committee Memberships Club Development Committee

Division Administrative

Position Requirements Member of USA Swimming

Authority – Bylaws The Membership/Registration Coordinator is authorized and obligated to conduct the registration of Group and Individual Members and supervise the transmission of registration information to USS and assist in the preparation of the reports required by Section 8.6 of the Bylaws together with such additional reports as may be requested by USS, the Board of Directors, the Administrative Vice-chair or the Treasurer. Chair.

Primary Functions Applications: Process registration and renewal applications for all clubs, athletes and non-athletes. Accept payment for all registrations. Print registration cards and distribute. Process all athlete transfers. Coach certifications: Verify that all coaches' certifications are current at time of registration or renewal. Pre-Meet Recons: Run pre- meet membership verification recon before every sanctioned meet and help resolve any registration or membership issues.

Optional:

- * Laminate coaches and Officials cards to protect them at meets where they must be displayed.
- * Print officials position or level on their membership card.
- * Send email to coaches with expiring certifications 2 months in advance to help keep all certifications current.
- * Provide a current list of registered coaches to all meet referees before all sanctioned MSI meets to verify that all coaches on deck are current coach members of USA Swimming.
- * Run clinics (as needed) and maintain training manual on registration procedures for club registrars.
- * Copy club registrars on registration reports given at Board Meetings.
- * Prepare sign in forms and providing voting cards for qualified USA registered delegates for annual HOD meetings

Maryland Swimming, Inc.

Position Description

Position Title: Athlete Representatives

Position Specifications Elected by Athletes

2 – Year term

Limited to 4 consecutive years

Reports to Senior Vice-chair

Reporting committees/functions

Athletes Committee

Committee Memberships Executive Committee

Athletes Committee – Chair

Program Development Committee

Division Senior

Position Requirements Athlete Member of USA Swimming

At least 16 years of age or at least a sophomore in high school
Currently competing or have competed during 3 preceding years
Reside in territory for first half of term

Authority – Bylaws The Athlete Representatives shall serve as the liaison between the athletes who are members of MSI and the Board of Directors and House of Delegates.

Primary Functions Club Athlete Representatives: Through communications with the Club Athlete Representatives, make the athletes aware MSI issues, gather opinions on these issues, and bring to the attention of the Board any major issues that the athletes may have. Elections: Oversee election of athlete representatives for upcoming year(s).

Maryland Swimming, Inc.

Position Description

Position Title: Coach Representatives

Position Specifications Elected by Coaches Members

2 – Year term

Limited to 4 consecutive years

Reports to NA

Reporting committees/functions NA

Committee Memberships Executive Committee

Audit Committee

Program Development Committee

Division

Position Requirements Coach Member of USA Swimming

Authority – Bylaws The Coach Representatives shall serve as a liaison between the coaches who are members of MSI and the Board of Directors and House of Delegates.

Primary Functions Annual Coaches Meeting: Senior Rep - Organize, schedule and run annual Coaches meeting in March.

Coach Awards: Oversee collection of nominations and voting for annual Coach of Year awards Jr Rep- Age Group and Unsung Awards Senior Rep- Coach of Year Award

Liaison: Solicits feedback or concerns from coach members during the year and reports comments to the Board. Responsible for representing coaches' views, issues and concerns for the LSC. Communications: Oversees distribution of relevant LSC

information to the LSC coach members including meet schedule revisions, Board inquiries, registration procedures, etc.

Maryland Swimming, Inc.

Position Description

Position Title: Officials Committee Chair

Position Specifications Appointed by General Chair with Board Approval

2 – Year term

Unlimited terms

Reports to Administrative Vice-chair

Reporting committees/functions

Officials Committee

Committee Memberships Officials Committee

Division Administrative

Position Requirements Official Member of USA Swimming

Current LSC Referee certification

Minimum 2 years as MSI Referee

Authority – Bylaws

Primary Functions Certification testing and evaluation: Manage the program to ensure apprentice candidates for all levels of officials receive the appropriate training, evaluation and certification testing via on- line or manual methods.
Recruitment: Provide information or ideas to clubs to enhance official candidate recruitment efforts.
Educational Clinics: Schedule and/or host officials training clinics periodically throughout the swim season to provide the opportunity for all officials to enter the apprenticeship program, recertify annually or plan for advancement opportunities. Provide all the necessary training materials to support the conduct of the clinics.
Liaise with National Office(s): Request rule clarifications and distribute rule interpretations as provided by the Rules and Regulations Committee. Determine invitees and arrange for LSC level officials to attend the annual officials clinics sponsored by USA Swimming.
Policies & LSC Rules: Create policy or recommend MSI rules changes as they pertain to officials or meet conduct.
Meet Observations: Perform meet observations upon request to ensure timing adjudication and stroke rules conform to the USA Swimming Rules and regulations. Officials Evaluations: Make recommendations to national office for officials who request to work national championship level meets. Coordinate local officials evaluations for starter and referee positions to determine when apprentice is ready for the written examinations.
Meet Referee: Perform the duties of the Meet Referee at the Maryland Swimming Championship Meet (MSCM) and coordinate officials for LSC-sponsored championship meets.

Maryland Swimming, Inc.

Position Description

Position Title: Safety Committee Chair

Position Specifications Appointed by General Chair with Board Approval

2 – Year term

Unlimited terms

Reports to Senior Vice-chair

Reporting committees/functions

Safety Committee

Committee Memberships Safety Committee

Division Senior

Position Requirements Member of USA Swimming

Authority – Bylaws The Safety Committee shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USS safety education information to all Group Members, athletes, coaches and officials of MSI. The Safety Committee shall develop safety education programs and policy for MSI and make recommendations regarding those programs and policies and their implementation to the application division Vice Chair and the Board of Directors. When approved by the Board of Directors, the Safety committee shall be responsible for the coordination of their implementation by the Club Members. The Safety Committee Chair with the assistance of the Committee members shall prepare and transmit the reports required pursuant to Section 8.7 of the Bylaws.

Primary Functions Safety Guidelines: Develop, update and maintain LSC Safety Guidelines and Warm-up Procedures.

Safety Committee: Develop safety education programs for the LSC and make recommendations to the LSC Board.

Reports: Responsible for providing reports of injuries with the LSC at each LSC Board and H.O.D. meeting

Education: Responsible for arranging and/or conducting water

safety training opportunities as needed in the LSC.
Liaison: Contact person with USA Swimming Safety
Committee responsible for obtaining answers to all safety related
questions or concerns within the LSC.

Maryland Swimming, Inc.

Position Description

Position Title: TIMES and Records Coordinator

Position Specifications Appointed by General Chair with Board Approval

2 – Year term

Unlimited terms

Reports to Administrative Vice-chair

Committee Memberships

Division Administrative

Position Requirements Member of USA Swimming

Authority – Bylaws NA

Primary Functions Records: Maintain Maryland Area and Resident short and long course
records, providing updated record files to the MSI

Webmaster as appropriate. Prepare record certificates and
distribute these certificates and record holder pins in a timely
manner. Maintain an adequate supply of certificates and pins,
ordering as needed. Prepare and submit NAG record applications
to the National Age Group Records Chair of USA Swimming.

Top 10 Coordinator: Maintain Maryland Swimming Times
database and provide a Maryland Top 5 report to the MSI
Webmaster monthly. Upload results from all MSI hosted meets to
the SWIMS database, resolving any errors that occur upon upload.
Interface with Top 10 Coordinators from other LSC's on an as
needed basis to resolve issues involving the SWIMS database.
Review the USA Swimming Top 16 list on a monthly basis,
resolving errors as needed. Distribute annual Top 16 certificates
and pins in a timely manner. Run pre- meet times reconciliation
reports on an as requested basis for championship level MSI
hosted meets. Act as back-up to the Registration chair for
the running and reconciliation of pre- meet registration reports on
an as needed basis.

Maryland Swimming, Inc.

Position Description

Position Title: Diversity Committee Chair

Position Specifications Appointed by General Chair with Board Approval

2 – Year term

Unlimited terms

Reports to TBD

Reporting committees/functions

Outreach Committee

Committee Memberships

Division TBD

Position Requirements Member of USA Swimming

Authority – Bylaws

Primary Functions Recruiting: Develop and implement minority recruiting policies for MSI
and clubs to follow to foster an atmosphere conducive to attracting kids from
disadvantaged social/ economic conditions into the sport.

Special Events: Research and develop opportunities for MSI
minorities to compete as an LSC team.

* Partner with various swim clubs to promote swim meets like the
Unity Meet that market to out-of state minority swim programs to

participate in the Maryland swimming meet schedule.
Liaison: Serve as a voice for MSI's under-represented populations including but not limited to African –American, Hispanic American, Asian American, and Native American ethnic groups as well as those swimmers from low socio-economic backgrounds.

Maryland Swimming, Inc.

Position Description

Position Title: Equipment Committee Chair

Position Specifications Appointed by General Chair with Board Approval

2 – Year term

Unlimited terms

Reports to Administrative Vice-chair

Reporting committees/functions

Equipment Committee

Committee Memberships

Division Administrative

Position Requirements Member of USA Swimming

Authority – Bylaws NA

Primary Functions The Equipment Coordinator is responsible for maintaining and distributing the timing equipment to Maryland Swimming Club affiliates and on occasion non-affiliated teams.

Purchases: Purchase new equipment and replacement parts.

Maintenance: Maintain the equipment in good working condition; repair or send out for repair defective equipment.

Rental: Distribute, on request, equipment to LSC team officials for sanctioned Maryland Swimming events; and inspect returns for proper working condition and/or missing equipment.

Administrative: Provide monthly equipment usage and charged rental fees; follow budget and send invoices to Treasurer; retire out-dated equipment; and provide a quarterly inventory list to Board.

Maryland Swimming, Inc.

Position Description

Position Title: Club Development Committee Chair

Position Specifications Appointed by General Chair with Board Approval

2 – Year term

Unlimited terms

Reports to Administrative Vice-chair

Reporting committees/functions/NA

Committee Memberships Club Development Committee

Division Administrative

Position Requirements Member of USA Swimming

Authority – Bylaws NA

Primary Functions Develop programs, initiatives, and incentives to promote the growth of Maryland Swim Clubs. Identify and refer resources available to help Maryland Swim Clubs meet the needs of their swimmers, coaches and parents. Assist potential new clubs in becoming registered Maryland Swim Clubs. Educate new and existing Maryland Swim Clubs in resources available to build their clubs.

Club Grant Program: Administer Club Grant Program established in 2005.

Maryland Swimming, Inc.
Position Description
Position Title: Open Water Coordinator
Position Specifications Appointed by General Chair with Board Approval
2 – Year term
Unlimited terms
Reports to Age-Group Vice-chair
Reporting committees/functions/Open Water Committee
Committee Memberships
Division Age Group
Position Requirements Member of USA Swimming
Authority – Bylaws NA
Primary Functions Open Water – Distance To promote open water and distance swimming within MSI.
Events: Work with MSI clubs to have open water meets conducted within MSI, promoting the attendance of MSI swimmers to these meets and out-of-MSI open water meets as appropriate. Monitor USA and Eastern Zone websites for updated information on open water events and inform LSC of upcoming events.
Postage Distance Meet: Track meet info and results.
Rules: Stay abreast of USA rule changes for domestic and international competitions. Knowledge of FINA rules is helpful.
National: Liaison with USA Swimming's Open Water Committee.
Open Water Swimmer of the Year: Receive nominations for the Open Water Swimmer of the year and select a recipient of the award from the nominations received.
Camps: To promote attendance at camps within the LSC, Region, zone and outreach camp at the USA OLYMPIC training center.
Events: Work with MSI clubs to host camps to build, promote and achieve in line with the USA Swimming culture. Monitor USA and Eastern Zone websites for updated information on camps and inform LSC of upcoming events.

Maryland Swimming, Inc.
Position Description
Position Title: Adapted Swimming Coordinator
Position Specifications Appointed by General Chair with Board Approval
2 – Year term
Unlimited terms
Reports to Age-Group Vice-chair
Reporting committees/functions/Adapted Swimming Committee
Committee Memberships
Division Age Group
Position Requirements Member of USA Swimming
Authority – Bylaws NA
Primary Functions To identify promote and encourage swimmers with a disability (SWAD) to participate in USA Swimming.
Reports: Reports on the numbers as available from the Registration Chair and accomplishments of these athletes.
Events: Seeks venues for SWADS to hold a competition for MSI Swimmers as well as regionally and nationally.

Maryland Swimming, Inc.
Position Description
Position Title: At-Large Board Members
Position Specifications Elected by House of Delegates
2 – Year term
Unlimited terms

Reports to General Chair or Committee Chairs as assigned
Committee Memberships As assigned
Division None
Position Requirements Member of USA Swimming
Authority – Bylaws The Board of Directors shall have no more than 10 At-Large Board Members. Three (3) At-Large Members will be Board Members as described in Section 5.4.1 while the remaining four (4) will be Non-Voting Board Members as described in Section 5.4.2 The House of Delegates will make this distinction at the time of election. In addition to their inherent powers and duties as members of the Board of Directors, the At-Large Board Members shall have such powers and the General Chair, the Board of Directors or the House of Delegates may delegate duties as to them.
Primary Functions To offer opinions on issues that are brought up to the Board of Directors, to aid in the conduct of MSI business as needed through helping with committee and/or working a projects. To use position as a stepping-stone to head up a committee in the futures.

Maryland Swimming, Inc.
Position Description
Position Title: Board of Review Chair
Position Specifications Elected by House of Delegates
2 – Year term
Unlimited terms
Reports to NA
Reporting committees/functions/NA
Committee Memberships None
Division NA
Position Requirements Member of USA Swimming
Authority – Bylaws
Primary Functions Conduct meetings of the Board of Review within the standards set forth by MSI and USA Swimming to achieve a fair and proper resolution to matters brought to the Board of Review.

Maryland Swimming, Inc.
Position Description
Position Title Awards Committee Chair
Position Specifications Appointed by General Chair with Board Approval
2 – Year term
Unlimited terms
Reports to Senior Vice-chair
Committee Memberships
Division Senior
Position Requirements Member of USA Swimming
Authority – Bylaws NA
Primary Functions Annual Awards: To coordinate with the appropriate committees the annual awards presented to swimmers and coaches. To administer awards or promotion programs as determined by the Board of Directors, i.e. the 8&under promotion, the AAAA recognition program, etc. To development other meaningful awards programs, which would help promote swimming within MSI, retain swimmers, and/or recognize the achievements of swimmers.

Maryland Swimming, Inc.
Position Description
Position Title: Hall of Fame Committee Chair
Position Specifications Appointed by General Chair with Board Approval

2 – Year term
Unlimited terms
Reports to Administrative Vice-chair
Committee Memberships
Division Administrative
Position Requirements Member of USA Swimming
Authority – Bylaws NA
Primary Functions Nominations: To gather nominations for MSI's Hall of Fame, to select
Hall of Fame inductees from such nominations.
Ceremonies: To plan and run the Hall of Fame ceremonies.

Article 2 Scheduled Board and House of Delegates Meetings

House of Delegates

Agenda prototype

Roll Call
Reading, correction and adoption of minutes of previous HOD meeting
Reports of committees and coordinators
Presentation and approval of the annual budget for the coming year
Presentation and approval of the annual audit
Unfinished (old) business
Elections, when applicable
New business
Resolutions and orders
Adjournment

Members: The House of Delegates of MSI shall consist of the Group Member Representatives, the Athlete Representatives, the Coach Representatives, the Board Members designated in Section 5.1, and the At-Large House Members.

Group Member Representatives: Each Group Member in good standing shall appoint from its membership a Group Member Representatives and one or more alternates for each. The appointment shall be in writing, addressed to the Secretary of MSI and duly certified by the chief executive officer or secretary of the appointing Group Member. The appointing Group Member may withdraw one or more of its Group Member Representatives or one or more of its alternates and substitute a new Group Member Representatives or new alternates by written notice, addressed to the Secretary of MSI and signed by the chief executive officer or secretary of the appointing Group Member.

At Large House Members: Up to ten (10) at-large members of the House of Delegates may be appointed by the General Chair with the advice and consent of the Board of Directors. The At- Large House Members shall hold office from the date of appointment through the conclusion of the annual meeting of the House of Delegates following such appointment or until their successors are appointed to the House of Delegates.

Athlete Representatives: Two (2) Athlete Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected or appointed or take office. At the time of election, the Athlete Representative must (a) be an Athlete Member in good standing; (b) be at least sixteen (16) years of age or at least a sophomore in high school; (c) be currently competing, or have competed during the three (3) immediately preceding years, in the program of swimming conducted by MSI or another LSC; and (d) reside in the Territory and expect to reside therein throughout at least the first half of the term. The election of the Athlete Representatives shall be conducted annually during MSI's Short Course swimming championship, or other regularly scheduled meet designated by the Board of Directors. The balloting shall take place at a meeting called for that purpose by the Senior Athlete Representative or failing that, at a time and in a manner designated by the Board of

Directors. The Athlete Representatives elected shall be determined by a majority of the Athlete Members in good standing present and voting who are thirteen (13) years of age or older. Prior to the election, the current Athlete Representatives shall be asked to nominate one or more Athlete Members for consideration.

Coach representative: A Coach Representatives shall be elected, in odd numbered years for a two-year term, or until a successor is elected. The position should be designated as the Senior Coach Representative with the requirements being determined by the Coach Members. The election of the Coach Representative shall be conducted during MSI's Short Course swimming championship or at a meeting time called by the Senior Coach Representative or the Board of Directors, and determined by a majority of the Coach Members in good standing present and voting or, failing that, at a time and place and in a manner designated by the Board of Directors.

Eligibility: Only Individual Members in good standing shall be eligible to be elected or appointed members of, to be heard at or to vote at the House of Delegates in any capacity. Members of the House of Delegates must maintain their status as Individual Members in good standing throughout their terms of office.

Voice and Voting Rights of Members: The voice and voting rights of members of the House of Delegates and of Individual members shall be as follows:

CLUB MEMBER REPRESENTATIVES - Each of the Club Member representatives shall have both voice and two votes each in meetings of the House of Delegates.

BOARD MEMBERS, THE ATHLETE REPRESENTATIVES, THE COACH REPRESENTATIVES AND AT-LARGE HOUSE MEMBERS - Each of Board Members, the Athlete Representatives, the Coach Representatives and the At-Large House Members shall have both voice and one vote each in meetings of the House of Delegates.

AFFILIATED GROUP MEMBER REPRESENTATIVES — Group Member Representatives of Affiliated Group Members, unless entitled to vote under another provision of these bylaws shall have voice but no vote in meetings of the House of Delegates and its committees.

SEASONAL CLUB MEMBERS - Seasonal Club Members, unless entitled to vote under another provision of these Bylaws, will have Voice but no vote in meetings of the House of Delegates and its committees.

INDIVIDUAL MEMBERS - Individual Members who are not members of the House of Delegates may attend open meetings of the House of Delegates and its committees and be heard at the discretion of the presiding officer. Unless entitled to vote under another provision of these Bylaws, Individual Members shall have no vote in meetings of the House of Delegates.

Duties and Powers: The House of Delegates shall oversee the management of the affairs of MSI and the establishment of policies, procedures and programs. In addition to the duties and powers prescribed in the USS Code or elsewhere in these Bylaws, the House of Delegates shall:

Elect the officers and regular and alternate members of the Board of Review and the committee chairmen and coordinators listed in Section 7.2.1.A in accordance with Sections 6.2 through 6.6;

Elect alternates to the USS House of Delegates in accordance with section 507.1 of the USS Code (see also Section 6.7.11);

Elect the members of the Nominating Committee;

Review, modify and adopt the annual budget of MSI recommended by the Board of Directors;

Call regular and special meetings of the House of Delegates;

Ratify or prospectively modify or rescind policy and program established by the Board of Directors, except any action or authorization by the Board of Directors with respect to contracts or upon which any person may have relied shall not be modified or rescinded;

Establish joint administrative committees, or undertake joint activities with other sports organizations where deemed helpful or necessary by MSI;

Establish by resolution one or more committees of its members. The committees shall have the powers and duties specified in the resolution, which may include delegation of one or more of the powers and duties of the House of Delegates other than the powers to amend these Bylaws or remove Board Members and other elected officers;

Amend the Bylaws of MSI in accordance with Section 11.3;

Remove from office any Board Members, members of the Board of Review, or committee chairmen or members or coordinators who have failed to attend to their official duties or member responsibilities or have done so improperly, or who would be subject to penalty by the Board of Review for any of the reasons set forth in Section 10.4.7C. However, no Board Member, Board of Review member or elected committee chair or coordinators may be removed except upon not less than thirty (30) days written notice by the Secretary or other officer designated by the House of Delegates specifying the alleged deficiency in the performance of member responsibilities or specific official duties or other reason. All notices and proceedings under this section shall be prepared, served and processed utilizing the procedures for a formal hearing pursuant to Section 10.6.1 to the extent applicable. Should the Board Member, Board of Review member or elected committee chair or coordinators contest the alleged deficiency or other reason alleged in the notice, the House of Delegates shall hold a hearing at which the defendant shall have the same rights as if the hearing were to be conducted by the Board of Review pursuant to Article 10.

Annual and Regular Meetings:- The annual meeting of the House of Delegates of MSI shall be held in the month of June of each year. Regular meetings of the House of Delegates shall be in accordance with a schedule adopted by the House of Delegates or the Board of Directors.

Special Meetings: - the Board of Directors or the General Chair may call special meetings of the House of Delegates. Should the Board of Directors or the General Chair fail to call the annual or scheduled regular meetings or should a special meeting be appropriate or helpful, a petition signed by at least five (5) members of the House of Delegates may call a meeting of the House of Delegates.

Meeting location and Time: All meetings of the House of Delegates shall take place at a site within the Territory. The House of Delegates or the Board of Directors shall determine the location and time of all meetings of the House of Delegates.

Board of Directors Meetings

Maryland Swimming Board Meetings are held the first Thursday of every month except for the months of July and August when there are no scheduled meetings. Anyone who is a registered member of MSI is welcome to attend.

The September, November, January, March and May meetings are General meetings for the entire Board to attend. Any person that is a member of MSI may also attend. It is the decision of the presiding General Chair if guests have a voice in the scheduled Board Meeting proceedings.

The October, December, February and April Meetings are Executive Board members only, but may be open to other Board members at the discretion of the General Chair. Any registered member of MSI may request to attend an Executive Board Meeting and it will be left to the discretion of the General Chair if they may attend. Meetings where sensitive items are on the agenda may be closed to all but the Executive Board.

The Board Meeting Schedule is posted with dates, times and location on the Maryland Swimming website, at the beginning of each year.

Location is to be within the MSI boundaries and must be publicized before all meetings.

Article 3

Conflict of Interest

Maryland Swimming Conflict of Interest Form

The standard of behavior at Maryland Swimming is that all volunteers and Board members scrupulously avoid conflicts of interest between the interests of Maryland Swimming on one hand, and personal, professional and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflict of interest.

I understand that the purposes of this policy are to protect the integrity of the organization's decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of volunteers and Board members.

In the course of meetings or activities, I will disclose any interests in a decision or transaction where I, my family and/or my significant other, employer or my business, or close associates will receive a benefit or gain. After disclosure I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question. For the transaction of business for Maryland Swimming this does not include the awarding of swim meets to a club or organization of which the volunteer or Board member is a member.

I understand that I must protect and maintain the confidentiality of business information, both documentary and electronic.

I understand that I may not accept gifts, gratuities or entertainment, or other favors, that could result in an actual, or perceived, conflict of interest.

I understand that all expenses incurred in the furtherance of Maryland Swimming business are to be reasonable, necessary and substantiated.

The Chair will monitor proposed or ongoing transactions (such as contracts with vendors) for conflicts of interest and disclose them to the Board, as appropriate, whether discovered before or after the transaction.

I have complied and will continue to comply with the policies and procedures of Maryland Swimming.

Signed:

Date:

Any Board Member perceived to have intentionally violated the conflict of interest proviso, or benefited personally through violation of the conflict of interest proviso might be subject to removal from office per 10.4.7C of the MSI By Laws.

Article 4 USAS Convention

Each year MSI sends representatives from the MSI Board of Directors to the USA Swimming National Convention, which is held in September. Clinics, seminars, education classes and training classes are offered and the MSI delegates vote on the National USA Swimming budget and its Rules and Regulations as well as election of its officers. Each of the 52 USA Swimming LSC (Local Swim Committees) gets 5 votes per LSC. MSI funds the travel expenses for all of its voting Board members or their designates; General Chair, Age Group Chair, Senior Chair; Coach Representative, Athlete Representative. Registration, Diversity and TIMES will also be funded if they choose to attend.

Article 5 Eastern Zone Participation

MSI is one of 12 member LSCs making up the Eastern Zone of United States Swimming. The Eastern Zone is the oldest Zone in USA Swimming. Each spring, MSI sends representatives to the semi-annual Eastern Zone meeting to vote on its budget, Zone Meets, Sectional Meets and election of officers. The other semi-annual meeting takes place at the USA Swimming Convention where MSI members attend and take part in the eastern Zone business meetings. Each LSC gets 3 votes per LSC.

Article 6 Maryland Swimming Anti-Recruiting Policy

Active recruiting - the solicitation of an athlete of one USA Swimming member club by another USA Swimming member club is contrary to the best interests of Maryland Swimming, Inc. and its athletes.

USA Swimming clubs within Maryland Swimming, Inc. shall be prohibited from directly or indirectly soliciting or encouraging an athlete of another USA Swimming member club to leave his or her existing club to join the soliciting club. This anti – recruiting policy shall prohibit a USA Swimming member club employee or coach from directly contact with an athlete from another USA Swimming member club in Maryland Swimming, Inc., or

the athlete's family, with the intent that the athlete joins the soliciting club.

The intent of this anti – recruiting policy is to prevent organized and club-sanctioned efforts to persuade a member of a one USA Swimming member club to leave his or her member club to join the other club.

It is not the intent of this anti-recruiting policy to prevent athletes or parents of athletes of one member club from initiating contact with coaches, officials or athletes of another club for the purpose of inquiring about joining the other member club. Once such contact is initiated, the restrictions of this anti-recruiting policy shall not apply to any contact with that athlete of another member club.

Nothing in this anti-recruiting policy shall prevent a USA Swimming member club from conducting any self-promotional activities such as advertising, team tryouts or camps for the purpose of recruiting athletes as there is no direct solicitation of athletes of another member club.

It is also not the intent of this policy to prevent athletes or parents of athletes from different clubs from discussing any aspect of their respective USA Swimming member clubs, or incidental contact, such as may occur at a competition when a coach, parent or athlete of one club offers to congratulate an athlete from another club. However, any such activities which have been shown to have been promoted, encouraged or facilitated by a USA Swimming member club officer, employee or coach with the intent of recruiting shall be in violation of this anti-recruiting policy and subject the member club and/or its coach to the sanctions of this anti-recruiting policy.

Violation of this anti-recruiting policy shall be reported to the Maryland Swimming, Inc. Board of Review, which upon receipt of the complaint shall conduct hearings under the by-laws of Maryland swimming, Inc. Any USA Swimming club or USA Swimming coach found to have violated this anti-recruiting policy will be suspended from Maryland Swimming, Inc. for up to 1 year for a first offense and for up to 2 years for a second or subsequent offense. Suspension of a member coach for a violation of this anti-recruiting policy shall prohibit that coach from being on deck for any USA swimming competition sanctioned by Maryland swimming, Inc. during the period of the suspension. Suspension of a USA Swimming member club for a violation of this anti-recruiting policy shall not prohibit the registration of the club, athletes or coaches, but shall prohibit the member club from competing as a team in USA Swimming competition sanctioned by

Maryland swimming Inc. Athletes registered with any such suspended club may compete in any USA Swimming competition sanctioned by Maryland Swimming, Inc., but do so only as an unattached athlete.

Article 7 Fines

Fines are imposed on a team; individual swimmers are not subject to fines, unless they are not attached to a specific club. Notification of applied fines will be sent to the Head Coach of the team with the fineable offense. These will be sent electronically with return receipt requested. All fines must be paid in full within 30 days of the electronic notification. Any team not responding to the electronic request for return receipt will be sent a certified copy of the fine letter, by US Postal Service. Any club that does not respond with payment in full within 30 days, the fine will double, and after 60 days, the swimmers and coaches from the club will be declared Unattached and the club's status may become inactive with USA Swimming.

Article 8 Maryland Swimming Officials

- Get information from the Maryland Swimming web site – www.mdswim.org – or other source regarding stroke and turn official's clinic dates, times and locations.
- Participate in an official's stroke & turn clinic.
- Ask questions; receive apprenticeship information and an Apprentice initial work record card. Note: If the clinic is held in conjunction with a Maryland Swimming sanctioned competition, apprentices will be allowed to work the session following the clinic.
- Immediately complete and mail the USA Swimming non-athlete membership form with appropriate fees to the address on the form. Officials, including apprentices, must be members of USA Swimming. Registration is valid for one calendar year. Apprentices register by checking the box, 'Other', not the box marked 'Official'. Registration is required to begin the apprenticeship program.
- Review and become familiar with the USA Swimming rules.
- Volunteer and work a minimum of five (5) complete sessions with certified officials. Work includes the pre-session briefing and the Maryland Swimming sanctioned competition. Work as many sessions (no less than 5 complete sessions) as necessary to become comfortable watching the competition, preparing a disqualification slip, operation of the two-way radios, etc. Carry your Apprentice initial work record card and USA Swimming registration card on deck with you. Have your Apprentice initial work record card signed by the deck or meet referee for each session worked.
- Arrange with a training referee to work one session under observation (preferably the 4th or 5th). The list of training referees is available on the MD Swimming web site. Be prepared to apply your knowledge of the rules to various real-life situations.
- Receive recommendation from the training referee to take the open book exam.
- Send email to the Maryland Swimming Official's Chair requesting permission to take the exam. The message should list the sessions worked and which referee recommended you take the next step (the referee must also send a statement confirming the recommendation).

The exam is available on-line or you can request a paper copy whichever is more convenient. Instructions to access the on-line version will be supplied.

- Take and pass the open book examination elements with a combined score of 90%. Passage of four test modules is required to become a Stroke & Turn Official. Modules include Stroke & Turn, Timer, Timing Judge and Clerk of Course (all tests require you to identify the source paragraph or paragraphs from the rule book). Upon successful completion, you will receive a confirmation of passage as well as a new Maryland Swimming Certification card and a replacement USA Registration Card stamped 'Official'.

Starter and Referee Training and Certification of MSI officials.

To uniformly train, mentor and educate potential MSI certified Starters and Referees the following outlines the steps and personnel required to facilitate the process.

After attending the appropriate level clinic for the certified position desired, the apprentice official can begin their on-deck apprentice sessions.

For Starter Apprentices:

Sometime after the 4th apprentice session, and continuing until certification is obtained, an evaluation from the Deck or Meet Referee should be requested. The evaluation should be reviewed with the respective official and the meet and then entered into the MSI training system. After the evaluation is entered, instruct the apprentice to sign onto their online user account to review the contents and ensure that the work areas included were items that the Training official reviewed with them at the meet. On the 6th or later apprentice session with at least one positive evaluation, the Starter Apprentice can request a final certification evaluation from one of the certified Starter/Referee Training Referees. During this session, the Training Referee will be noting improvements to any previously identified weaknesses. A final evaluation will then be completed by the Training Referee with a recommendation for certification or a recommendation for additional training. Once the completed final evaluation with a recommendation for certification is input, the Training Referee will need to move the official to a testing phase event on the training system. The apprentice will receive an automated email instructing them that they are ready to start the battery of tests appropriate to their certification level.

For Referee Apprentices:

Sometime after the 4th apprentice session, and continuing until certification is obtained, an evaluation from the Deck or Meet Referee should be requested. The evaluation should be reviewed with the respective official and the meet and then entered into the MSI training system. After the evaluation is entered, instruct the apprentice to sign onto their online user account to review the contents and ensure that the work areas included were items that the Training official reviewed with them at the meet. On the 6th or later apprentice session with at least two positive evaluations, the Referee Apprentice can request a final certification evaluation from one of the certified Referee Training Referees. During this session, the Training Referee will be noting improvements to any previously identified weaknesses. A final evaluation will then be completed by the Training Referee with a recommendation for certification or a recommendation for additional training. Once the completed final evaluation with a recommendation for certification is input, the Training Referee will need to move the official to a testing phase event on the training system. The apprentice will receive an automated email instructing them that they are ready to start the battery of tests appropriate to their certification level.

In the absence of a previously determined Training Referee, the Officials Chair has the ability to identify a candidate to provide the final evaluation and recommendation for certification.

For the purposes of reviewing and certifying that a Stroke and Turn apprentice has met the minimum on deck requirements to be certified, any LSC level Referee certified for more than 1 year in the position may provide final sign off.

For the purposes of reviewing and certifying that a Starter apprentice has met the minimum on deck requirements to be certified, any LSC level Referee certified for more than 2 years or 1 year as an LSC Referee with at least 1 year as an N2 certified starter may provide the final evaluation and sign off.

For the purposes of reviewing and certifying that a Referee apprentice has met the minimum on deck requirements to be certified, any LSC level Referee certified for more than 3 years with current N2 certifications in both the Deck and Administrative Referee positions may provide the final evaluation and sign off.

Article 9 Maryland Swimming Board of Review

The Maryland Swimming Board of Review is created by the MSI By-laws. It exists for the express purpose of hearing complaints, protests and appeals regarding the administration and conduct (including acts and failures to act) of the sport of swimming within Maryland Swimming, conduct that may violate the USA Swimming Code of Conduct or otherwise violate the polices, procedures, rules and regulations adopted by USA Swimming or Maryland Swimming or conduct that may bring USA Swimming, Maryland Swimming or the sport of swimming into disrepute.

All requests for relief of a statutory fine should go to the MSI Executive Committee Review does not include judgment calls by an official of a meet, which can only be appealed to the meet referee.

In the event any person or organization seeks review by the Board of Review, the Maryland Swimming by-laws provide that the person or organization: Shall submit to the Chair of the Board of Review (whose email address is listed on the MSI Administration page of the www.mdswim.org website.) a written statement setting forth a description of the action, inaction or conduct that is believed to have been improper or incorrect and the name of the person or group believed to have acted improperly, or the circumstances believed to require answers, explanation or clarification within 90 days of the occurrence. A filing fee of \$50 is required before the Board of Review proceeds with any matter. The Chair of the Board of Review will tell you where to mail the fee when they receive your request for an appeal.

Article 10 OFFICIALS DISCIPLINE AND DECERTIFICATION POLICY AND PROCEDURE

Under the bylaws of Maryland Swimming, Inc., the Officials' Chair and the Officials' Committee are authorized and obligated to recruit, train, test, certify, evaluate, retest, recertify and supervise officials for MSI and perform such other activities as may be necessary or helpful in maintaining a roster of qualified, well trained and experienced officials of the highest caliber. This includes the authority to reprimand, suspend or to decertify officials under several categories.

CATEGORIES

Three categories or classification of cause for action are Professional Qualifications, Professional Misconduct and Code of Conduct.

PROFESSIONAL QUALIFICATIONS

This category relates to matters involving deficiencies in the professional qualifications of the official. It relates to the technical aspects of officiating, such as, a gross lack of knowledge of the rules, improper application of the rules, etc.

PRIMARY RESPONSIBILITY - LSC Officials' Chair

It is the responsibility of all officials to observe and evaluate the officials who are working for and with them. All major or consistently observed deficiencies, for positions other than the meet referee, should be reported to the meet referee, who may address them at the time of the meet. If a major or consistently observed deficiency is observed on the meet referee, that deficiency should be reported to the LSC Officials' Chair. Should it become apparent that the official is deficient in the qualifications to serve in the position the official is certified for, and then these deficiencies need to be reported to the LSC Officials' Chair. The Chair has primary responsibility for investigating the situation. The Chair will gather all of the facts, personally, or may assign the role to another member of the Committee. It is important that all of the facts are discovered and documented to the extent possible.

When conducting the investigation, the following shall be determined concerning the official:

- Knowledge of the rules,
- Application of the rules,
- Judgment on deck in applying the rules, and
- Professionalism on the deck.

Once the facts are obtained, the Chair will schedule a meeting with the official and review the situation. The official will be given the facts as gathered by the Chair, or his/her designee, have an opportunity to state his or her side of the matter and to make a request for additional training or guidance. If the Chair believes it is in the best interest of the official, it is appropriate to bring in other members of the Officials' Committee or some third person who is a friend of the official to assist in the meeting. In the latter situation, the friend should be an official since professional qualifications are being addressed. Should the Chair believe it is inappropriate for him or her to meet with the official or address the issue; the Chair may assign the matter to another member of the Committee.

The Chair has the following powers:

- Leave the official in his or her current position but establish a retraining program to correct any deficiencies. The program proposed should include observation over a series of sessions and retesting. In this situation, the Chair may decide to withhold any future assignments at the certified position until the official completes the program and is signed off by a training official designated by the Chair.
- Reassign the official to a lower position, where the official is qualified (i.e., referee to starter or stroke and turn judge). The Chair should present the official with a program to be performed within a given time frame, enabling the official the opportunity to regain his or her position. The program will include retraining, observation over a series of sessions and retesting.
- If the Chair is confronted with the situation where it is apparent the official does not comprehend and understand the rules and, in the opinion of the Chair, the official will not be able correct the situation, then the Chair has the power to recommend to the Officials' Committee that the official be decertified as an official.

SECONDARY RESPONSIBILITY – LSC Officials Committee

The Officials' Committee will make the final decision on desertification. This step will include a hearing with the official, where the official has full opportunity to make his or her position before the Committee. (See HEARINGS below.)

A decision to decertify the official will only be made as a last resort and on the recommendation of the LSC Officials' Chair. If there is no recommendation from the Chair then there will be no decertification.

PROFESSIONAL MISCONDUCT

This category relates to matters involving misconduct in the performance of the official's professional duties that do not rise to the level of acts specifically covered by the Code of Conduct (Article 304.3 of the Rules and Regulations of USA Swimming

DUTIES – LSC Officials’ Chair

A complaint alleging misconduct on the part of an official needs to be in writing, within 90 days of the occurrence, and filed with the LSC Officials’ Chair. The complaint must set out the facts and the misconduct alleged. It is the duty of the Chair to conduct an investigation of the allegation and develop all of the facts. The Chair, or his/her designee, may conduct this investigation but should have no prior knowledge of the situation or the official’s involvement.

PRIMARY RESPONSIBILITY – LSC Officials Committee

Once the investigation is completed, the entire file should be delivered to the Officials Committee. The Committee will then schedule a hearing. (See HEARINGS below.)

The Officials’ Committee has the following powers if a finding that the allegations are true against the official:

Issue a verbal warning. The warning must be accompanied by conditions to be met to correct the problem and the possible consequences if they are not met. Even though it is a verbal warning, it should be documented in the notes of the Committee accompanying the hearing,

Issue a written reprimand. The reprimand must be accompanied by the conditions to be met and possible consequences if they are not,

Reassign and establish a retraining program. The decision must be documented in the notes of the hearing,

Suspend the official. The suspension should be accompanied by conditions the official must complete during the suspension period, and

Permanently decertify the official. This should be for the most serious offenses and should be ordered only after all other remedial measures have been exhausted.

The investigating official will not participate in the deliberations of the hearing. The Chair is the “prosecutor” in this role and will not sit as part of the jury. However, if the penalty to be considered is decertification, then the Committee should consider this penalty only if the Officials’ Chair has recommended it to the Committee.

Code of Conduct: This category involves all acts that fall under Article 304.3.1 through .15 of the Rules and Regulations of USA Swimming.

The Chair must determine whether the matter falls within the jurisdiction of the National Board of Review or the LSC Board of Review. All complaints received by the LSC Officials’ Chair should be delivered to the Executive Director of USA Swimming in Colorado Springs if it is within the jurisdiction of the National Board of Review or the LSC General Chair if it is within the jurisdiction of the LSC.

All complaints would then be processed under the established procedures of the LSC and USA Swimming.

HEARINGS

Official Committee hearings will be scheduled, and notice provided, as soon as practical following the conclusion of any preliminary investigation made by or on behalf of the Committee, but no later than 30 days after the receipt of a written complaint or upon notice from the Chair that decertification of an official is recommended.

Emergency hearings may be called when compliance with the normal procedures would not produce a sufficiently early decision. Hearing

notices will be sent to all related parties, in written form (including electronic correspondence) and should be sent no less than 30 days before the hearing. The notice should include a detailed statement of the charges against the official, the circumstances believed to require answers or explanation, a copy of the written protest (if applicable), a description of the type of hearing to be held, the date, time and location of the hearing, a request that all answers to the charges be delivered at least 10 days prior to the hearing and the right to appeal to the LSC Board of Review should the decision be rendered against the official. Extensions of time may be made at the discretion of the Chair or Officials' Committee for good cause.

The conduct of the hearing need not be formal but the proceedings will be documented. The official should be given full opportunity to present his or her side of the issue.

Decisions will be rendered by a majority of all the Committee members who may participate via electronic communication. The final decision of the Committee will be provided to the official in written form.

The official shall have the right to appeal any decision imposing penalties on the official, including suspension or decertification, to the LSC Board of Review and the opportunity to appeal will be made known to the official. All other decisions rest within the jurisdiction of the Committee.

GENERAL

This program is intended to place the professional matters within the jurisdiction of the professionals, the peers of the official. However, if there are decisions made in this process, the official may have the right of appeal pursuant to the Rules and Regulations of USA Swimming and the Bylaws of the LSC.

If the complaint involves more than one category, the category with the highest process should be used.

Article 10

Travel Fund Policy

Travel Fund Policy for Teams Representing Maryland Swimming

Any team, or individual, representing Maryland Swimming that is wholly or partially funded by Maryland Swimming must meet the following conditions:

- Request for funding must be pre-approved by the Board of Maryland Swimming;
- The Team or Individual must be representing Maryland Swimming, not an individual club or team, or may not be competing as "Unattached." All swimmers must be currently registered with, and be active members of Maryland Swimming.
- Any meet being attended by a team representing Maryland Swimming and receiving any funding from Maryland Swimming must be either USA sanctioned or USA approved. Observed meets do not qualify for USA Swimming insurance coverage.
- Any team representing Maryland Swimming and receiving any funding from Maryland Swimming, must consist of Age Group Swimmers, 19 and Under;
- Any team representing Maryland Swimming, and receiving funding from Maryland Swimming, must provide a list of athletes, coaches and chaperones to Maryland Swimming, 7 days prior to departure for the event. Alternates are to be included where applicable. These lists are to be submitted to the LSC Registration Chair to verify registration, staff and chaperone certifications.

- All official chaperones for teams representing Maryland Swimming and receiving and funding from Maryland Swimming, shall be members of Maryland Swimming and have completed and passed the USA Swimming Background Check within the last two years. Maryland Swimming will reimburse the Background Check fee to all non-coach official chaperones of funded Maryland Swimming teams.
- All athletes, staff members (including coaches) and official chaperones, for teams representing Maryland Swimming and receiving any funding from Maryland Swimming, shall sign the "Maryland Swimming Honor Code" before departure to the event;
- All athletes, staff members (including coaches) and official chaperones, for teams representing Maryland Swimming and receiving any funding from Maryland Swimming, shall adhere to the "Maryland Swimming Honor Code";
- Any team, representing Maryland Swimming, and receiving any funding from Maryland Swimming, shall ensure that all Transportation, Lodging and Meals is limited to listed athletes, coaches and chaperones;
- Any team, or individual, representing Maryland Swimming and receiving any funding from Maryland Swimming shall submit all receipts, meet results and any other records, as required by the Treasurer and Board of Directors of Maryland Swimming.

Maryland Swimming reimburses clubs not individual athletes. Reimbursements are considered for travel to US Open, Junior Nationals, Nationals, Zone Select Camps, and Olympic Trials. Coaches are also eligible for reimbursement for attending specific meets or attending educational clinics. Officials may also be eligible for reimbursement for working at National Level Meets.

The House of Delegates approves reimbursement qualifications and funding amounts each year as part of the budget approval process.

Requests for reimbursement must be made directly to the MSI Treasurer, accompanied by receipts as required.

Article 11

Athlete Representatives

As part of the annual Club registration process in MSI, each club is required to select at least 1 Athlete Representative to the Athlete Committee of the Board of MSI. Clubs with more than 100 registered swimmers must have 2 representatives.

These athlete representatives are the link between the individual clubs and the Board of Directors. The team athlete representatives are under the Committee headed by the Senior Swimming Chair. Meetings of the athletes are usually held twice a year, at the spring meeting, the athletes elect a Junior and a Senior Representative to the actual MSI Board. They attend Board Meetings, and handle communication between the Board and the team representatives. The athlete representatives are also responsible for the content of the information on the MD Swimming Website /Swimmers.

Article 12

Athlete Honor Code
USA Swimming HONOR CODE

As a member of the team representing Maryland Swimming at the _____
I understand and will comply with the following guidelines as set forth by Maryland
Swimming and USA Swimming

1. The possession or use of alcohol, tobacco products or controlled substances by any athlete or staff member is prohibited throughout the duration of the trip (until the team has officially disbanded).
2. Curfews established by the staff will be adhered to each day of the competition.
3. Team members and staff will attend all team functions including meetings, practices, exhibitions, press conferences, competitions, etc., unless otherwise excused or instructed by the head coach.
4. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms, and no female athletes in male athlete's rooms, unless chaperoned by a parent, legal guardian or engaged in a team activity under the supervision of a team coach or team staff member. This does not apply to family members sharing a room.
5. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of Maryland Swimming or be detrimental to its performance objectives.
6. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, fellow competitors and the public.

IMPLEMENTATION

- a. Signature of this document constitutes unconditional agreement to comply with Honor Code of the Maryland Swimming Team.
- b. An evaluation system will be established to determine if team and staff members have followed all aspects of the policy.
- c. Failure to comply with the Honor Code as set forth in this document for the Team representing Maryland Swimming may result in disciplinary action. Such discipline may include, but may not be limited to:
 1. Dismissal from the team and immediate return home;
 2. Disqualification from one or more events, or all events of competition;
 3. Disqualification from future Maryland Swimming Travel Teams;
 4. Financial penalties. Any appeal following any disciplinary action shall be in accordance with Part Four of USA Swimming Rules and Regulations.

Name: _____

Signature: _____

Date: _____

Article 13

Recognition Athlete

Annual All Maryland Team

This is a TIMES based recognition program. Applications are posted on the www.mdswim.org website every year, along with the current year's qualifying times.

Annual Maryland All Star Team

This is an honorary Team comprised of MSI swimmers who have qualified for the All Maryland Team, Junior Nationals, Nationals or Olympic Trials. The All Star Team is honored at the Maryland State Championship Meet every spring

Swimmers of the Year

This is a performance point based award that is presented to the TOP Point scoring swimmer by gender, age group and Short Course and Long Course seasons. The winning athletes are announced and presented with an award at the annual Maryland State Championship Meet each spring. It is based on State Records achieved, NAG records achieved, Zone – Sectionals – Junior National – National – Olympic Trials participation and placement - TOP 10 and MD TOP 5 achievements. It varies by year depending on National Meets for that particular year and if MSI is participating in the Eastern Zone Meets. The specific POINT scoring system is published each September on the Maryland Swimming website for the coming year. Duplicate Awards will be given if swimmers score the exact number of points in their category.

AAAA Bag Tags

AAAA Swim bag tags are awarded, by stroke, to all swimmers in Maryland when they achieve their first AAAA time in a specific event. Coaches are to submit the request to the Awards Chair stating the athlete's name, club, event, time swum and the meet the time was achieved in. Subsequent improvements in time for the same event are not eligible for additional tags, unless the athlete has moved up into an older age bracket. Tags are awarded for both Long Course and Short Course. The tags are decorated by stroke: Freestyle, Backstroke, Breaststroke, Butterfly and IM and are personalized with the swimmers name, time and event.

MARYLAND TOP 5

This is a TIMES results based program that automatically generates the TOP 5 swims per event – by Age Group - and gender - per season – by Maryland Swimmers. This tracking is overseen by the MSI TIMES chair and is published and updated on the www.mdswim.org website. If a meet's results have not been posted to SWIMS, the athlete's coach can supply those results to the TIMES chair for consideration.

STATE RECORDS

How to Apply for a Maryland State Record
(Area or Resident)

World, American, National Age Group, and Maryland State Records from Sanctioned Meets are automatically scanned by the SWIMS TIMES

database and recorded by the Maryland Swimming Times Chair. No application is needed.

The correct form to use Maryland Swimming Record Application can be found on the Maryland Swimming website.

This form is to be completed by a coach to apply for an Area or Resident record achieved at a USA Swimming approved or observed meet only.

Instructions: Complete the application and submit it, along with a copy of the meet results (via mail or email) or a link to the on-line results, to the records Coordinator (times@mdswim.org) within 30 days of the performance.

1. The rules for Swimming Records are found in Article 104 of the USA Swimming Rules and Regulations
2. It is the responsibility of the meet referee to certify that all USA Swimming rules pertaining to the swimming performances have been met.

What is the difference between an Area and a Resident Record?

An Area Record is a record set anywhere in the MSI LSC area by any one from any team in USA Swimming

A Resident Record is a record set anywhere in USA Swimming by a registered member of Maryland Swimming.

Coach of the Year
Age Group Coach of the Year

The Coach of the Year and the Age Group Coach of the Year are nominated by and selected by a vote of the Coaches of the LSC. The elected Coaches Representative to the Maryland Swimming Board handles the nominations and voting. The announcement of the Coaches of the Year and the presentation of their awards is done at the annual Maryland State Championship Meet.

Club Development Grant Program

This program was established to encourage the constant improvement and upgrading of all clubs within MSI. It is a point based monetary award program that is operations, performance and coach education based. Clubs are equally scored and awarded – the number of athletes on a team does not affect a club's ability to earn money. Each year the program changes to address or promote various USA Swimming goals or to make the program more exciting. Clubs are not required to participate, but financially it is in their best interest to do so. The program and the Year to Date dollars earned is posted on the www.mdswim.org website and is updated every month. The program runs each year from January 1st to December 31st. The checks and the money earned are presented at the annual Maryland Swimming State Championship Meet.

Article 14 Registration 2010 (Required to be updated every year)

1. Register your Club, your Safety Coordinator and your Head Coach First!
2. Next concentrate on your Assistant coaches – remember – there is no such thing as “a helper”
3. Then register your swimmers

CLUB REGISTRATIONS

1. Every club will receive a personalized registration form from the Registration Chair. This will list your club code – club name – and the registration fee that applies to your club. Year Round Club fees vary according to Club Recognition or Club Excellence Achievements. These fees and discounts are listed on the Maryland Swimming registration form.
2. No swimmers can be registered until the Club, Safety Coordinator and Head Coach are registered.
3. A New Club must contact the MD Swimming registrar before attempting to register.
4. All clubs are to send 2 delegates to the annual Maryland Swimming House of Delegates meeting – both must be registered members of USA Swimming
5. Monthly bills will be emailed to the designated club representative every month no later than the 5th of each month. Payment is due to be received by the LSC Registrar, with a team check made payable to Maryland Swimming, no later than the 30th of the same month. A late fee of \$25 will apply for any payments not received by the 30th of the billing month. If no payment is received by the 5th of the following month, (next billing cycle), a grievance may be filed by the LSC Registrar, and the athletes and coaches from that club will become unattached until such time as the outstanding bill is paid.

NON-ATHLETE REGISTRATIONS

1. Non-athlete registration is to be used for all coaches, officials, team safety coordinators, year round meet directors, team registration coordinators and anyone who is just interested in being a USA swimming member.
2. All Head Coaches must be at least 18 years of age.
3. All coaches 18 and older must first complete the USA Swimming Background Check. It is on the USA Swimming website – www.usa-swimming.org. There is a fee and results are forwarded directly to the MD Swimming Registrar.
4. All coaches registering for the 2nd time as a coach – no matter how many years have lapsed between the first year and the second year – must complete the USA Swimming Foundations of Coaching Test. That link is also found on the USA Swimming website. There is no fee for this – but a DVD is needed to study from and to prepare for the test. The DVD is now offered instead of the book as before. This requirement applies to coaches of any age.
5. Athletes who will also be coaching or assisting, must have 2 types of registration – Athlete and Non-Athlete – the reason being that the insurance coverage is vastly different for each.
6. Absolutely no one may be on the practice deck or competition deck who is not a registered coach or official or athlete. The only exception is meet workers such as timers, safety marshals, computer operators and clerks of course.
7. Do not even entertain the idea of having someone assist or help with coaching who is not registered as a coach! Just registered with USA Swimming does not qualify someone to be a coach – they must have all of the required certifications and be a registered coach member of USA/MD Swimming. We all know Murphy’s Law!

8. If you have any questions at all – please ask the LSC Registrar before you make the wrong decision and have an issue.
9. Year round coaches will receive a personalized renewal form for 2010 and new forms will also be available through team registration coordinators.
10. The USA/MD Swimming non-athlete registration form will also be available on the MD Swimming website.
11. Renewing Officials will receive a pre-printed personalized registration form for 2010.
12. Coaches and Officials and other Non-Athletes may pay by personal check if their paperwork is not submitted as part of a club/team submission. All checks Are to be made payable to Maryland Swimming
13. Coach applications will not be accepted without copies of required certifications attached. Please do not send the application – 1 or 2 certifications and say you will send the missing ones when you get them hold onto everything until you have all of the paperwork needed. Copies of Background Checks and Copies of Foundations of Coaching tests – are not to be attached. They are automatically loaded into each coach’s data – The LSC Registrar does not have the ability to update or change Background Check information.
14. Copies of official Red Cross course record sheets may be supplied in case of a missing or delayed card.
15. It is strictly a coach’s responsibility to keep all certifications current with USA/MD swimming. A list of expiring certifications is posted on the MD Swimming website every 30 days for the upcoming 2 months. Coach membership cards are also stamped with the earliest expiration date. Not keeping certifications up to date will result in your inability to be on the pool deck – at practice or at meets. 24 hours before the start of a meet – the Meet Referee or meet director is sent a list of coaches who may be on deck for a meet - there can be no exceptions to that list without direct communication with the LSC registrar. Updating a certification and not notifying MD Swimming creates multiple issues.
16. Make sure that all coach certifications are accepted by MD Swimming – a constantly updated listing of those accepted courses and providers, is posted both on the MD Swimming website and the USA Swimming website.
17. When in doubt – ask questions!
18. When a coach’s earliest certification expires they immediately are downgraded from coach member to “other” member – and cannot be on the practice deck or the pool deck...there is no grace period for a coach whose certifications have expired!
19. Always use the legal name of the person registering as a non-athlete.
20. 2 non-athletes living at the same address may register as a Family Membership and there is a small savings.
21. Maryland Swimming pays registration fees for Referees and members of the MD Swimming Board of Directors.
22. Coaches with temporary or permanent disabilities who need assistance to completing their certifications – please contact the LSC registrar for a waiver.

ATHLETE REGISTRATION

1. All swimmers in a USA Swimming practice or sanctioned meet must be registered.
2. Get all swimmers registered immediately – so they can be in the pool and practicing from day 1.
3. USA swimming registration forms are distributed to every club or team rep, 1-2 months before the start of the new swimming year. If your club has an electronic registering system that you prefer to use – just make sure that the form your club is using contains all of the information on the USA form. Swimmers under the age of 18 may not sign the forms – no matter what form you use.
4. Swimmers should fill out a paper form every year – even if they are renewals – as contact information or addresses may have changed

5. A Designated and registered Team/Club registration Coordinator must attend a one time training class in order for their club to be registered.
6. The Team registration coordinator will collect all registration forms and enter the information in to their Team manger – or equivalent - and forward the registrations to the LSC Registrar electronically. This “batch” of registrations can be 400 swimmers – or it can be 1 swimmer – do not wait to register a swimmer to get a bigger “batch”.
7. All paper registration forms are to be maintained by the club – for 1 year! Do not send any to the LSC registrar unless they are specifically requested.
8. Copies of either a birth certificate, baptismal certificate, State proof of age ID card or a passport should be presented to the club registrar to verify birth date and correct name spelling, for all new swimmers when they first register. Copies of birth certificates no longer need to be mailed to the LSC registrar.
9. A “New” registration is for a swimmer who has never – ever – been registered anywhere in the United States with USA Swimming – no matter how long ago.
10. A “Renewal” is someone who has at sometime in his or her life been registered with USA Swimming.
11. If you are not sure whether the person is new or renew – enter them as “renew” – the system will flag them for us.
12. Any swimmer who previously swam for another USA club – anywhere in the US – anytime in their life – must submit a transfer form when they register. No matter how long ago it was. When in doubt, as some swimmers – and their parents – are not sure...go ahead and register the swimmer with your club, if a transfer is needed, it will be flagged and the LSC registrar will contact your team’s registration coordinator.
13. When submitting a transfer, there is a \$5 fee. All blanks on the form must be filled in (www.mdswim.org) we do not need to know the swimmer’s previous club. Their last date of competition can be found in the USA Swims database and that should be used. The incoming club’s coach must sign the transfer form. (Swimmer or parent signature is not valid) If the signature is incorrect, or the dates are not complete, the form will be returned and the swimmer will remain in “unattached limbo” until the correct paperwork is submitted.
14. If the swimmer never competed for the previous club, make that notation in the boxes where the date of last competition goes.
15. Swimmers transferring from one club to another must wait 120 days from their date of representation of the previous club – before they can represent the new club. If there is a question as to whether a transferred swimmer can now represent their new club in competition, please contact the LSC registrar, they can tell you the exact date of attachment to the new club.
16. Swimmers may not wear clothing or cap representing their new club until they are officially attached to the new club (the 120 days is past).
17. Athlete membership cards will be mailed to the club registrar who should dispense them according to their clubs policies. A swimmer registered with a club, does not need their card for any proof of registration purpose, unless they are competing as a lone swimmer in a specific meet and have entered themselves or if a swimmer is Unattached, they may need their card. A card may also be needed for a deck entry if the athlete is not already in the meet. (We do not do deck registrations in MD).
18. Before every MD Swimming sanctioned meet a cross check (Pre Meet Recon) is run to verify that swimmers entered into the meet are registered. There is an automatic \$100 fine if an unregistered swimmer is entered into a meet. (There are additional fines if an unregistered swimmer actually swims in a sanctioned meet.)
19. Year Round Swimmers registering with Seasonal Summer Clubs do not need to register again with MD Swimming for the summer – or to go through the transfer process.
20. Athlete membership is for a calendar year – January through December 31st. New athlete memberships processed on or after September 1st will be valid through December of the following year.

21. Maryland Swimming and USA Swimming offer an Outreach Membership for qualified individuals for \$5. To qualify the athlete must provide proof of food stamps/or present a state issued food assistance program card. They may also provide proof of participation in a reduced or free lunch program card. Proof must be provided each year that the membership is renewed.
22. Club registrations and non-athlete registrations cannot be submitted electronically. They must be done manually.
23. At any time clubs may request a copy of their club's registered athletes or non-athletes.
24. Always use the athlete's legal name to register them! The preferred or nickname may be entered in the Preferred name box. Do not be afraid to verify a swimmer's legal name.
25. If a swimmer has a disability which could affect their participation in normal competition, please have them check the appropriate disability box - this is one exception to the do not mail this form to the LSC registrar. In this instance - please mail the registration form to the LSC chair. We will have the MD Swimming Adapted Swimming Chair contact the coach - to see if that athlete may need special assistance when they participate in a meet - or to determine if they may qualify to participate in special USA Disability programs and meets.
26. Be sure that someone related to, or responsible for, the athlete and who is older than 18 years of age, signs all registration forms.
27. Encourage the athlete to declare their ethnicity - do not ever enter that information yourself if the athlete declines.
28. Question any information in the registration form that does not appear to be correct or accurate.
29. Contact the LSC registrar when you are registering a foreign athlete or have an athlete going to a foreign country to swim. This does not apply to any USA Team member.
30. Seasonal memberships are not valid for competition at or above Zone Championships.
31. A swimmer may only register 2 times in one year. A seasonal membership cannot be upgraded and fees paid may not be applied to a year round membership.
32. USA Swimming does offer a 150-day individual Seasonal membership as well as a one-day Open Water Meet registration. Please contact the LSC registrar for additional information.

TRANSFERS

1. Transfer forms, like all registrations, are to be submitted by the new club, not directly from the family or athlete.
2. Athletes must include a new address if the transfer is because they have moved.
3. Transferring swimmers must complete the transfer form as soon as they join a club. The form must be signed by and submitted by the incoming coach.
4. The date of last competition must be accurate. Deliberate misrepresentation of the date of last competition with the former club will be referred to the Board of Review. If the date is left blank, then the 120-day period will be calculated from the date the transfer form and fee are received by the LSC registrar/. This could affect the athlete in a negative way.
5. Seasonal memberships cannot be transferred from one team to another - or one LSC to another
6. For questions on the 120-day rule or the NCAA/School rules please contact the LSC registrar

Last Updated 10/03/2009
MD Swimming Executive Board

Maryland Swimming Fees, Fines & Reimbursements

Updated 1/06/2010

FEES

Sanction Fee

Teams who host a meet in Maryland Swimming must pay a \$30 sanction fee if there are entry fees charged and teams submit the proper entry fee percentage to Maryland Swimming. Teams that do not charge entry fees will be charged a \$275 sanction fee.

Entry Fees for Individual and Relay Events

Approved entry fee range that host clubs can charge for individual events is \$1.00-\$7.50. Relay fees shall not exceed four times the individual entry fee.

Entry Fee Percentage

Host clubs who take entry fees for meets must pay 20% of the entry fees to Maryland Swimming.

Observed Meet Fee

Fee per swim for USA registered swimmers who wish to have their times from an observed meets put into the SWIMS database is \$2.

Equipment Rental Fee

Cost of renting Maryland Swimming equipment (Colorado Timing device, electronic starters, impact printer and cable, cables, cable harnesses, buttons, touch pads and brackets, scoreboard, orange safety vests, 15 meter markers, and officials' radios) for the 1st session of a meet for MSI host clubs is \$300. Host clubs will be charged \$25 for each additional session of a meet.

Radio Rental Only Fee

When a club rents officials' radios without renting other equipment, the rental fees are \$25 for the first session and \$12.50 for each session. There will be a maximum charge of \$50 for a meet. For non-sanctioned meets, the radio rental charge will be \$30 per session with no maximum charge.

Over-subscription Fees

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:

Over-subscription.	
5 lanes	\$125
6 lanes	\$150
7 lanes	\$175
8 lanes	\$200
9 lanes	\$225
10 lanes	\$250

For sessions containing events for 12 & under age group swimmers, with the exception of MSI championship meets, an over-subscription fee of \$25 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.

Returned Check Fee

A fee of \$25 will be charged for all checks that are returned. This applies to meet entries as well as all other LSC monetary transactions.

Board of Review Application Fee

A processing fee of \$50 will be charged for application to the Board of Review on an appeal. This nonrefundable fee must be paid prior to the hearing.

FINES

False Swimmer Registration Fine

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

False Swimmer Registration For Meet Hosts Fine

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.

Failure To Scratch Fine

If a swimmer fails to scratch and subsequently does not compete in the bonus, consolation or championship finals events, he/she will be barred from competing in the remainder of the meet, including relays unless such failure to compete is excused by the meet referee. For swimmers registered in the Maryland LSC, if the failure to compete occurs at the swimmer's last event of the meet, the swimmer will be fined \$50. This fine must be paid in accordance with Maryland Swimming Inc. Rules and Regulations before that swimmer or any swimmer from that club may compete in any other MSI sanctioned or approved meet.

Referee Fine

The host team of meets not having a referee present is subject to a \$100 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 the said meet will be unofficial.

Overqualified Swimmer Fine

MSI monitors all entry times and overqualified swimmers who compete in a meet, subject their club to a fine of \$100 per swim.

Post Meet Treasurer Submission Fine

The Meet Director must submit the following to the Treasurer within 30 days of the conclusion of the meet. Failure to do so will result in a \$100 fine.

- (a) Meet Expense Accounting Form (short or long form);
- (b) Session Timeline Certification Form;
- (c) Meet Manager Post-Meet summaries
- (d) Fees due to MSI (as calculated on the accounting form), payable to "Maryland Swimming, Inc."

Rules And Regulations Fine

Failure to abide by the Rules and Regulations may result in a \$100 fine and/or forfeiture of the right of first refusal to host next year's meet.

REIMBURSEMENT

Olympic Trials

The minimum reimbursement for Olympic Trials should be \$900 per swimmer.

USA Senior Nationals

The maximum reimbursement for USA Senior Nationals is \$600 per swimmer.

US Open

The maximum reimbursement for US Open is \$600 per swimmer.

USA Junior Nationals

The maximum reimbursement for USA Junior Nationals is \$300 per swimmer.

USA Open Water Nationals

The maximum reimbursement for USA Open Water Nationals is \$300 per swimmer.

Zone Select Camp

MSI will reimburse a USA Swimming registered club up to \$200 per swimmer for swimmers attending a Zone Select Camp outside the state of Maryland. Reimbursement must be used to offset travel costs. To be eligible for reimbursement, the swimmer must have been a Maryland resident for one year or registered with a Maryland club for one year prior to the camp.

Referee Stipend

MSI will provide to a Referee a stipend of \$250 per fiscal year, for participating as an official at a National Championship Meet. This stipend is limited to one meet per fiscal year.

Coach Reimbursement For National Disabilities Championship Meet

MSI will reimburse one coach per year to attend the National Disabilities Championship meet up to \$650.

Official Reimbursement for National Disabilities Championship Meet

MSI will reimburse one official per year to officiate at the National Disabilities Championship Meet up to \$250. The official shall be determined by the Adaptive Swimming chair.