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Metropolitan Swimming

Policy and Procedures

And Rules and Regulations Manual

Updated through the House of Delegates meeting
of

May 17th 2017

Updated June 13th 2017

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82 The purpose of the *Metropolitan Swimming Policy and Procedures Manual* is to organize in one location all of the
83 policies and procedures that **Metropolitan Swimming, Inc.** (Metro) have adopted and are in effect. This document should
84 be a resource for swimmers, coaches, officials, and other members to understand how to do those things that are necessary to
85 accomplish the objectives of Metro. The policies and procedures herein are meant to be specific and detailed, so that the
86 reader rarely needs to refer to yet another document. Any changes of policy or procedures that are adopted by the House of
87 Delegates or Board of Directors or are mandated by USA Swimming will be reflected in this manual as soon as possible. The
88 title page and footer will show the date of the last update and relieve the reader of regular searches of meeting minutes to
89 know what Metro’s current policies or procedures are.

90

91 This manual is not to conflict with either the Bylaws of Metro (Bylaws) or the Rules and Regulations of USA
92 Swimming (Rules).

93

94 This manual will be maintained on the Metro web site along with Metro Bylaws. The various forms and information
95 that are included as Appendices of this manual will also be made available as separate forms or files on the web site for
96 individual download.

97

99 Part One - Club Requirements

100
101 Article 101 - Club Registration

102
103 **101.1** Clubs shall be registered as a group member of Metro. Membership is subject to USA Swimming policies, rules and
104 regulations and Metropolitan Swimming policies and procedures. Membership is a privilege, not a right. Along with
105 membership come duties and responsibilities.

106
107 **101.2** To register, a club shall:

108 .1 Complete a club membership application form (available on Metro web site). Applications must be printed or typed, in
109 blue or black ink.

110 .2 The registration fee will be determined by House of Delegates . \$25 of the fee is allocated to the Joseph J. Stetz Memorial
111 Scholarship Fund.

112 .3 Clubs must use their full registered name.

113 .4 A new club, or one that has had a gap in membership of more than 11 months and is rejoining, shall
114 follow the procedures outlined in *The Prospective Club Membership* available from USA Swimming, and submit the
115 following:

116 A Requirement Checklist for First-Year Club Membership and all documents listed on the
117 checklist.

118 B Bylaws showing how they are organized and controlled.

119 Those clubs will be on probation for the next registration year. New clubs on probation shall complete USA Swimming *Club*
120 *Leadership* and *Business Management* programs within one membership year. New clubs shall use Hy-Tek Team Manager
121 or any other compatible program for registration and meet entries.

122 .5 A renewing club shall submit the following:

123 A Safety Action Plan(s), if there have been changes or new facilities are in use.

124 B Club Bylaws, if they have changed in the past year

125 .6 Each club shall designate:

126 A A safety coordinator, who shall be an adult individual member of Metro. [*Bylaws 2.2.3*]

127 B A coach, who shall be an adult individual coach member of Metro. [*USA 502.4.4*]

128 C 1 to 3 representatives to the Metro House of Delegates, who each shall be individual
129 members of Metro.

130 **101.3** Registrations expire on December 31st. Renewal registrations are due no later than December 1st.

131
132 Article 102 - Individual Registration

133
134 **102.1** Clubs shall register their athletes and non-athletes (coaches, officials, and representatives) with Metro.

135 **102.2** Registrations are not valid until they are received, with payment, and accepted by the Metro Office.

136 **102.3** Renewal registrations are due no later than December 1st.

137 **102.4** When transferring between LSCs or Clubs within the same LSC, the swimmer shall submit a completed transfer form
138 in according with USA Swimming procedures. LSCs may not establish procedures for transfers which effectively deny a
139 swimmer the right to transfer from one LSC or Club to another [USA 203.5] – For a swimmer to represent a USA Swimming
140 club in a competitive event one hundred twenty (120) consecutive days must have elapsed without the swimmer having
141 represented any other USA Swimming club in USA Swimming competition.

142 There is a fee of \$5.00 for a transfer.

143 **102.5** A prospective swimmer may participate in tryouts for no more than 30 consecutive calendar days in a 12 month period.
144 This swimmer shall not have been previously a member of USA Swimming. During the tryout, the individual is not covered
145 by insurance, but the club insurance is still valid.

146 **102.6** Athletes shall have completed their registration with Metro in order to compete.

147

148 Article 103 - Club Representation

149

150 **103.1** Clubs shall appoint one, and may appoint up to three representatives to the House of Delegates. Each delegate casts
151 only one vote. They must be registered members with Metro. [Bylaws 4.1.1 & 4.3.1]

152 **103.2** Each club shall appoint one athlete over thirteen years old to the Athletes Committee.

153 **103.3** The September and May meeting of the House of Delegates are mandatory meetings. Each club shall have both a
154 representative to the House of Delegates and an athlete representative (September Only) to the Athletes Committee present.
155 There is a \$100 fine for each person not in attendance.

156 **103.4** It is each club's responsibility to read the minutes of the House of Delegates and Board of Directors meetings and be
157 aware of changes in policies.

158

159 Article 104 - Other Responsibilities

160

161 **104.1** A Coach Member shall conduct each practice in its entirety for it to be valid.

162 **104.2** In the event of any injury or sudden illness that occurs at practice, competition, or other covered team functions, a
163 *Report of Occurrence* form shall be sent to USA Swimming, Risk Management Services Inc., and the Metro Safety Chairman.
164 A *Report of Occurrence* online form is also available on the USA Swimming website.

165 **104.3** Clubs shall apply for and must receive a sanction to run a swim meet, a time trial, a swim clinic, an exhibition, or a
166 Swim-a-thon in order for it to be a covered USA Swimming event.

167 **104.4** Clubs that host a Swim-a-thon must file a contract and financial report with USA Swimming. Copies of these reports
168 shall also be sent to the Swim-a-thon Coordinator. [USA 202.7]

169 **104.5** In order to receive meet travel stipends, the club or swimmer shall submit the appropriate forms. The stipend requests
170 shall be within 30 days of the meet for spring meets and by August 25th, for summer meets. (The forms for each meet are
171 available on the Metropolitan Swimming website)

172 **104.6** In order to receive grants in the Metropolitan Swimming Club Achievement Program, clubs shall submit the
173 Metropolitan Swimming Club Achievement Program Application form. The application is due by January 15 for the annual
174 period ending August 31st of the previous year.

175 **104.7** Clubs shall request the subsidy for running a distance meet by notifying the Administrative Chair when filing the post-
176 competition report. Clubs shall be responsible to submit the Distance Stipend Form to the office.

177 **104.8** Clubs may not use personal checks for club or athlete registration fees but can use a club credit card for athlete
178 registration fees, sanction application fees, etc.

179 **104.9** Clubs shall be responsible for the bank fee and a \$50 fine for checks returned by the bank.
180

181 [Appendix 1A - Club Registration Form](#)

182 *[Available on the Metropolitan Swimming Inc. website]*
183

184 [Appendix 1B - Individual Registration Forms](#)

185 *[Available on the Metropolitan Swimming Inc website.]*
186

187 [Appendix 1C - Report of Occurrence Form](#)

188 *[Available on the Metropolitan Swimming Inc. website]*
189

190 [Appendix 1D - Travel Expense Reimbursement Forms](#)

191 *[Available on the Metropolitan Swimming Inc. website.]*
192

193 [Appendix 1E - Metropolitan Swimming Club Achievement Program Application](#)

194 *[To be inserted here.]*
195

196 [Appendix 1F – Distance Meet Stipend Form](#)

197 *[Available on the Metropolitan Swimming Inc. website.]*
198

199

200 [Part Two - Individual Requirements](#)

201

202 [Article 201 - Athlete Registration](#)

203

204 **201.1** Athletes shall be registered as individual members with Metro. Membership is subject to USA Swimming policies,
205 rules and regulations and Metropolitan Swimming policies and procedures. Membership is a privilege, not a right. Along
206 with membership comes duties and responsibilities. *[Bylaws 2.1.2A]*

207 **201.2** The registration fee will be determined by the House of Delegates

208 **201.3** Athletes who are going to represent a club shall be registered by that club. Individuals who wish to be unattached shall
209 register directly with the Metro Office.
210

211 [Article 202 - Meet Participation](#)

212

213 **202.1** To participate in a Metro Championship meet, a swimmer shall have met the qualifying time standard established by

214 Metro for any event entered. The time shall have been achieved at a sanctioned, approved, observed swim meet, or time trial.
215 **202.2** To participate in the Senior Metropolitan Championships a swimmer shall have competed in an individual event in
216 three Metro sanctioned meets within the previous year. A Metro historical swimmer is one who has competed in Metro
217 LSC boundaries for three (3) years prior to the age of 18; those swimmers should be exempt from the 3 meets requirements
218 needed to swim in Senior Mets. The 3 meet rule is applicable during the years swimmers are full-time college/university
219 students and during the season immediately following their graduation for college/university
220

221

222 Article 203 - Travel Expense Reimbursement

223

224 **203.1** Metro swimmers who qualify for and attend approved national and regional meets and National Select Camp are
225 eligible for travel expense reimbursement provided they meet eligibility requirements.

226 **203.2** Swimmers shall have competed in individual events in at least five Metro Sanctioned swim meets within one year prior
227 to the competition or camp. For all travel expense reimbursement request, one of the five Metro shall have been a Senior
228 Metropolitan Championship.

229 **203.3** The club or athlete shall apply for the travel expense reimbursement.

230 **203.4** The meets and travel expense reimbursement stipends are as follows:

231 .1 Eastern Zone Speedo Champion Series (Sectionals) swimmers in individual events only are eligible for a stipend of
232 \$200.00. Both Summer and Winter. .2 Long Course Senior Zone Championship swimmers in individual events only are
233 eligible for a stipend of \$200.00. Relay only swimmers are excluded from reimbursement.

234 .3 Beginning September 1, 2012, USA Swimming Winter Junior National Championships swimmers in individual events are
235 eligible for a stipend of \$500.00. USA Swimming Summer Junior National Championships swimmers in individual events
236 are eligible for a stipend of \$800.00. NCSA Junior Nations Championship Short course or Long Course Swimmers in
237 individual events are eligible for a stipend of \$400.00. National Championship Winter swimmers in Individual Events are
238 eligible for a stipend of \$600.00. National Championships Summer swimmers in individual events are eligible for a stipend
239 of \$1000.00. US Open swimmers in individual events are eligible for a stipend of \$1000.00. World Championship Trials
240 swimmers in individual events are eligible for a stipend of \$1000.00.

241 .4 Olympic Trial swimmers in Individual Events are eligible for a \$1,500.00 stipend. Swimmers who have met the Metro
242 Competition requirement for three of the four years preceding Olympic Trials are eligible for a stipend of \$3000.00

243 OPEN WATER: 10K – Swimmers are eligible for a stipend of \$500.00. 5K – Swimmers are eligible for a stipend of \$350.00.

244 **203.4** Swimmers who attend National Select Camps sponsored by USA Swimming are eligible for a stipend of \$200.00.

245 **203.5** The Metro Swimming Policy stipend requirements will be as follows:

246 List of acceptable meets: all Metro Sanctioned meets that were bid on, and accepted at the HOD Bid
247 Meeting, or added on the calendar at a later date with the Board Approval. Swimmers must have
248 competed in individual events in each meet (no time trials).

249 List of unacceptable meets: High school meets (dual meets, championship meets, State qualifier, State
250 meets, etc.); Approved meets; Observed meets; Out of LSC meets; Dual/tri meets between 2/3 clubs (or
251 more); Time Trials; “Closed” meets; League or association meets (ESSL, YMCA, WFA, etc.) [*HOD*
252 *May 18, 2011*]

253

254 Article 204 - Swimmer Awards

255

256 **204.1** Metro Swimming will be offering the following two scholarships Joseph J. Stetz and the Len Galluzzi Memorial
257 Scholarship will be given annually to one male and one female athlete. The award is \$1000 each. The athlete must be a High
258 School Senior and shall submit the application to be considered for the award. The athlete must have competed in at least
259 five Metro Sanctioned swim meets within one year prior to application. The selection committee consists of the Officials
260 Area Chairs and a member of the Executive Committee.

261

262 Article 205 - Zone Meet Participation

263

264 **205.1** Swimmers qualify for any Eastern Zone Age Group Championships by achieving the time standard established by the
265 Eastern Zone. The Eastern Age Group SC is now a club team meet. Metro will continue to travel as a Metro team for the
266 Long Course Age Group Championship

267 **205.2** Swimmers 11 and older must travel and room with the team for the duration of the meet. Swimmers 10-under must
268 travel and stay with their parents; they are under their parent's responsibility for the duration of the meet. The participation
269 fee for all swimmers will be determined and posted in the meet notices. Metro arranges for and pays transportation, lodging,
270 meals, and equipment for all swimmers 11 and older. Metro arranges for equipment for 10 and under.

271 **205.3** All participation fees are the responsibility of the swimmers and will be posted in the meet information packet.

272 **205.4** Swimmers who will participate in the Eastern Zone Age Group Championships shall complete the Application Form,
273 the Equipment List Form, and pay the appropriate fee. On the Application Form, the swimmer shall provide emergency
274 contact, medical insurance information, and sign the Metro Code of Conduct and social media policy.

275 **205.5** The Metropolitan Zone team can bring two swimmers with disabilities from 12 and under age groups and two swimmers
276 with disabilities from the 13 and over age groups as team members to the Zone Championship Meet. Interested swimmers
277 with disabilities are encouraged to apply. The form is available on the web.

278

279 Article 206 - Coach Registration

280

281 **206.1** Coaches shall be registered as individual members with Metro. Membership is subject to USA Swimming policies,
282 rules and regulations and Metropolitan Swimming policies and procedures. Membership is a privilege, not a right. Along
283 with membership comes duties and responsibilities.

284 **206.2** Coaches are required to complete and have current certification in CPR, and Safety Training for Swim Coaches.
285 Coaches are also required to complete and pass Background screening and the Athlete Protection Training (Safe Sport).

286 **206.3** Beginning January 1, 2013 – new coaches must take Foundations of Coaching 101 as part of the
287 registration process. Coaches must then take Foundations of Coaching 201 and foundation of coaching
288 Rules & Regulations before they can register for the 2nd year!

289 **206.4** All coaches shall complete the background screening as required by USA Swimming. Coaches pay for their own
290 screening, which is valid for two years. The screening is done by an independent firm. Any disputes and appeals are handled
291 through the independent firm and counsel to USA Swimming. To preserve your privacy, do not contact anyone in the LSC
292 or at USA swimming. [USA 502.4.3]

293 **206.5** The registration fee will be determined by the House of Delegates.

294 **206.6** Coaches who are going to represent a club shall be registered by that club. Individuals, who wish to be unattached,
295 register directly with the Metro Office.

296

297 Article 207 - Non-Athlete, Non-Coach Registration

298

299 **207.1** Any other individual who participates in USA Swimming shall be registered as individual members with Metro.
300 Membership is subject to USA Swimming policies, rules and regulations and Metropolitan Swimming policies and
301 procedures. Membership is a privilege, not a right. Along with membership comes duties and responsibilities. This includes
302 anyone who is an official, meet director, club representative, or safety coordinator.

303

304 **207.2** The registration fee will be determined by the House of Delegates.

305

306 Article 208 - Other Individual Responsibilities

307

308 **208.1** All individual members must abide by the USA Swimming Code of Conduct. *[USA 304]*

309

310 Appendix 2B - Zone Meet Forms

311 *[Will be made available on the Metropolitan Swimming, Inc. website]*

312

313

314 Part Three - Swim Meets

315

316 Article 301 - Types of Meets

317

318 **301.1** A sanctioned meet is open only to USA Swimming athletes and shall follow all USA Swimming rules. They may be
319 one of the following:

320 .1 An “Open” meet is open to all registered USA Swimming athletes who meet the entry requirements.

321 .2 A “Closed” meet is restricted to members of USA Swimming teams that have formed an association to compete amongst
322 themselves and follows all USA Swimming rules.

323 .3 An “Invitational” meet is open only to those USA Swimming teams that have been invited by the host team. The teams
324 that are invited shall be named in the meet information for the meet to be listed on the Metro website. When inviting all Metro
325 Teams it may be listed as “ All Metro Teams”

326 .4 A “Championship” meet is a meet open only to Metro athletes and has been so designated by the House of Delegates.

327 .5 A “Dual/Tri/Quad” meet is a sanctioned competition in which two, three, or four teams compete against each other.

328 .6 “Time Trials” is a form of competition whereby athletes are trying to achieve a qualifying time. Time Trials are not scored.
329 Time Trials may or may not be restricted to athletes entered in an affiliated meet. The total number of events permitted per
330 day in a Time Trial and its affiliated meet is subject to the USA Swimming rules that limit the number of events per day.

331 Time Trials may not be used for National Age Group Records. Time Trials must have separate sanctions.

332 .7 An “Approved” meet is open to both USA Swimming athletes and non-USA Swimming athletes, but follows all USA
333 Swimming rules. [USA 202.4]

334 .8 USA Swimming athletes in a competition that does not conform to USA Swimming rules such as High School, College,
335 or YMCA Championships may request Observed swims. [USA 202.5]

336 **301.2** In all open meets, Metro clubs shall be given priority on a first come / first serve basis if their entries are received by a
337 specified time and date. After that time and date, teams from other LSC’s as well as later entries from Metro will be entered,
338 in the order they were received, as space allows. Teams may establish a second time and date for all entries to be received.

339 **301.3** At B Min. meets, entries shall be accepted according to date received. At A or un-classed meets, entries may be cut by
340 date received or according to times submitted but the method shall be stated in the meet bid and entry information.

341

342 Article 302 - Meet Program

343

344 **302.1** The recommended events for competition are listed in USA Swimming Rule 102.1. Metro may permit a meet host to
345 run a competition with events not listed in the USA Swimming Rules (i.e. Sprint Pentathlon).

346 **302.2** In all meets after the 1st Sunday in November until September 1st of the following year, at least 50% of the events shall
347 be from the long events for each sex and age group.

348 10 & Under Short: all 50's and 100 I.M.

349 10 & Under Long: all 100's except 100 IM , all 200's and longer

350 11-12 Short: all 50's and 100 I.M.

351 11-12 Long: all 100's except 100 IM and all 200's and longer

352 13-14 Short: all 100's and 50 Free

353 13-14 Long: all 200's and longer

354 15-18 Short: all 100's and 50 Free

355 15-18 Long: all 200's and longer

356 **302.3** \$6000.00 subsidy will be allocated based on the number of clubs that bid and host a distance meet from September
357 through April. The total budget for that season will be divided equally among the accepted meets. The distance meet shall
358 be a separate meet with a separated sanction number from any other meet sponsored by that club on the same weekend. All
359 the events shall be on the same day. The 1650/1500 Free may be in a separate session. The events that shall be included are:
360 11-12 400 IM, 13-14 400 IM, 10 & Under 500 Free, 11-12 500 Free, and Open 1650 Free. The Open 400 IM may be offered
361 at the option of the host club. The age groups in the 400 IM and 500/400 Free may be combined but separate awards shall
362 be given for each age group. Teams that want to add events to this list shall ask the Board prior to receiving their sanction,
363 in writing, for an exception to this rule. The host team may collect entry fees.

364

365 Article 303 - Meet Entries

366

367 **303.1** Swimmers are limited to the number of individual events as stated in the meet information. The number of individual
368 events a swimmer competes in per day cannot exceed 5 events for timed finals and 3 events for trials and finals. This includes
369 the total number of events swum in a swim meet and its affiliated time trial. [USA 102.2]

370 **303.2** If there is an established qualifying time in an event, then the swimmer shall have met the qualifying time to enter the
371 event. The time shall have been done at a sanctioned, approved, or observed swim meet, or time trial (the time must be in

372 the SWIMS database).

373 **303.3** All changes of entries into a swim meet shall be made through the meet director or other designated meet personnel.

374 **303.4** All entry information shall use the athletes name and Id numbers as recorded by the registrar. Teams are subject to a
375 \$100 fine per individual for third and subsequent errors, for that individual when they are detected by the “recon”.

376 **303.5** If an entire team’s entry is rejected from a meet the host team shall return all entry items. If a team is partially rejected
377 from a meet all refunds shall be made to the entering team by the first day of the meet. Notification of rejected entries shall
378 be made personally to the coach, swimmer, or club representative prior to seven days before the start of the meet. If
379 notification is not made within the allotted time frame, the swimmer(s) shall be allowed to swim.

380 **303.6** In Metro Championship meets swimmers may not swim in more than two time trials during the course of the meet and
381 shall abide by the limit on total number of events per day and per meet as follows:

382 .1 Senior Metropolitan Championships - Swimmers may swim up to 3 individual events per day and 6 events total.

383 .2 Junior Olympics - Swimmers may swim up to 3 individual events per day. Each Relay must be made of at least 2 athletes
384 entered in individual events.

385 .3 Silver Championships - Swimmers may swim up to 5 events per day.

386 .4 Bronze Championships - Swimmers 9-18 may swim up to 4 events per day.

387 **303.7** When entering championship meets, clubs having more than one base, shall enter using a single file and shall pay using
388 1 check or money order. For all other meets the different bases may enter and pay independently.

389 **303.8** All entries must be submitted using a Hy-Tek or team Unify computer file or any other program approved by USA
390 swimming.

391 **303.9** All entries are subject to pre-meet recon for proof of times and registration

392 **303.10** The entry deadline for Metro Championship meet shall not be more than 10 days prior to the first day of the meet.

393

394 [Article 304 - Entry Fees](#)

395

396 **304.1** The maximum entry fee that may be charged is: .1 In short course yards/meters – beginning September 1, 2016 - \$5.00
397 for an Individual Timed Final event, \$6.00 for an Individual Trials & Final event, and \$10.00 for a Relay event.

398 .2 In long course meets – beginning September 1, 2016 - \$6.00 for an Individual Timed Final event, \$7.00 for an Individual
399 Trials & Final event, and \$12.00 for a Relay event

400 **304.2** 20% of the entry fees, except those of the host club, constitute the Metro surcharge and shall be paid by the host club
401 to Metro. This does not apply to distance meets. Any team that host Invitationals that invite “all Metro Teams as well as
402 teams from other LSC’s will still have the 20% surcharge waived for their swimmers.

403 **304.3** There is a per swimmer surcharge at the following Championship meets:

404 .1 Senior Met surcharge is \$10.00 (beginning September 1, 2012)

405 .3 Junior Olympic surcharge is \$5.00 (beginning September 1, 2012)

406 .4 Silver Championships surcharge is \$1.00

407 .5 Bronze Championships surcharge is \$1.00

408 .6 8 and Under Championship – No Surcharge

409

410 [Article 305 - Scratch Procedure](#)

411

412 **305.1** Unless otherwise stated, scratches are due 30 minutes prior to the start of the session. Any swimmer who is seeded
413 shall swim the event.

414 **305.2** In timed finals events or preliminaries of a trials and finals event, if a seeded swimmer does not want to swim, the
415 procedure is as follows:

416 .1 The swimmer should obtain a “Declare False Start Report”.

417 .2 The swimmer fills out the name, event, heat, lane, checks off false start, and writes “declared” next to it.

418 .3 The swimmer shall turn the report in to the Referee at the start of the event and prior to their heat.

419 **305.3** No penalty shall apply for failure to withdraw or compete in an individual event if:

420 .1 The Referee is notified in the event of illness or injury and accepts the proof thereof.

421 .2 It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.

422 *[USA 207.7.6E]*

423 **305.4** A swimmer qualifying for a D,C, B, or A (bonus, consolation, championship) final race based upon the results of the
424 preliminaries notifies the Clerk of the Course within thirty (30) minutes after announcement of the qualifiers for that race that
425 they may not intend to compete and further declares their final intentions within thirty (30) minutes following their last
426 individual preliminary event. *[USA 207.7.9D]*

427 **305.5** A swimmer who fails to follow this procedure will be barred from further competition for the remainder of the meet,
428 except as noted in USA Rule 207.7.6E. If this occurs during the last session of a championship meet the swimmer’s club will
429 be fined \$150.00 per occurrence.

430 **305.6** Any relay team entered in a relay event and not properly scratched must swim the event. Failure to do so will result in
431 each member of the relay team being barred from the next relay event in which they may otherwise be eligible to compete.
432 A relay team member failing to appear ready to swim for a relay event will be barred from his/her next individual event.
433 Relay members who do appear ready to swim shall not be penalized.

434

435 [Article 306 - Warm-up Procedure](#)

436

437 **306.1** Coaches shall instruct their swimmers regarding the safety guidelines and warm-up procedures at meets. Coaches shall
438 actively supervise their swimmers during the warm-up session at meets.

439 **306.2** The Host Team shall supply Meet Marshals. Marshals shall be clearly identifiable (ie. Orange safety vest). Coaches
440 supervising swimmers in the pool during warm-up do not qualify as meet marshals. Meet Marshals shall check locker rooms
441 as well as being responsible for safety on deck. Marshals shall have full authority to warn or order to cease and desist, and,
442 with the concurrence of the Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe
443 manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet. *[USA 102.18]*
444 There shall be at least 1 male and 1 female marshal. The minimum number of required marshals is as follows:

445 .1 A six lane pool requires two marshals.

446 .2 An eight lane pool requires three marshals.

447 .3 A ten lane pool requires four marshals.

448 .4 If two different courses are being used, two additional marshals are required.

449 **306.3** Warm-up times and lane assignments shall be published in the meet information and posted at several locations around
450 the pool area. *[USA 202.2.9]*

451 **306.4** Backstrokers shall ensure that they are not starting when a swimmer is on the blocks. Swimmers are not to step up

452 onto the blocks if there is a backstroker ready to start.

453 **306.5** Swimmers shall exit the pool at the completion of their warm-up. This will allow other swimmers adequate warm-up
454 time.

455 **306.6** Host clubs may establish warm-up procedures for their own swim meets, remembering to include one way sprint lanes
456 and pace lanes if desired, so long as safety considerations are not compromised. Established procedures shall conform to
457 Metro and National policies. Any such procedures shall be announced, and/or posted in the pool area.

458 **306.7** There is no diving into the pool during any warm-up, except for designated one way sprint lanes.

459 **306.8** These warm-up procedures shall be followed during pre-meet warm-up, warm-ups inserted into the meet program, and
460 warm-ups in any available warm-up/warm-down lanes.

461 **306.9** In Championship meets, if there is a 60-minute warm-up period, the first 30 minutes will general warm-up in all lanes.
462 In a six lane pool, at 30 minutes prior to the start of the meet, lanes 1 and 6 will be designated for pace, and lane 2 will be
463 designated for one way sprints, and at 20 minutes prior to the start of the meet lane 5 will also become a one way sprint lane.
464 In an eight lane pool, at 30 minutes prior to the start of the meet, lanes 1 and 8 will designated for pace, and lanes 2 and 7
465 will be designated for one way sprints, and at 20 minutes prior to the start of the meet lanes 3 and 6 will also become one
466 way sprint lanes. In a ten lane pool, at 30 minutes prior to the start of the meet, lanes 1, 2 and 10 will designated for pace,
467 and lanes 3 and 9 will be designated for one way sprints, and at 20 minutes prior to the start of the meet, lanes 2 and 8 will
468 also become one way sprint lanes. The competition pool will be cleared 5 minutes prior to the start of the meet.

469 **306.10** In Championship meets, if there is a 90 minute warm-up period, the first 30 minutes will general warm-up in all lanes.
470 In a six lane pool, at 60 minutes prior to the start of the meet, lane 1 will designated for pace, at 45 minutes prior to the start
471 of the meet, lane 2 will be designated for one way sprints and lane 6 for pace, and at 30 minutes prior to the start of the meet,
472 lane 5 will also become a one way sprint lane. In an eight lane pool, at 60 minutes prior to the start of the meet, lanes 1 and
473 8 will designated for pace, at 45 minutes prior to the start of the meet, lane 2 will be designated for one way sprints, at 30
474 minutes prior to the start of the meet, lane 3 and 7 will also become one way sprint lanes. In a ten lane pool, at 60 minutes
475 prior to the start of the meet, lanes 1 and 10 will designated for pace, at 45 minutes prior to the start of the meet, lane 2
476 becomes a pace lane and lanes 3 and 9 will be designated for one way sprints, and at 30 minutes prior to the start of the meet,
477 lane 2 and 8 will also become one way sprint lanes. The competition pool will be cleared 5 minutes prior to the start of the
478 meet.

479

480 [Article 307 - Meet Procedures](#)

481

482 **307.1** Coaches shall present USA Swimming certifications for access to the deck. Coaches without up to date certifications
483 shall not be on the pool deck. DECK PASS LIVE may be used to verify coach's registration

484 **307.2** Non-USA Swimming Registered individuals are not permitted on the pool deck at any time during the meet or practice,
485 with the exception of Official Timers.

486 **307.3** Clubs running meets that wish to secure their own officials are required to furnish the Area Officials Chair with a list
487 of officials working the meet before the start of the meet so that the Area Officials Chair can be assured that all officials
488 working the meet are credentialed and certified. Only currently certified officials may be used. Clubs may ask the Area
489 Officials Chair to supply officials for a meet by requesting them 30 days prior to the meet.

490 **307.4** Hazards on deck, in the locker rooms, or in areas used by coaches, swimmers, spectators, or officials shall be removed
491 or clearly marked.

492 **307.5** Meet marshals are responsible for meet safety for the duration of the meet.

493 **307.6** The Host Club is responsible for supplying backup timers for each lane as required by USA Rule 102.12.3 or 102.12.4.

494 Timers should be available 15 minutes prior to the start of the meet to receive instructions by a designated meet official and

495 the lane timing sheets.

496 **307.7** In Metro run Championship meets, clubs will be assigned to supply timers based on their entries in the meet.

497 **307.8** Computer operators who work a “Metro-run” Championship meet from start to finish, including pre-meet and post-

498 meet work, will receive \$150 per session. Person doing Pre-meet preparation only will receive \$75 per session. Person

499 running the computer only or the timing system only will receive \$75 per session. Announcers for Metro run championship

500 meets will receive \$50 per session.

501 **307.9** An announcer shall be on duty for the entire warm-up session to announce lane and/or time changes and to assist with

502 the conduct of the meet.

503 **307.10** Bells shall be used to signify the final two lengths of a distance event.

504 **307.11** Swimmers shall start from within the water if the water depth is 3'6" or below. If the pool depth is above 3'6", but

505 below 4' swimmers may start from the deck or in the water, not the starting platform. *[USA 103.2.3]*

506 **307.12** In all Metro swim meets awards given for 12 & Unders will match the number of lanes in the pool.

507 **307.13** All swim meet sessions shall finish within 4 hours of the announced starting time. The only exception, is a club hosted

508 LCM Meet, the host team can run a 13 and older session at 5 hours with no penalty. Sessions set at Open events must follow

509 the 4 hour limit rule. *[BOD January 11, 2012]*

510

511 .1 Any session that runs more than 4 hours past the announced starting time shall be reported to the Admin Vice Chair. There

512 is no grace period, except if there is a major malfunction of the timing system, lightning, power failure, or major problem.

513 *[HOD January 18, 2011]*

514 .2 The Admin Vice Chair should consider the following in determining penalties:

515 A. Whether the violation was caused substantially by a matter beyond the control of the host. Such a violation may require

516 censure and/or probation.

517 B. The violation was caused unintentionally because of negligence or incompetence. Such a violation requires censure and/or

518 probation and a minimum fine of all entry fees representing those swims which went beyond the four hour limit.

519 C. The violation was intentional. Such a violation requires a minimum fine of all entry fees representing those swims which

520 went beyond the four hour limit, an additional monetary fine, a period of probation, and being barred from hosting any meets

521 during the same season and the following short course and long course seasons including any for which sanctions had already

522 been received.

523 **307.14** In multiple session meets, if there are fewer than 60 minutes between the end of one session and the start of warm-up

524 for the next session, the meet host shall provide a meal for coaches. It is recommended that meet hosts provide refreshments

525 for coaches, officials, and volunteers at all swim meets.

526 **307.15** The Host Club shall run the “recon” report at least 7 days prior to the swim meet and send it to the Metro office to

527 certify that all swimmers entered in the meet are registered swimmers and are eligible to represent the club they are entered

528 with. Clubs that fail to comply will be sent to Board of Review.

529

530 [Article 308 - Meet Bidding and Information](#)

531 **Short Course Meets – September through April**

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Metro Policy and Procedures Manual
Includes HOD Minutes 2009-2017

Updated through HOD May,17 2017

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308.1 Bids must be submitted in writing on a Bid Application no later than April 15th. All information must be completed on the application. Payment is required at the time of the bid application. Meet directors listed on the bid application will be contacted by email no later than April 30th with the tentative schedule. Meet directors will have until May 7th to notify the Metro office of any changes/corrections. Final schedule will be posted after the May mandatory HoD meeting. Championship Bids/Schedules – If more than one team bids for a championship meet – those meets will be decided by vote of the HOD. If there is only 1 bid for each meet, those bids will be accepted.

Long Course Meets – May through August

308.2 Bids must be submitted in writing on a Bid Application no later than February 1st. All information must be completed on the application. Payment is required at the time of the bid application. Meet directors listed on the bid application will be contacted by email no later than Feb. 15th with the tentative schedule. Meet directors will have until February 20th to notify the Metro office of any changes/corrections. Final schedule will be posted on the Metro web site no later than February 28th. Championship Bids/Schedules – If more than one team bids for a championship meet – those meets will be decided by email vote of the HOD. If there is only 1 bid for each meet, those bids will be accepted.

308.3 If bidding for a Metro subsidized distance session, this shall be indicated on the bid.

308.4 Any bids received after the due dates will be assessed a \$50.00 fine if accepted.

308.5 Any other meet on a Metro Championship weekend shall be two levels removed.

308.6 The Board has the right to grant additional meet sanctions if it feels that a significant need exists.

308.7 Once a team is given a sanction, the following penalties will apply for failing to hold the meet:

.1 Canceled more than 12 weeks before the meet or by the Fall meeting of the LSC - loss of sanction fee.

.2 Canceled between 6 and 12 weeks prior to the meet - loss of sanction fee and a fine equal to the sanction fee.

.3 Canceled less than 6 weeks prior to the meet - loss of sanction fee, a fine equal to the sanction fee and the granting of one less sanction in the next year than the number of meets actually held in the year the meet was canceled.

.4 Canceled after the meet information is sent out - loss of sanction fee, a fine equal to the sanction fee and the inability to hold any sanctioned meets the following year.

308.8 The penalties may be waived in part or in whole by the Board of Directors or the House of Delegates. They should consider: a. Was the reason for cancelation beyond the control of the club? b. Was the reason foreseeable? c. Did the reason lie primarily in lack of entries or lack of personnel?

308.9 Any party that feels the penalties have been unfairly applied may appeal to the Board of Review.

308.10 There is a sanction fee of \$25.00 per session except:

308.11 The sanction form and fees shall be sent to the Metro Office. The meet information should not be posted on the web or otherwise distributed until the sanction has been granted.

308.12 Meet directors are required to have meet information posted on the Metro Website. Teams wanting a hard copy shall request it.

308.13 The meet template on Metro website MUST be used and shall include the following: sanction #, date(s), site, class(es), events, start time for warm-up and competition, entry fees, mailing address, meet Director's phone number, method of cutting entries, awards (number and type), and warm-up procedures. The following items shall also appear in the meet information:

.1 "Metropolitan Swimming Safety Guidelines and Warm-up Procedures will be in effect at this meet."

.2 "Swimmers with disabilities are encouraged to enter and participate. Please notify the meet director of any accommodations you might require."

.3 Use of Audio or visual recording devices, including a cell phone, is not permitted in changing areas,

576 rest rooms, locker rooms and behind the blocks. The use of drone operation also must be included.
577 .4 USA 2011 - 202.3.7 "The meet announcement shall include information about water depth measured
578 for a distance of 3 feet 3½ inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from both end walls."
579 .5 The meet announcement shall include the pool has/has not been certified in accordance with Article 104.2.2C (4)
580 .6 Meet announcements and requirements for approval of competition shall include the all
581 requirements as per USA swimming rules and regulations, as well as Metro meet template
582 .7 Beginning September 1st, 2017 All Meet bids must include four officials that are registered to the
583 host team.

584
585

586 Article 309 - Championship Meet Bids

587

588 **309.1** A Metro Championship Contract form shall be used to bid on a Championship Meet.
589 **309.2** Clubs hosting a Metro Championship Meet shall send a copy of the Entry Blank to both the Technical Planning Chair
590 and either the Age Group or Senior Chair whichever is appropriate.
591 **309.3** Metro will take responsibility for running Zone Qualifier's and Senior Mets.
592 *[All teams bidding to host Metro Championship meets shall provide information about fees for admission, programs, and*
593 *parking at the time of bidding (to go on Championship Contract Form)]*

594

595 Article 310 - Championship Meets

596

597 **310.1** There will be 3 sets of time standards for all Senior Championship Meets. The conforming standard is the time in the
598 course the meet is be conducted in. The other time standards will be calculated from the standard in the conforming course.
599 Entry times for Championship meets may not be converted from another course. The meet eligibility date for all short course
600 Metro Championship meets (Senior Mets, JO's, Silvers, Bronze), will be from January 1st of the previous year. For the long
601 course season, the eligibility date will be as of May 1st of the previous year. *[HOD January 13, 2010]*
602 **310.2** The Meet Director shall appoint a Technical Jury composed of at least one athlete representative, at least one coach,
603 and at least one, but not more than three other persons. Written protests involving technical rules, except disqualifications
604 due to judgment decisions by the deck officials, shall be made to the meet referee within 30 minutes of the protested act or
605 occurrence. Decisions of the meet referee regarding these protests may be appealed to the Technical Jury, whose decision
606 shall be made the day of the protest and shall be final.
607 **310.3** Championship meets may run over the Metro 4 hour time limit. The meet host or Metro may alter the warm-up time
608 and starting times of sessions to accommodate long sessions. All teams entered in the meet shall be notified of any changes
609 of this nature 7 days in advance of the meet. Each club should provide an e-mail address or other means of being contacted
610 with their entries so that this notification can be made.
611 **310.4** All entries will be verified for registration and time reconciliation using a pre-meet recon file.
612 **310.5** There will be a separate table for the Clerk of Course at championship meets.
613 **310.6** Regions for Championship Meets that are held at multiple sites will be determined by the Technical Planning

614 Committee and posted on the Metropolitan Swimming website.

615 **310.7** Warm-up times for Short Course Senior Mets will be at 7:30AM with a 9:00AM start for prelims and 4:30PM with a
616 5:30PM start for finals. Senior Mets is a trials and finals meet. The starting time for the 1650 or 1500 at Senior Mets will be
617 adjusted so that last preliminary heat would end 10 minutes before start of warm-up for finals. When Senior Mets is held in
618 a facility with no warm down area, the warm up / warm down schedule will be determined by the Senior Chair in conjunction
619 with the Technical Planning Committee. Long Course Senior Mets Championships will follow the same format as the Short
620 Course Senior Mets Championships. The Senior Chair in consultation with Technical Planning may decide to permit Bonus
621 events (event(s) awarded to a swimmer as a result of making a qualifying time), the qualifying time, and the formula for entry
622 based on anticipated size of the meet.

623 **310.8** Finals for Junior Olympics will be conducted in eight lanes. Medals will be awarded for the A Final, and ribbons to
624 be awarded for B finals at J.O.'s. A plaque or trophy will be awarded to the individual high point winner for both genders in
625 all age groups. There will be team awards at J.O.'s for 10& Under, 11&12, and 13&14 age groups. 10 & Unders will have
626 only 1 relay per day at J.O.'s. All 10 & under events, the 11&12 400 IM & 500 Free, 13-14 1000 Free, and the 15-18 1650
627 Free are run as timed finals. All other events are trials and finals.

628 **310.9** Silver Championships will be held at 3 Regional sites on the same weekend. Swimmers shall achieve the established
629 time standard, but be slower than the J.O. time standard. At Silver Championships those achieving the J.O. Qualifying
630 Standard are not eligible for awards, but may enter the J.O. Meet even if the entry deadline has passed. Medals are awarded
631 to as many swimmers as there are lanes in the pool. Ribbons will be awarded to next group of swimmers for as many lanes
632 as there are in the pool.

633 **310.10** Bronze Championships will be held at 3 Regional sites on the same weekend for age 9 through 18. Swimmers shall
634 be slower than the Silver time standard [*HOD May 16, 2012*]. Medals are awarded to as many swimmers as there are lanes
635 in the pool. Ribbons will be awarded to next group of swimmers for as many lanes as there are in the pool.

636 **310.11** Relays may be entered at the lowest priority cut, provided the team has qualified for the event.

637
638

639 [Article 311 - Post Competition Responsibilities](#)

640

641 **311.1** Clubs hosting meets shall send a full meet backup within 24 hours of the conclusion of the meet. Email backup to
642 Monique Grayson at monique.grayson@metroswimming.org

643 **311.2** Beginning January 1, 2013 - The following shall be submitted to the Administrative Chair within 30 days after each
644 meet: a. Meet Manager Team Fees Report (1 day Prior to the start of the meet), b. Meet Manager Team Fees Report (at the
645 end of the meet), c. the post competition report, d. the income and expense report, and e. a check for the meet surcharges.
646 Host teams are exempt from paying surcharges on entries for their own swimmers

647

648 [Appendix 3A - Metro Regions \(Will be updated after the May HOD Meeting every year\)](#)

649

650 **NORTH:** Aqua Gems, BGC-N.Westchester Marlins, Club Fit Briarcliff, Club Fit Jefferson Valley, Condors Swim Club,
651 Devilfish Aquatics, Delaware Valley Water Moc., Empire Swimming, Fairview Aquatic Swim Team, GAEL Aquatic Club
652 of IONA, Hudson Valley Dolphins, Minisink Valley, Monroe Woodbury, Newburgh Sharks, Northern Dutchess, New
653 Rochelle YMCA, New York Sharks, Ossining Spartans, Phoenix Aquatic Club, Patriot Swim Team, Pine Bush Aquatic Club,

654 Rivertown Aquatic, Red Fox Aquatic Club, Rye YMCA, Saw Mill Club Storm, Silver Streaks, Suffern Sea Lions, Team
655 Rockland, Viking Aquatic Club, Washingtonville Seahawks, YMCA of Middletown, White Plains Middies
656 **CENTRAL:** Apex Swim Club, Asphalt Green, Brooklyn Otters, Badger Swim Club, Brooklyn
657 Stingrays, CAS Stingrays, Central Queens YMYWHA, Cross Island Y Barracudas, Flushing YMCA, Freedom Aquatics,
658 Gateway Swimmers, Hydroquatics, Hurricane Swimming, Harbor Seals/Bay Ridge, JCC Thunderbirds, Kips Bay Mako's,
659 LaGuardia Aquatic Club, Long Island Express (Silvers Only), Lion Swim Academy, Manhattan Makos, McBurney Manta
660 Rays, MatchPoint, NYC Nile Crocodile Aquatic Club, Nu Finmen, New York City Aquatic Club, New York City Parks,
661 Queens Aquatic Club, Riverbank Redtails, Roosevelt Island, Marlins Shorefront Y (Brooklyn Seals), Southern Westchester
662 Aquatic Group, Trident Swim Club, Trident Aquatic Club, Westchester Wolverines, Watersign
663 Aquatics, 92nd Street Flying Dolphins
664 **SOUTH:** Bethpage Barracudas, Connetquot Swim Club, East Hampton YMCA, Farmingdale Swim Club, Hauppauge
665 Aquatic Association, Huntington YMCA, Islanders Aquatics, Long Beach Aquatics, Long Island Aquatic Club, Long Island
666 Express (Bronze Only), Sachem Swim Club, Swimmin, Team Suffolk, Three Village Swim Club, and West Islip Swim Club

667 [Appendix 3B - Championship Meet Programs](#)

668 *[Available on the Metropolitan Swimming, Inc. website.]*

669

670 [Appendix 3C - Championship Meet Qualifying Standards](#)

671 *[Available on the Metropolitan Swimming, Inc. website]*

672

673 [Appendix 3D - Championship Meet Bid Form](#)

674 *[Available on the Metropolitan Swimming, Inc. website]*

675

676 [Appendix 3E - Sanction Form](#)

677 *[Available on the Metropolitan Swimming, Inc. website]*

678

679 [Appendix 3F - Post-Competition Forms](#)

680 *[Available on the Metropolitan Swimming, Inc. website.]*

681

682 [Part Four – Administration](#)

683

684 [Article 401 - House of Delegates for USA swimming HOD/Convention](#)

685

686 Article 401.1 – The Metro by-laws designates who attends the USA Swimming HOD/Convention. Metro will provide
687 hotel, travel, registration and a per diem in accordance with government guidelines

688

689 [Article 418 – Officials’ Chair](#)

690

691 **418.1** The Officials’ Chair is appointed by the General Chairman with the advice and consent of the Board of Directors. The
692 Officials’ Chair must have a minimum of five years experience as a certified Referee and must have, at a minimum, current

693 N2 Referee certification.

694 **418.2** The Officials' Committee will consist of the following: The Officials' Chair, the Area Chairs, the recent past Officials'
695 Chair, the Administrative Vice-Chairman, and at least one appointed athlete representative to the committee.

696 **418.3** The Metro Officials areas are:

697 .1 Suffolk

698 .2 New York City

699 .3 Hudson Valley South

700 .4 Hudson Valley North

701 .5 Nassau

702 And functional areas: Recruiting, Education and Advancement

703 **418.4** The Officials' Committee governs as a body entrusted with the interpretation of the USA Swimming Rules and the
704 manner in which Metropolitan Certified Official conducts him/herself within the pool venue. The Officials' Committee will
705 also serve in any other capacity deemed necessary by Metro. Specific responsibilities of the Officials Committee will include
706 but are not limited to:

707 .1 Training, advancing, and critiquing officials

708 .2 Determining officials' certification status

709 .3 Setting the agenda for and running officials' clinics

710 .4 Conducting rules discussions

711 .5 Reviewing charges brought against any official and determining penalties if appropriate in accordance with the procedures
712 set forth in the USA Swimming document "General Guidelines for Discipline and Decertification."

713 **418.5** The Area Chairs will be appointed by the Officials' Chair in consultation with the Administrative Vice-Chairman.
714 Generally, the minimum requirements for Area Chair are 3 years' experience as a Referee and current national certification
715 at the N2 level or above.

716 **418.6** Area Chairs are responsible for the following within their own area:

717 .1 Critiquing officials, especially at championship meets. They should consider whether the official possesses a sound
718 command of the technical rules of swimming and: a) was at the meet a minimum 60 minutes prior to start, b) was properly
719 attired, c) demonstrated a sound understanding of deck protocol, and d) was in the proper position to make calls. In critiquing
720 Meet and Deck Referees, Area Chairs should also consider whether the deck was adequately staffed with all relevant
721 personnel and whether the deck was set up in accordance with Metro's established policies and practices. They should also
722 consider whether the Meet Referee entered the meet into OTS in a timely fashion following its conclusion.

723 .2 Help to ensure that each meet has the required number of officials with the necessary certifications. a). Meet directors may
724 choose officials, but the selections must be approved by the Meet Referee or Area Chair.

725 .3 Regularly review the LSC certifications of all officials in their area to ensure that officials have worked the minimum
726 number of sessions, have attended all required clinics, and have met the testing requirements.

727 .4 Set up their area's meets in OTS

728 .5 Attend a minimum of three meetings per year. Topics on the agenda will include: a) meet critiques, b) officials'
729 certification, and c) discussion of rules

730 **418.7** Requirements for becoming a Stroke & Turn Judge are: a) be at least 18 years old, b) attend a stroke & turn clinic for
731 apprentice officials, c) take the Stroke & Turn Judge on-line test d) receive a score of 80% or better, e) complete six apprentice
732 sessions on at least two different decks under the supervision of a certified Stroke & Turn Judge or higher-level official, f)

733 complete athlete protection requirements, including courses and background checks as determined by USA Swimming.
734 Apprentice Stroke and Turn Judges must attend a stroke and turn clinic and must have either their temporary or regular
735 registration on file in the Metro office before they can begin their on-deck apprentice training- Once certified, the official
736 must work an additional 3 sessions during their initial year to maintain their status as a Certified Stroke & Turn Judge.

737 **418.8** To maintain Stroke & Turn certification an official must work a) a minimum of 6 sessions per year as a Stroke & Turn
738 judge or higher level, b) attend a mandatory Stroke & Turn Judge recertification clinic in designated years, and c) pass in
739 designated years the recertification test with score of no less than 85%. With a score below standard, the official must re-
740 take the initial exam and receive a score of no less than 90% to maintain Stroke & Turn Judge status. In order for LSC
741 certifications to be renewed, the clinic and test requirements must be successfully completed by December 1st in designated
742 clinic and test years.

743 **418.9** To become a Starter, an official must be a certified Stroke and Turn Judge for a minimum of one year and must have
744 worked a minimum of 16 sessions as a Stroke and Turn Judge before seeking advancement. The official must then submit a
745 request to the Area Chair requesting to advance to Starter apprentice, and receive a positive response from the Area Chair.
746 Requirements for becoming a Starter are: a) be at least 20 years old, b) attend a Starter clinic c) take the Starter exam and
747 receive a score of 85% or better, and d) work 8 sessions on deck as Starter, at least one of which has to be a session that
748 includes 10 and Under swimmers. At sessions in which apprentice Starter is part of the Starter rotation, the apprentice Starter
749 must start a minimum of 25 heats to be given credit for the session. Either during the eighth session, or after completing eight
750 sessions, the Starter apprentice must be observed by the Officials' Chair, an Area Chair, or an approved Starter evaluator.
751 Upon the Starter apprentice's successful completion of the above requirements, the Area Chair will notify the Officials' Chair
752 so that the newly certified Starter's LSC certifications can be updated. Starter apprentice sessions count towards the total
753 number of sessions done per year. Certification must be completed within one year from the start of the apprenticeship and
754 is subject to the renewal requirements outlined in section 418.8 above.

755 **418.10** To maintain Starter certification, an official must a) work a minimum of 8 16 sessions per year with at least 5 8
756 sessions as Starter, and b) pass the Starter recertification exam in testing years with a score of no less than 805%. Failure to
757 fulfill these requirements will result in the Starter having her or his Starter certification revoked.

758 **418.11** To advance to Referee, an official must be a certified Starter for a minimum of one full year, and have worked a
759 minimum of 24 sessions as a Stroke and Turn Judge and/or Starter, including at sessions with 10 and Under swimmers and
760 at least two sessions at either long- or short-course Senior Mets or another Metro-run meet in the year preceding their request
761 to advance. An official seeking to advance to Referee needs to make her or his desire to advance known to her or his Area
762 Chair, who will review her or his record and, if the record warrants it, will then nominate her or him to the Officials' Chair
763 as a candidate for advancement. After receiving a nomination from an Area Chair, the Officials' Chair will review the
764 nominee's record and will consult with the nominating Area Chair. If, after consulting with the Area Chair and other senior
765 officials as necessary, the Officials' Chair determines that the nominee possesses the necessary skills and experience to be a
766 suitable candidate for advancement to Referee, the Officials' Chair will extend a formal written invitation to the nominated
767 official to begin his or her Referee Apprenticeship. Referee apprentices must work a minimum of 8 sessions, under at least
768 two certified Referees on at least two different pool decks. The Referee apprentice's eighth session (or a subsequent session)
769 must be completed under the observation of either the Officials' Chair or one of the Area Chairs. Once the Apprentice Referee
770 has completed 8 sessions and has met the requirement that he or she be observed in the eighth (or a subsequent session) by
771 the Officials' Chair or an Area Chair, he or she will supply the Officials' Chair with the names of the Referees under whom
772 she or he apprenticed. The Officials' Chair will then ask each of these Referees to complete an apprentice Referee

773 Observation report. Once these reports are returned to the Officials' Chair, she or he will take them into consideration in
774 determining whether he or she will either advance the apprentice to certified Referee (if the Referee Observation reports are
775 favorable) or ask him or her to complete further apprentice sessions (if the Referee Observation reports indicate that further
776 training is warranted). Referee apprentice sessions count towards the total number of sessions ~~done~~ required per year.
777 Certification must be completed within one year from the time the apprenticeship begins. Certification requires positive
778 reports by at least two of the certified Referees who helped train the Referee apprentice during his or her apprenticeship and
779 a positive report on the final observation conducted by an Area Chair or the Officials' Chair. The Officials' Chair must sign-
780 off on all advancements to Referee.

781 **418.12** To maintain Referee certification, an official must a) work a minimum of 8 16 sessions per year with at least 8 sessions
782 as Referee or Meet Referee, b) attend the mandatory annual Referee clinic, c) work a minimum of two sessions each year at
783 a Metro-run meet such as long-course or short-course Senior Mets, and d) pass the Referee re-certification exam with a score
784 of no less than 90% in test years. The test must be taken and passed by December 1st in designated testing years. Failure to
785 fulfill these requirements will result in the Referee having her or his Referee certification revoked.

786 **418.13** To be a Relay Take-off Judge you must be a certified ~~for~~ Stroke & Turn Judge.

787 **418.14** To be a Chief Judge you must be at least 20 years old, and be a currently certified ~~for~~ Stroke & Turn Judge with at
788 least one year of experience and a minimum of 12 sessions as a certified Stroke and Turn Judge.

789 **418.15** To become an Administrative Referee, you must have a minimum of three years' experience as a Deck Referee, must
790 pass the Administrative Referee exam with a minimum score of 90%. The Officials' Chair must sign-off on all advancements
791 to Administrative Referee.

792 **418.16** Meet Referees are required to enter meet information into the USA Swimming Officials Tracking System (OTS)
793 within 14 days of the end of the meet.

794 **418.17** When an official is charged with not performing their duties properly, the Officials' Committee shall follow the
795 *General Guidelines for Discipline and De-Certification* as outlined by the Officials Committee of USA Swimming.

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799 Part Five - Revising Policy and Procedures Manual

800

801 Article 501 – Jurisdiction

802

803 **501.1** Changes to Parts 1, 2, or 3 may be proposed by any Non-athlete member or any member of the Athlete's Committee
804 of Metro and shall be submitted to either the Board of Directors or the Technical Planning Committee in advance of the
805 House of Delegates meeting whenever possible.

806 **501.2** Changes to Parts 7 may be proposed by any member of the House of Delegates and shall be submitted to the Board of
807 Directors.

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809 Article 502 – Method of Submission

810

811 **502.1** Proposed changes shall be in such form as to show the entire section as it will read if adopted, with any changes in
812 language underlined if new and lined out if deleted. The *Proposal to Amend Policy and Procedures Manual* form shall be
813 used.
814

815 Article 503 – Adoption

816

817 **503.1** Proposed changes to Parts 1, 2, or 3 may be amended, adopted, or rejected by the House of Delegates by a majority
818 vote, except as provided in Article 706.2.

819 **503.2** Proposed changes to Part 7 may be amended, adopted, or rejected by the Board of Directors by a majority vote. Changes
820 adopted by the Board of Directors are subject to further amendment or rejection by the House of Delegates by a majority
821 vote.

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824 Article 504 – Suspension

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826 **504.1** The House of Delegates may temporarily suspend, by a two-thirds majority, any policy or procedure when deemed in
827 the best interest of Metro and the sport of swimming
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829 Article 505 – Effective Date

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831 **505.1** Unless otherwise specified, all changes approved as prescribed shall become effective at the conclusion of the meeting
832 of their adoption.
833

834 Article 506 – Conformity

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836 **506.1** All policies and procedure must conform to the Metro Bylaws and USA Swimming Rules and Regulations.

837 **506.2** Any change to the Metro Bylaws or USA Swimming Rules and Regulations that causes a policy or procedure not to
838 conform shall supersede that policy or procedure. When this non-conformity occurs, or is discovered between meetings of
839 the House of Delegates, the Board of Directors or the Executive Committee may amend the policy or procedure to Parts 1, 2,
840 3, or 7 by a majority vote.
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Appendix 5A - Policy and Procedures Proposed Amendment Form

Proposal to Amend Policy and Procedures Manual

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864 Proposed Change is to Article(s) _____

865 Submitted by _____ from _____

866 Check one: ___ Non-Athlete Member ___ Member of the House of Delegates
867 ___ Member of the Board of Directors ___ Member of Board of Review

868

869 Check one: ___ Change Article ___ Delete Article (and renumber if appropriate)
870 ___ Add Article (and renumber if appropriate)

871

872 Write out the Article to be changed. Underline new text. Draw a line through deleted text.

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