

# **Metropolitan Swimming**

## **Policy and Procedures**

### **And Rules and Regulations Manual**

Updated through the House of Delegates meeting  
of

**January 9, 2013**

**updated March 24, 2013**

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

11

12           This manual is not to conflict with either the Bylaws of Metro (Bylaws) or the Rules and  
13 Regulations of USA Swimming (Rules). This manual incorporates information from the Bylaws or  
14 from the Rules as a convenience to the reader, sometimes in a less legalistic or easier to understand  
15 format. However, in the event of conflict between this manual and either the Bylaws or the Rules, the  
16 Bylaws or the Rules take precedence. An effort has been made to reference the source of information  
17 from the Bylaws and from the Rules. These references are denoted in [square brackets].

18

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

22

23

## 24 **Part One - Club Requirements**

25

### 26 **Article 101 - Club Registration**

27

28 **101.1** Clubs shall be registered as a group member of Metro. Membership is subject to USA  
29 Swimming policies, rules and regulations and Metropolitan Swimming policies and procedures.  
30 Membership is a privilege, not a right. Along with membership come duties and responsibilities.

31 *[Bylaws 2.1.1]*

32

33 **101.2** To register, a club shall:

34 .1 Complete a club membership application form (available on Metro web site). Applications must be  
35 printed or typed, in blue or black ink.

36 .2 Pay the \$150 annual registration fee. \$25 of the fee is allocated to the Joseph J. Stetz Memorial  
37 Scholarship Fund.

38 .3 Clubs must use their full registered name.

39 .4 A new club, or one that has had a gap in membership of more than 11 months and is rejoining, shall  
40 follow the procedures outlined in *The Prospective Club Membership Booklet* available from USA  
41 Swimming, and submit the following:

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

44 B Bylaws showing how they are organized and controlled.

45 New or lapsed clubs shall appear before the Board of Directors for acceptance. Those clubs will be on  
46 probation for the next registration year. New clubs on probation shall complete *Club Leadership* and  
47 *Business Management* programs within one membership year. New clubs shall use Hy-Tek Team  
48 Manager for registration and meet entries.

49 .5 A renewing club shall submit the following:

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

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

52 .6 Each club shall designate:

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

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

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

57 **101.3** Registrations expire on December 31<sup>st</sup>. Renewal registrations are due on December 1<sup>st</sup>.

58

## 59 **Article 102 - Individual Registration**

60

61 **102.1** Clubs shall register their athletes and non-athletes (coaches, officials, and representatives) with  
62 Metro.

63 **102.2** Registrations are not valid until they are received, with payment, and accepted by the Metro  
64 Office.

65 **102.3** Renewal registrations are due on December 1<sup>st</sup>.

66 **102.4** When transferring between LSCs or Clubs within the same LSC, the swimmer shall submit a  
67 completed transfer form in according with USA Swimming procedures. LSCs may not establish  
68 procedures for transfers which effectively deny a swimmer the right to transfer from one LSC or Club  
69 to another [USA 203.5] – For a swimmer to represent a USA Swimming club in a competitive event  
70 one hundred twenty (120) consecutive days must have elapsed without the swimmer having  
71 represented any other USA Swimming club in USA Swimming competition. This 120-day rule does  
72 not apply to representation in closed competition, even if it is sanctioned or approved by the LSC [USA  
73 203.3]

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

75 **102.5** A prospective swimmer may participate in tryouts for no more than 30 consecutive calendar  
76 days in a 12 month period. This swimmer shall not have been previously a member of USA  
77 Swimming. During the tryout, the individual is not covered by insurance, but the club insurance is still  
78 valid.

79 **102.6** Athletes shall have completed their registration with Metro in order to compete.  
80

### 81 **Article 103 - Club Representation**

82

83 **103.1** Clubs shall appoint one, and may appoint up to three representatives to the House of Delegates.  
84 Each delegate casts only one vote. They must be registered members with Metro. [Bylaws 4.1.1 &  
85 4.3.1]

86 **103.2** Each club shall appoint one athlete over thirteen years old to the Athletes Committee.

87 **103.3** The September meeting of the House of Delegates is a mandatory meeting. Each club shall have  
88 both a representative to the House of Delegates and an athlete representative to the Athletes Committee  
89 present. There is a \$100 fine for each person not in attendance.

90 **103.4** It is each club's responsibility to read the minutes of the House of Delegates and Board of  
91 Directors meetings and be aware of changes in policies.  
92

### 93 **Article 104 - Other Responsibilities**

94

95 **104.1** A Coach Member shall conduct each practice in its entirety for it to be valid.  
96 **104.2** In the event of any injury or sudden illness that occurs at practice, competition, or other covered  
97 team functions, a *Report of Occurrence* form shall be sent to USA Swimming, Risk Management  
98 Services Inc., and the Metro Safety Chairman. A new *Report of Occurrence* online form is also  
99 available on the USA Swimming website.  
100 **104.3** Clubs shall apply for and must receive a sanction to run a swim meet, a time trial, a swim clinic,  
101 an exhibition, or a Swim-a-thon in order for it to be a covered USA Swimming event.  
102 **104.4** Clubs that host a Swim-a-thon must file a contract and financial report with USA Swimming.  
103 Copies of these reports shall also be sent to the Swim-a-thon Coordinator. *[USA 202.7]*  
104 **104.5** In order to receive meet travel stipends, clubs shall submit the appropriate forms on behalf of  
105 swimmers. The stipend requests shall be within 30 days of the meet for spring meets and by August  
106 25th, for summer meets. (The forms for each meet are available on the Metropolitan Swimming  
107 website)  
108 **104.6** In order to receive grants in the Metropolitan Swimming Club Achievement Program, clubs shall  
109 submit the Metropolitan Swimming Club Achievement Program Application form. The application is  
110 due by January 15 for the annual period ending August 31<sup>st</sup>.  
111 **104.7** Clubs shall request the subsidy for running a distance meet by notifying the Administrative  
112 Chair when filing the post-competition report. Clubs shall be responsible to submit the Distance  
113 Stipend Form to the Treasurer.  
114 **104.8** Clubs may not use personal checks for club or athlete registration fees but can use a club credit  
115 card for athlete registration fees, sanction application fees, etc.  
116 **104.9** Clubs shall be responsible for the bank fee and a \$50 fine for checks returned by the bank.

117

118 **Appendix 1A - Club Registration Form**

119 *[Available on the Metropolitan Swimming Inc. website]*

120

121 **Appendix 1B - Individual Registration Forms**

122 *[Available on the Metropolitan Swimming Inc website.]*

123

124 **Appendix 1C - Report of Occurrence Form**

125 *[Available on the Metropolitan Swimming Inc. website]*

126



127 **Appendix 1D - Travel Expense Reimbursement Forms**

128 *[Available on the Metropolitan Swimming Inc. website.]*

129

130 **Appendix 1E - Metropolitan Swimming Club Achievement Program Application**

131 *[To be inserted here.]*

132

133 **Appendix 1F – Distance Meet Stipend Form**

134 *[Available on the Metropolitan Swimming Inc. website.]*

135

136

137 **Part Two - Individual Requirements**

138

139 **Article 201 - Athlete Registration**

140

141 **201.1** Athletes shall be registered as individual members with Metro. Membership is subject to USA  
142 Swimming policies, rules and regulations and Metropolitan Swimming policies and procedures.  
143 Membership is a privilege, not a right. Along with membership comes duties and responsibilities.

144 *[Bylaws 2.1.2A]*

145 **201.2** The registration fee will be determined by the House of Delegates

146 **201.3** Athletes who are going to represent a club shall be registered by that club. Individuals who wish  
147 to be unattached shall register directly with the Metro Office.

148

149 **Article 202 - Meet Participation**

150

151 **202.1** To participate in a Metro Championship meet, a swimmer shall have met the qualifying time  
152 standard established by Metro for any event entered. The time shall have been achieved at a  
153 sanctioned, approved, observed swim meet, or time trial.

154 **202.2** To participate in the Senior Metropolitan Championships a swimmer shall have competed in an  
155 individual event in three Metro sanctioned meets within the previous year. Swimmers who have  
156 historically competed in Metro shall have this provision waived only during years that they are  
157 residing at school.

158

159 **Article 203 - Travel Expense Reimbursement**

160

161 **203.1** Metro swimmers who qualify for and attend approved national and regional meets and National  
162 Select Camp are eligible for travel expense reimbursement provided they meet eligibility requirements.

163 **203.2** Swimmers shall have competed in individual events in at least five Metro Sanctioned swim  
164 meets within one year prior to the competition or camp. For all travel expense reimbursement request,  
165 one of the five Metro shall have been a Senior Metropolitan Championship.

166 **203.3** The club that entered the swimmer in the competition shall apply for the travel expense  
167 reimbursement on behalf of the swimmer or their parents. Only swimmers not affiliated with any club  
168 may apply directly for the stipend.

169 **203.4** The meets and travel expense reimbursement stipends are as follows:

170 .1 Eastern Zone Speedo Champion Series (Sectionals) swimmers in individual events only are eligible  
171 for a stipend of \$200.00. Both Summer and Winter. HOD minutes 1/17/08 no relay swimmers  
172 *[revised H.O.D. May 16, 2012]*

173 .2 Beginning September 1, 2012, USA Swimming Winter Junior National Championships swimmers  
174 in individual events are eligible for a stipend of \$500.00. USA Swimming Summer Junior National  
175 Championships swimmers in individual events are eligible for a stipend of \$800.00. NCSA Junior  
176 Nations Championship Swimmers in individual events are eligible for a stipend of \$400.00. National  
177 Championship Winter swimmers in Individual Events are eligible for a stipend of \$600.00. National  
178 Championships Summer swimmers in individual events are eligible for a stipend of \$1000.00. US  
179 Open swimmers in individual events are eligible for a stipend of \$1000.00. World Championship  
180 Trials swimmers in individual events are eligible for a stipend of \$1000.00.

181 .4 Olympic Trial swimmers in Individual Events are eligible for the same stipend as swimmers in  
182 National Championships. Swimmers who have met the Metro Competition requirement for three of  
183 the four years preceding Olympic Trials are eligible for a stipend of \$1500.00

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

186 **203.4** Swimmers who attend National Select Camps sponsored by USA Swimming are eligible for a  
187 stipend of \$200.00.

188 **203.5** The Metro Swimming Policy stipend requirements will be as follows:

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

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

196

## 197 **Article 204 - Swimmer Awards**

198

199 **204.1** A Metro Age Group Swimmer of the Year Award will be given annually at the Hall of Fame  
200 Dinner to a male and a female athlete under 15 years old and a male and a female athlete from 15 to 18  
201 years old.

202 **204.2** The Joseph J. Stetz Memorial Scholarship will be given annually at the Hall of Fame Dinner to  
203 one male and one female athlete. The award is \$1000 each. The athlete must be a High School Senior  
204 and shall submit the application to be considered for the award. The athlete must have competed in at  
205 least five Metro Sanctioned swim meets within one year prior to application. The selection committee  
206 consists of the Officials Area Chairs and a member of the Executive Committee.

207

## 208 **Article 205 - Zone Meet Participation**

209

210 **205.1** To qualify for the Spring Eastern Zone Age Group Championships swimmers must compete in  
211 the Zone Team Qualifying Meet. Eastern Zone policy allows only three swimmers for the 10-under  
212 and 11-12 age groups in each event and two swimmers for the 13-14 and 15-18 age groups in each  
213 event. Swimmers qualify for the Summer Eastern Zone Age Group Championships by achieving the  
214 time standard established by the Eastern Zone.

215 **205.2** Swimmers 11 and older must travel and room with the team for the duration of the meet.  
216 Swimmers 10-under must travel and stay with their parents; they are under their parents responsibility  
217 for the duration of the meet. The participation fee for all swimmers will be determined and posted in  
218 the meet notices. Metro arranges for and pays transportation, lodging, meals, and equipment for all  
219 swimmers 11 and older. Metro arranges for equipment for 10 and under.

220 **205.3** All participation fees are the responsibility of the swimmers and will be posted in the meet

221 information packet.

222 **205.4** Swimmers who will participate in the Eastern Zone Age Group Championships shall complete  
223 the Application Form, the Equipment List Form, and pay the appropriate fee. On the Application  
224 Form, the swimmer shall provide emergency contact, medical insurance information, and sign the  
225 Metro Code of Conduct.

226 **205.6** The Metropolitan Zone team can bring two swimmers with disabilities from 12 and under age  
227 groups and two swimmers with disabilities from the 13 and over age groups as team members to the  
228 Zone Championship Meet. Interested swimmers with disabilities are encouraged to apply. The form is  
229 available on the web.

230

### 231 **Article 206 - Coach Registration**

232

233 **206.1** Coaches shall be registered as individual members with Metro. Membership is subject to USA  
234 Swimming policies, rules and regulations and Metropolitan Swimming policies and procedures.  
235 Membership is a privilege, not a right. Along with membership comes duties and responsibilities.  
236 *[Bylaws 2.1.2B]*

237 **206.2** Coaches are required to complete and have current certification in CPR, First Aid, and either  
238 Safety Training for Swim Coaches, Lifeguard Training. Coaches are also required to complete and  
239 pass the Level II Background screening and the Athlete Protection Training (Safe Sport).

240 **206.3** Beginning January 1, 2013 – new coaches must take Foundations of Coaching 1 as part of the  
241 registration process. Coaches must then take Foundations of Coaching 2 before they can register for  
242 the 2<sup>nd</sup> year! *[HOD – September 22, 2012]*

243 **206.4** All coaches shall complete the Level II background screening as required by USA Swimming.  
244 Coaches pay for their own screening, which is valid for two years. The screening is done by an  
245 independent firm. Any disputes and appeals are handled through the independent firm and counsel to  
246 USA Swimming. To preserve your privacy, do not contact anyone in the LSC or at USA swimming.  
247 *[USA 502.4.3]*

248 **206.5** The registration fee will be determined by the House of Delegates.

249 **206.6** Coaches who are going to represent a club shall be registered by that club. Individuals, who  
250 wish to be unattached, register directly with the Metro Office.

251

### 252 **Article 207 - Non-Athlete, Non-Coach Registration**

253

254 **207.1** Any other individual who participates in USA Swimming shall be registered as individual  
255 members with Metro. Membership is subject to USA Swimming policies, rules and regulations and  
256 Metropolitan Swimming policies and procedures. Membership is a privilege, not a right. Along with  
257 membership comes duties and responsibilities. This includes anyone who is an official, meet director,  
258 club representative, or safety coordinator. *[Bylaws 2.1.2C]*

259 **207.2** The registration fee will be determined by the House of Delegates.

260

## 261 **Article 208 - Other Individual Responsibilities**

262

263 **208.1** All individual members must abide by the USA Swimming Code of Conduct. *[USA 304]*

264

## 265 **Appendix 2A - Swimmer Award Nomination Forms**

266 *[Available on the Metropolitan Swimming, Inc. Website.]*

267

## 268 **Appendix 2B - Zone Meet Forms**

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

270

271

## 272 **Part Three - Swim Meets**

273

### 274 **Article 301 - Types of Meets**

275

276 **301.1** A sanctioned meet is open only to USA Swimming athletes and shall follow all USA Swimming  
277 rules. They may be one of the following:

278 .1 An “Open” meet is open to all registered USA Swimming athletes who meet the entry requirements.

279 .2 A “Closed” meet is restricted to members of USA Swimming teams that have formed an association  
280 to compete amongst themselves and follows all USA Swimming rules.

281 .3 An “Invitational” meet is open only to those USA Swimming teams that have been invited by the  
282 host team. The teams that are invited shall be named in the meet information for the meet to be listed  
283 on the Metro website.

284 .4 A “Championship” meet is a meet open only to Metro athletes and has been so designated by the

285 House of Delegates.

286 .5 A “Dual/Tri/Quad” meet is a sanctioned competition in which two, three, or four teams compete  
287 against each other.

288 .6 “Time Trials” is a form of competition whereby athletes are trying to achieve a qualifying time.  
289 Time Trials are not scored. Time Trials may or may not be restricted to athletes entered in an affiliated  
290 meet. The total number of events permitted per day in a Time Trial and its affiliated meet is subject to  
291 the USA Swimming rules that limit the number of events per day. Time Trials may not be used for  
292 National Age Group Records. Time Trials must have separate sanctions.

293 .7 An “Approved” meet is open to both USA Swimming athletes and non USA Swimming athletes, but  
294 follows all USA Swimming rules. [USA 202.4]

295 .8 USA Swimming athletes in a competition that does not conform to USA Swimming rules such as  
296 High School, College, or YMCA Championships may request Observed swims. [USA 202.5]

297 **301.2** In all open meets, Metro clubs shall be given priority on a first come / first serve basis if their  
298 entries are received by a specified time and date. After that time and date, teams from other LSC’s as  
299 well as later entries from Metro will be entered, in the order they were received, as space allows.  
300 Teams may establish a second time and date for all entries to be received.

301 **301.3** At B Min. meets, entries shall be accepted according to date received. At A or un-classed meets,  
302 entries may be cut by date received or according to times submitted but the method shall be stated in  
303 the meet bid and entry information.

304

## 305 **Article 302 - Meet Program**

306

307 **302.1** The recommended events for competition are listed in USA Swimming Rule 102.1. Metro may  
308 permit a meet host to run a competition with events not listed in the USA Swimming Rules (i.e. Sprint  
309 Pentathlon).

310 **302.2** In all meets after the 1<sup>st</sup> Sunday in November until September 1<sup>st</sup> of the following year, at least  
311 50% of the events shall be from the long events for each sex and age group.

312 10 & Under Short: all 50's and 100 I.M.

313 10 & Under Long: all 100's except 100 IM , all 200's and longer

314 11-12 Short: all 50's and 100 I.M.

315 11-12 Long: all 100's except 100 IM and all 200's and longer

316 13-14 Short: all 100's and 50 Free

317 13-14 Long: all 200's and longer  
318 15-18 Short: all 100's and 50 Free  
319 15-18 Long: all 200's and longer  
320 **302.3** \$2500.00 subsidy will be allocated based on the number of clubs that bid and host a distance  
321 meet from September through April and \$2,500 is allocated for meets from May through August. The  
322 total budget for that season will be divided equally among the accepted meets. The distance meet shall  
323 be a separate meet with a separated sanction number from any other meet sponsored by that club on the  
324 same weekend. All the events shall be on the same day. The 1650/1500 Free may be in a separate  
325 session. The events that shall be included are: 11-12 400 IM, 13-14 400 IM, 10 & Under 500/400  
326 Free, 11-12 500/400 Free, and Open 1650/1500 Free. The Open 400 IM may be offered at the option  
327 of the host club. The age groups in the 400 IM and 500/400 Free may be combined but separate  
328 awards shall be given for each age group. Teams that want to add events to this list shall ask the Board  
329 prior to receiving their sanction, in writing, for an exception to this rule. The host team may collect  
330 entry fees.

331

### 332 **Article 303 - Meet Entries**

333

334 **303.1** Swimmers are limited to the number of individual events as stated in the meet information. The  
335 number of individual events a swimmer competes in per day cannot exceed 5 events for timed finals  
336 and 3 events for trials and finals. This includes the total number of events swum in a swim meet and  
337 its affiliated time trial. *[USA 102.2]*

338 **303.2** If there is an established qualifying time in an event, then the swimmer shall have met the  
339 qualifying time to enter the event. The time shall have been done at a sanctioned, approved, or  
340 observed swim meet, or time trial (the time must be in the SWIMS database).

341 **303.3** All changes of entries into a swim meet shall be made through the meet director or other  
342 designated meet personnel.

343 **303.4** All entry information shall use the athletes name and Id numbers as recorded by the registrar.  
344 Teams are subject to a \$100 fine per individual for third and subsequent errors, for that individual  
345 when they are detected by the “recon”.

346 **303.5** If an entire team’s entry is rejected from a meet the host team shall return all entry items. If a  
347 team is partially rejected from a meet all refunds shall be made to the entering team by the first day of  
348 the meet. Notification of rejected entries shall be made personally to the coach, swimmer, or club

349 representative prior to seven days before the start of the meet. If notification is not made within the  
350 allotted time frame, the swimmer(s) shall be allowed to swim.

351 **303.6** In Metro Championship meets swimmers may not swim in more than two time trials during the  
352 course of the meet and shall abide by the limit on total number of events per day and per meet as  
353 follows:

354 .1 Senior Metropolitan Championships - Swimmers may swim up to 3 individual events per day and 6  
355 events total.

356 .2 Junior Olympics - Swimmers may swim up to 3 individual events per day.

357 .3 Silver Championships - Swimmers may swim up to 5 events per day.

358 .4 Bronze Championships - Swimmers 9-18 may swim up to 4 events per day.

359 .5 Zone Qualifying Meet: 11 & Over are limited to 3 events per day, and 10 & under may swim up to  
360 5 events per day.

361 **303.7** When entering championship meets, clubs having more than one base, shall enter using a single  
362 file and shall pay using 1 check or money order. For all other meets the different bases may enter and  
363 pay independently.

364 **303.8** All entries must be submitted using a Hy-Tek computer file.

365 **303.9** All entries must include proof of time by sending the Hy-Tek Team Manager report of the  
366 entries with proof of times either by mailing hard copy or by email.

367 **303.10** The entry deadline for Metro Championship meet shall not be more than 10 days prior to the  
368 first day of the meet.

369

## 370 **Article 304 - Entry Fees**

371

372 **304.1** The maximum entry fee that may be charged is: .1 In short course yards/meters – beginning  
373 September 1, 2012 - \$4.00 for an Individual Timed Final event, \$5.00 for an Individual Trials & Final  
374 event, and \$8.00 for a Relay event. *[HOD September 24, 2011]*

375 .2 In long course meets – beginning September 1, 2012 - \$5.00 for an Individual Timed Final event,  
376 \$6.00 for an Individual Trials & Final event, and \$10.00 for a Relay event *[HOD September 24, 2011]*

377 **304.2** 20% of the entry fees, except those of the host club, constitute the Metro surcharge and shall be  
378 paid by the host club to Metro. This does not apply to distance meets. Any team that host Invitationals  
379 that invite “all Metro Teams as well as teams from other LSC’s will still have the 20% surcharge  
380 waived for their swimmers. Any team that hosts an invitational meet for only specifically named



381 Metro Teams and teams of other LSC must pay the 20% surcharge for their swimmers. *[BOD*  
382 *February 20, 2010]*

383 **304.3** There is a per swimmer surcharge at the following Championship meets: *[HOD May 16, 2012]\**

384 .1 Senior Met surcharge is \$10.00 (beginning September 1, 2012)

385 .2 Zone Qualifying Meet surcharge is \$1.00

386 .3 Junior Olympic surcharge is \$5.00 (beginning September 1, 2012)

387 .4 Silver Championships surcharge is \$1.00

388 .5 Bronze Championships surcharge is \$1.00

389 .6 8 and Under Championship – No Surcharge

390

### 391 **Article 305 - Scratch Procedure**

392

393 **305.1** Unless otherwise stated, scratches are due 30 minutes prior to the start of the session. Any  
394 swimmer who is seeded shall swim the event.

395 **305.2** In timed finals events or preliminaries of a trials and finals event, if a seeded swimmer does not  
396 want to swim, the procedure is as follows:

397 .1 The swimmer should obtain a “Declare False Start Report”.

398 .2 The swimmer fills out the name, event, heat, lane, checks off false start, and writes “declared” next  
399 to it.

400 .3 The swimmer shall turn the report in to the Referee at the start of the event and prior to their heat.

401 **305.3** No penalty shall apply for failure to withdraw or compete in an individual event if:

402 .1 The Referee is notified in the event of illness or injury and accepts the proof thereof.

403 .2 It is determined by the Referee that failure to compete is caused by circumstances beyond the  
404 control of the swimmer. *[USA 207.7.6E]*

405 **305.4** A swimmer qualifying for a C, B, or A (bonus, consolation, championship) final race based upon  
406 the results of the preliminaries notifies the Clerk of the Course within thirty (30) minutes after  
407 announcement of the qualifiers for that race that they may not intend to compete and further declares  
408 their final intentions within thirty (30) minutes following their last individual preliminary event. *[USA*  
409 *207.7.9D]*

410 **305.5** A swimmer who fails to follow this procedure will be barred from further competition for the  
411 remainder of the meet, except as noted in USA Rule 207.7.6E. If this occurs during the last session of  
412 a championship meet the swimmer’s club will be fined \$50.00 per occurrence.

413 **305.6** Any relay team entered in a relay event and not properly scratched must swim the event. Failure  
414 to do so will result in each member of the relay team being barred from the next relay event in which  
415 they may otherwise be eligible to compete. A relay team member failing to appear ready to swim for a  
416 relay event will be barred from his/her next individual event. Relay members who do appear ready to  
417 swim shall not be penalized.

418

## 419 **Article 306 - Warm-up Procedure**

420

421 **306.1** Coaches shall instruct their swimmers regarding the safety guidelines and warm-up procedures  
422 at meets. Coaches shall actively supervise their swimmers during the warm-up session at meets.

423 **306.2** The Host Team shall supply Meet Marshals. Marshals shall be clearly identifiable (ie. Orange  
424 safety vest). Coaches supervising swimmers in the pool during warm-up do not qualify as meet  
425 marshals. Meet Marshals shall check locker rooms as well as being responsible for safety on deck.  
426 Marshals shall have full authority to warn or order to cease and desist, and, with the concurrence of the  
427 Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner  
428 or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.  
429 *[USA 102.18]* There shall be at least 1 male and 1 female marshal. The minimum number of required  
430 marshals is as follows:

431 .1 A six lane pool requires two marshals.

432 .2 An eight lane pool requires three marshals.

433 .3 A ten lane pool requires four marshals.

434 .4 If two different courses are being used, two additional marshals are required.

435 **306.3** Warm-up times and lane assignments shall be published in the meet information and posted at  
436 several locations around the pool area. *[USA 202.2.9]*

437 **306.4** Backstrokers shall ensure that they are not starting when a swimmer is on the blocks. Swimmers  
438 are not to step up onto the blocks if there is a backstroker ready to start.

439 **306.5** Swimmers shall exit the pool at the completion of their warm-up. This will allow other  
440 swimmers adequate warm-up time.

441 **306.6** Host clubs may establish warm-up procedures for their own swim meets, remembering to  
442 include one way sprint lanes and pace lanes if desired, so long as safety considerations are not  
443 compromised. Established procedures shall conform to Metro and National policies. Any such  
444 procedures shall be announced, and/or posted in the pool area.

445 **306.7** There is no diving into the pool during any warm-up, except for designated one way sprint lanes.

446 **306.8** These warm-up procedures shall be followed during pre-meet warm-up, warm-ups inserted into  
447 the meet program, and warm-ups in any available warm-up/warm-down lanes.

448 **306.9** In Championship meets, if there is a 60 minute warm-up period, the first 30 minutes will general  
449 warm-up in all lanes. In a six lane pool, at 30 minutes prior to the start of the meet, lanes 1 and 6 will  
450 be designated for pace, and lane 2 will be designated for one way sprints, and at 20 minutes prior to the  
451 start of the meet lane 5 will also become a one way sprint lane. In an eight lane pool, at 30 minutes  
452 prior to the start of the meet, lanes 1 and 8 will designated for pace, and lanes 2 and 7 will be  
453 designated for one way sprints, and at 20 minutes prior to the start of the meet lanes 3 and 6 will also  
454 become one way sprint lanes. In a ten lane pool, at 30 minutes prior to the start of the meet, lanes 1, 2  
455 and 10 will designated for pace, and lanes 3 and 9 will be designated for one way sprints, and at 20  
456 minutes prior to the start of the meet, lanes 2 and 8 will also become one way sprint lanes. The  
457 competition pool will be cleared 5 minutes prior to the start of the meet.

458 **306.10** In Championship meets, if there is a 90 minute warm-up period, the first 30 minutes will  
459 general warm-up in all lanes. In a six lane pool, at 60 minutes prior to the start of the meet, lane 1 will  
460 designated for pace, at 45 minutes prior to the start of the meet, lane 2 will be designated for one way  
461 sprints and lane 6 for pace, and at 30 minutes prior to the start of the meet, lane 5 will also become a  
462 one way sprint lane. In an eight lane pool, at 60 minutes prior to the start of the meet, lanes 1 and 8  
463 will designated for pace, at 45 minutes prior to the start of the meet, lane 2 will be designated for one  
464 way sprints, at 30 minutes prior to the start of the meet, lane 3 and 7 will also become one way sprint  
465 lanes. In a ten lane pool, at 60 minutes prior to the start of the meet, lanes 1 and 10 will designated for  
466 pace, at 45 minutes prior to the start of the meet, lane 2 becomes a pace lane and lanes 3 and 9 will be  
467 designated for one way sprints, and at 30 minutes prior to the start of the meet, lane 2 and 8 will also  
468 become one way sprint lanes. The competition pool will be cleared 5 minutes prior to the start of the  
469 meet.

470

## 471 **Article 307 - Meet Procedures**

472

473 **307.1** Coaches shall wear USA Swimming cards on deck. Coaches without up to date certifications  
474 shall not be on the pool deck. DECK PASS can NOT be used to verify coaches registration [HOD May  
475 16, 2012]

476 **307.2** Non-USA Swimming Registered individuals are not permitted on the pool deck at any time

477 during the meet or practice, with the exception of Official Timers.

478 **307.3** Clubs running meets that wish to secure their own officials are required to furnish the Area  
479 Officials Chair with a list of officials working the meet before the start of the meet so that the Area  
480 Officials Chair can be assured that all officials working the meet are credentialed and certified. Only  
481 currently certified officials may be used. Clubs may ask the Area Officials Chair to supply officials for  
482 a meet by requesting them 30 days prior to the meet.

483 **307.4** Hazards on deck, in the locker rooms, or in areas used by coaches, swimmers, spectators, or  
484 officials shall be removed or clearly marked.

485 **307.5** Meet marshals are responsible for meet safety for the duration of the meet.

486 **307.6** The Host Club is responsible for supplying backup timers for each lane as required by USA Rule  
487 102.12.3 or 102.12.4. Timers should be available 15 minutes prior to the start of the meet to receive  
488 instructions by a designated meet official and the lane timing sheets.

489 **307.7** In Metro run Championship meets, clubs will be assigned to supply timers based on their entries  
490 in the meet.

491 **307.8** Computer operators who work a “Metro-run” Championship meet from start to finish, including  
492 pre-meet and post-meet work, will receive \$150 per session. Person doing Pre-meet preparation only  
493 will receive \$75 per session. Person running the computer only or the timing system only will receive  
494 \$75per session. Announcers for Metro run championship meets will receive \$50 per session.

495 **307.9** An announcer shall be on duty for the entire warm-up session to announce lane and/or time  
496 changes and to assist with the conduct of the meet.

497 **307.10** Bells shall be used to signify the final two lengths of a distance event.

498 **307.11** Swimmers shall start from within the water if the water depth is 3'6" or below. If the pool  
499 depth is above 3'6", but below 4' swimmers may start from the deck or in the water, not the starting  
500 platform. *[USA 103.2.3]*

501 **307.12** In all Metro swim meets awards given for 12 & Unders will match the number of lanes in the  
502 pool.

503 **307.13** All swim meet sessions shall finish within 4 hours of the announced starting time.

504 .1 Any session that runs more than 4 hours past the announced starting time shall be reported to the  
505 Board of Review. There is no grace period, except if there is a major malfunction of the timing system,  
506 lightning, power failure, or major problem. *[HOD January 18, 2011]*. If a club host a LCM Meet, the  
507 host team can run a 13 and older session at 5 hours with no penalty. Sessions set at Open events must  
508 follow the 4 hour limit rule. *[BOD January 11, 2012]*

509 .2 The Board of Review should consider the following in determining penalties:  
510 A. Whether the violation was caused substantially by a matter beyond the control of the host. Such a  
511 violation may require censure and/or probation.  
512 B. The violation was caused unintentionally because of negligence or incompetence. Such a violation  
513 requires censure and/or probation and a minimum fine of all entry fees representing those swims which  
514 went beyond the four hour limit.  
515 C. The violation was intentional. Such a violation requires a minimum fine of all entry fees  
516 representing those swims which went beyond the four hour limit, an additional monetary fine, a period  
517 of probation, and being barred from hosting any meets during the same season and the following short  
518 course and long course seasons including any for which sanctions had already been received.  
519 **307.14** In multiple session meets, if there are fewer than 60 minutes between the end of one session  
520 and the start of warm-up for the next session, the meet host shall provide a meal for coaches. It is  
521 recommended that meet hosts provide refreshments for coaches, officials, and volunteers at all swim  
522 meets.  
523 **307.15** The Host Club shall run the “recon” report at least 7 days prior to the swim meet and send it to  
524 the Metro office to certify that all swimmers entered in the meet are registered swimmers and are  
525 eligible to represent the club they are entered with. Clubs that fail to comply will be sent to Board of  
526 Review.

527

## 528 **Article 308 - Meet Bidding and Information**

529

530 **308.1** The schedule for Short Course Championship meets for the following year will be determined at  
531 the January House of Delegates meeting. Bids for meets to be conducted from September through  
532 April will be conducted at the May House of Delegates meeting.

533 **308.2** The schedule for Long Course Championship meets for the following year will be determined at  
534 the September House of Delegates meeting. Bids for meets to be conducted from May through August  
535 will be conducted at the January House of Delegates meeting.

536 **308.3** At the bid meeting clubs wishing to host a meet must be physically present and submit the  
537 completed Bid Application Form (available on the Metro Web Site) and proper sanction fee. [*HOD of*  
538 *January 18, 2011*]

539 **308.4** If bidding for a Metro subsidized distance session, this shall be indicated on the bid.

540 **308.5** During the bid meeting, a tentative schedule based on the information received is announced.

541 Clubs may then move their meet to another date or opt to withdraw their request. If no representative  
542 is at the meeting, a club relinquishes the right to change a meet date. After all such changes the  
543 schedule is finalized.

544 **308.6** Any other meet on a Metro Championship weekend shall be two levels removed.

545 **308.7** When a meet is granted, the club will accept by returning a Sanction Request Form (available on  
546 the Metro Web Site) and fees within thirty days of the meets' bid meeting. If at the end of 30 days the  
547 sanction request and fees have not been received, a delinquent letter will be sent. If after 60 days (30 +  
548 30 days) the sanction request and fees have not been received, the meet will be removed from the  
549 calendar.

550 **308.8** The Board has the right to grant additional meet sanctions if it feels that a significant need exists.

551 **308.9** Once a team is given a sanction, the following penalties will apply for failing to hold the meet:

552 .1 Canceled more than 12 weeks before the meet or by the Fall meeting of the LSC - loss of sanction  
553 fee.

554 .2 Canceled between 6 and 12 weeks prior to the meet - loss of sanction fee and a fine equal to the  
555 sanction fee.

556 .3 Canceled less than 6 weeks prior to the meet - loss of sanction fee, a fine equal to the sanction fee  
557 and the granting of one less sanction in the next year than the number of meets actually held in the year  
558 the meet was canceled.

559 .4 Canceled after the meet information is sent out - loss of sanction fee, a fine equal to the sanction fee  
560 and the inability to hold any sanctioned meets the following year.

561 **308.10** The penalties may be waived in part or in whole by the Board of Directors or the House of  
562 Delegates. They should consider: a. Was the reason for cancelation beyond the control of the club? b.  
563 Was the reason foreseeable? c. Did the reason lie primarily in lack of entries or lack of personnel?

564 **308.11** Any party that feels the penalties have been unfairly applied may appeal to the Board of  
565 Review.

566 **308.12** There is a sanction fee of \$25.00 per session except:

567 .1 Sessions that consists exclusively of events 800m or longer will have no fee.

568 .2 Sessions that receive the Metro distance subsidy will have no fee.

569 **308.13** The sanction form and fees shall be sent to the Metro Office. The meet information should not  
570 be posted on the web or otherwise distributed until the sanction has been granted.

571 **308.14** Meet directors are required to have meet information posted on the Metro Website. Teams  
572 wanting a hard copy shall request it.

573 **308.15** The meet information (templates are available on the Metro Web Site) shall include the  
574 following: sanction #, date(s), site, class(es), events, start time for warm-up and competition, entry  
575 fees, mailing address, meet Director's phone number, method of cutting entries, awards (number and  
576 type), and warm-up procedures. The following items shall also appear in the meet information:

577 .1 "Metropolitan Swimming Safety Guidelines and Warm-up Procedures will be in effect at this meet."

578 .2 "Swimmers with disabilities are encouraged to enter and participate. Please notify the meet director  
579 of any accommodations you might require."

580 .3 Use of Audio or visual recording devices, including a cell phone, is not permitted in changing areas,  
581 rest rooms or locker rooms

582 .4 USA 2011 - 202.3.7 "The meet announcement shall include information about water depth  
583 measured for a distance of 3 feet 3½ inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from both end  
584 walls."

585 .5 The meet announcement shall include the pool has/has not been certified in accordance with Article  
586 104.2.2C (4)

587 **.6 Beginning January 1, 2013, all Meet Announcements and Requirements for Approval of**  
588 **competition shall include the following statement: "*Except where venue facilities require***  
589 ***otherwise, changing into or out of swimsuits other than in locker rooms or other designated***  
590 ***areas is not appropriate and is strongly discouraged.*" The host club and/or Metro may change**  
591 **the last two words in this statement to "*prohibited.*" [HOD – September 22, 2012]**

592

593

#### 594 **Article 309 - Championship Meet Bids**

595

596 **309.1** A Metro Championship Contract form shall be used to bid on a Championship Meet.

597 **309.2** Clubs hosting a Metro Championship Meet shall send a copy of the Entry Blank to both the  
598 Technical Planning Chair and either the Age Group or Senior Chair whichever is appropriate.

599 **309.3** Metro will take responsibility for running Zone Qualifier's and Senior Mets.

600 *[All teams bidding to host Metro Championship meets shall provide information about fees for*  
601 *admission, programs, and parking at the time of bidding (to go on Championship Contract Form)]*

602

#### 603 **Article 310 - Championship Meets**

604

605 **310.1** There will be 3 sets of time standards for all Senior Championship Meets. The conforming  
606 standard is the time in the course the meet is be conducted in. The other time standards will be  
607 calculated from the standard in the conforming course. Entry times for Championship meets may not  
608 be converted from another course. The meet eligibility date for all short course Metro Championship  
609 meets (Senior Mets, JO's, Silvers, Bronze), will be from January 1<sup>st</sup> of the previous year. For the long  
610 course season, the eligibility date will be as of May 1<sup>st</sup> of the previous year. [*HOD January 13, 2010*]

611 **310.2** The Meet Director shall appoint a Technical Jury composed of at least one athlete representative,  
612 at least one coach, and at least one, but not more than three other persons. Written protests involving  
613 technical rules, except disqualifications due to judgment decisions by the deck officials, shall be made  
614 to the meet referee within 30 minutes of the protested act or occurrence. Decisions of the meet referee  
615 regarding these protests may be appealed to the Technical Jury, whose decision shall be made the day  
616 of the protest and shall be final.

617 **310.3** Championship meets may run over the Metro 4 hour time limit. The meet host or Metro may  
618 alter the warm-up time and starting times of sessions to accommodate long sessions. All teams entered  
619 in the meet shall be notified of any changes of this nature 7 days in advance of the meet. Each club  
620 should provide an e-mail address or other means of being contacted with their entries so that this  
621 notification can be made.

622 **310.4** Swimmers failing to achieve the meet entry standard shall have thirty (30) days to prove having  
623 accomplished said time. This includes all disqualifications, declared false starts, and no shows. Every  
624 time unproven is subject to a \$50.00 fine.

625 **310.5** There will be a separate table for the Clerk of Course at championship meets.

626 **310.6** Regions for Championship Meets that are held at multiple sites will be determined by the  
627 Technical Planning Committee and posted on the Metropolitan Swimming website.

628 **310.7** Warm-up times for Short Course Senior Mets will be at 7:30AM with a 9:00AM start for prelims  
629 and 4:30PM with a 5:30PM start for finals. Senior Mets is a trials and finals meet. The starting time  
630 for the 1650 or 1500 at Senior Mets will be adjusted so that last preliminary heat would end 10 minutes  
631 before start of warm-up for finals. When Senior Mets is held in a facility with no warm down area, the  
632 warm up / warm down schedule will be determined by the Senior Chair in conjunction with the  
633 Technical Planning Committee. Long Course Senior Mets Championships will be follow the same  
634 format as the Short Course Senior Mets Championships. The Senior Chair in consultation with  
635 Technical Planning may decide to permit Bonus events (event(s) awarded to a swimmer as a result of  
636 making a qualifying time), the qualifying time, and the formula for entry based on anticipated size of



637 the meet.

638 **310.8** Zone qualifying meet is to be run in same order as the Zone Championship Meet. The swimmers  
639 age for the Zone Qualifying meet will be the same as the age for the Zone Meet. Swimmers shall be  
640 eligible by Eastern Zone rules to participate in the Eastern Zone meet. A swimmer who becomes  
641 ineligible for the Eastern Zone meet while competing at the Zone Qualifying Meet may continue to  
642 compete in preliminaries only. Swimmers who have competed in a meet representing an educational  
643 institution above the 12<sup>th</sup> grade are not eligible to compete in the Zone Qualifying Meet. There are no  
644 awards given at the Zone Qualifying Meet. Only swimmers intending to compete at the Zone Meet  
645 may compete in the Zone Qualifying Meet. At the Zone Qualifying Meet events are run either as  
646 trials and finals or timed finals the same as at the Zone Meet.

647 **310.9** Finals for Junior Olympics will be conducted in eight lanes. Medals will be awarded for the A  
648 Final, and ribbons to be awarded for B finals at J.O.'s. A plaque or trophy will be awarded to the  
649 individual high point winner for both genders in all age groups. There will be team awards at J.O.'s for  
650 10& Under, 11&12, and 13&14 age groups. 10 & Unders will have only 1 relay per day at J.O.'s. All  
651 10 & under events, the 11&12 400 IM & 500 Free, 13-14 1000 Free, and the 15-18 1650 Free are run  
652 as timed finals. All other events are trials and finals.

653 **310.10** Silver Championships will be held at 3 Regional sites on the same weekend. Swimmers shall  
654 achieve the established time standard, but be slower than the J.O. time standard. At Silver  
655 Championships those achieving the J.O. Qualifying Standard are not eligible for awards, but may  
656 enter the J.O. Meet even if the entry deadline has passed. Medals are awarded to as many swimmers as  
657 there are lanes in the pool. Ribbons will be awarded to next group of swimmers for as many lanes as  
658 there are in the pool.

659 **310.11** Bronze Championships will be held at 3 Regional sites on the same weekend for age 9 through  
660 18. Swimmers shall be slower than the Silver time standard [*HOD May 16, 2012*]. Medals are  
661 awarded to as many swimmers as there are lanes in the pool. Ribbons will be awarded to next group of  
662 swimmers for as many lanes as there are in the pool.

663 **310.12** Relays may be entered at the lowest priority cut, provided the team has qualified for the event.

664 **310.13** Officials working at Metro run championship meets will receive a \$20 per session stipend. If  
665 more than four officials per course are in attendance at the meet, the primary officials shall be  
666 designated by the Officials Chair.

667

668

669 **Article 311 - Post Competition Responsibilities**

670

671 **311.1** Clubs hosting meets shall send a full meet backup within 24 hours of the conclusion of the meet.

672 Email backup to Monique Grayson at [monique.grayson@metroswimming.org](mailto:monique.grayson@metroswimming.org)

673 **311.2 Beginning January 1, 2013** - The following shall be submitted to the Administrative Chair within

674 30 days after each meet: a. ~~heat sheet~~ **Meet Manager Team Fees Report (1 day Prior to the start of the**

675 **meet)**, b. ~~psych sheets~~ **Meet Manager Team Fees Report (at the end of the meet)**, ~~e. meet results,~~ **d. c.**

676 the post competition report, ~~e.~~ **d.** the income and expense report, and ~~f.~~ **e.** a check for the meet

677 surcharges. Host teams are exempt from paying surcharges on entries for their own swimmers in a

678 non-invitational meet. [*HOD – January 9, 2013*]

679

680 **Appendix 3A - Metro Regions (Will be updated after the May HOD Meeting every year)**

681

682 **NORTH:** Aqua Gems, BGC-N. Westchester Marlins, Club Fit Briarcliff, Club Fit Jefferson Valley,

683 Condors, Cornwall Sea Dragons, Devilfish Aquatics, Empire Swimming, Fairview Aquatic Swim

684 Team, Gael Aquatics, Hudson Valley Dolphins, Minisink Valley Aquatics, Monroe-Woodbury

685 Marlins, Newburgh Sharks, New York Sharks Aquatics, Northern Dutchess Aquatic Club, Ossining

686 Spartans, Patriots, Pine Bush Aquatic Club, Red Fox Aquatic Club, Rivertown Aquatics, Rye YMCA,

687 Saw Mill Ace Aquatics, Silver Streaks, Suffern Sea Lions, Team Rockland, Viking Aquatic Club,

688 Washingtonville Seahawks, YMCA of Middletown, and White Plains YWCA Middies.

689 **CENTRAL:** Apex, Asphalt Green, Badger Swim Club, Blue Arrow Swim Club, CAS Stingrays,

690 Central Queens YM&YWHA, Cross Island YMCA, Flushing YMCA, Gateway, Harbor Seals/Bay

691 Ridge, Harlem Honey Bears, HES Hurricanes, Hydro Aquatics, Kips Bay Makos, Kraken Swim Team,

692 LaGuardia Aquatics, Long Island Express, , Madison Square Boys and Girls Club, Manhattan Makos,

693 McBurney Manta Rays YMCA, New Rochelle YMCA, New York City Aquatic Club, New York

694 Athletic Club, Nile Crocodile, Nu-Finmen Swimming, Richmond Aquatic Club, Riverbank Redtails,

695 Roosevelt Island Marlins, Shorefront Y Brooklyn Seals, Swim Brooklyn, Wagner Aquatic Club,

696 Westchester Wolverines, 92<sup>nd</sup> Street Flying Dolphins.

697 **SOUTH:** Bethpage Barracudas, Connetquot Swim Club, East Hampton YMCA, Farmingdale Swim

698 Club, Hauppauge Aquatic Association, Huntington Bay YMCA, Islanders Aquatics, Lindenhurst

699 Swim Club, Long Beach Aquatics, Long Island Aquatic Club, Sachem Swim Club, Team Suffolk,

700 Three Village Swim Club, and West Islip Swim Club

701 **Appendix 3B - Championship Meet Programs**

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

703

704 **Appendix 3C - Championship Meet Qualifying Standards**

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

706

707 **Appendix 3D - Championship Meet Bid Form**

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

709

710 **Appendix 3E - Sanction Form**

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

712

713 **Appendix 3F - Post-Competition Forms**

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

715

716

717 **Part Four - Administration**

718

719 **Article 401 - House of Delegates** *[Bylaws 4]*

720

721 **401.1** The House of Delegates consists of three representatives of each Group Member, the elected  
722 members of the Board of Directors, and up to ten At-Large Members.

723 **401.2** At-Large Members are appointed by the General Chairman with the advice and consent of the  
724 Board of Directors.

725 **401.3** Each member of the House of Delegates must be a member in good standing of Metro.

726 **401.4** Each member of the House of Delegates is entitled to only one vote. There are no votes by  
727 proxy.

728 **401.5** Group Member Representatives of Affiliated Group Members, unless entitled to vote under  
729 another provision of the Metro Bylaws, shall have voice but no vote in meetings of the House of  
730 Delegates and its committees.

731 **401.6** Individual Members who are not members of the House of Delegates may attend open meetings  
732 of the House of Delegates and its committees and be heard at the discretion of the presiding officer.

733 Unless entitled to vote under another provision of the Metro Bylaws, Individual Members shall have  
734 no vote in meetings of the House of Delegates.

735 **401.7** A quorum of the House of Delegates shall consist of twenty (20) percent of members eligible to  
736 vote.

737 **401.8** The House of Delegates has three regular meetings per year, in September (mandatory), January,  
738 and May.

739 **401.9** Special meetings of the House of Delegates may be called by the Board of Directors or the  
740 General Chairman. Should the Board of Directors or the General Chairman fail to call the annual or  
741 scheduled regular meetings or should a special meeting be appropriate or helpful, a meeting of the  
742 House of Delegates may be called by a petition signed by at least five members of the House of  
743 Delegates.

744 **401.10** House of Delegates meetings shall be open to all members of Metro and USA Swimming.  
745 Issues pertaining to personnel, disciplinary action, legal, tax or similar affairs of Metro shall be  
746 deliberated and decided in a closed executive session which only House of Delegates members may  
747 attend. By a majority vote on a motion of a question of privilege, the House of Delegates may decide  
748 to go into executive session on any matter deserving of confidential treatment or of personal concern to  
749 any member of the House.

750 **401.11** Any action which may be taken at any regular or special meeting of the House of Delegates,  
751 except elections, removals of Board Members, members of the Board of Review, elected committee  
752 chairmen or coordinators, and amendments of the Metro Bylaws, may be taken without a meeting. If  
753 an action is taken without a meeting, the Secretary, by first class mail, postage prepaid, shall distribute  
754 a written ballot to every member of the House of Delegates entitled to vote on the matter. The ballot  
755 shall set forth the proposed action, provide an opportunity to specify approval or disapproval, and  
756 provide a reasonable time (but in no event less than twenty days) within which to return the ballot to  
757 the Secretary. Action by written ballot shall be valid only when the number of votes cast in favor of  
758 the proposed action within the time period specified constitutes a majority of the votes entitled to be  
759 cast.

760 **401.12** Not less than twenty days written notice shall be given to each member of the House of  
761 Delegates and each Group Member for any annual, regular or special meeting of the House of  
762 Delegates. See Section 16.1.5 of the Metro Bylaws for the various permitted forms of notice.  
763 Amendment of the Bylaws shall require not less than thirty days written notice.

764 **401.13** The notice of a meeting shall contain the time, date, and site. For special meetings of the

765 House of Delegates, the expected purpose (which may be general) of the meeting shall be stated. If an  
766 expected purpose is the amendment of the Bylaws, a copy of the proposed amendment shall be  
767 included in the notice. Failure to have included in the notice any germane amendments subsequently  
768 adopted by the House of Delegates at this meeting shall not be the basis for any claim that the  
769 amendments as so adopted are invalid.

770

771 **Article 402 - Board of Directors** [*Bylaws 5*]

772

773 **402.1** The Board of Directors consists of General Chairman, the Administrative Vice-Chairman, the  
774 Senior Vice-Chairman, the Age Group Vice-Chairman, the Finance Vice-Chairman, the Secretary, the  
775 Treasurer, the Coach Representative, the Athlete Representatives, **the Safe Sport Chair**, Safety  
776 Coordinator, the Technical Planning Chairman, The Immediate Past General Chairman of Metro (if an  
777 Individual Member of Metro in good standing), Members of the USA Swimming Board of Directors  
778 who are Individual Members of Metro in good standing, and USA Swimming Committee Chairmen  
779 who are Individual Members of Metro in good standing.

780 **402.2** Each member of the Board of Directors must be a member in good standing of Metro.

781 **402.3** Each member of the Board of Directors is entitled to only one vote. There are no votes by  
782 proxy.

783 **402.4** No more than three members or coaches of any Club Member or Affiliated Group Member shall  
784 serve on the Board of Directors at any time. This limitation shall be applied separately as to Athlete  
785 Members and other Individual Members.

786 **402.5** Individual Members who are not Board Members may attend open meetings of the Board of  
787 Directors and its committees and be heard at the discretion of the presiding officer. Unless entitled to  
788 vote under another provision of the Metro Bylaws, Individual Members shall have no vote in meetings  
789 of the Board of Directors or its committees.

790 **402.6** The Board of Directors shall act for Metro and the House of Delegates during the intervals  
791 between meetings of the House of Delegates, subject to the exercise by the House of Delegates of its  
792 powers of ratification or prospective modification or rescission. The Board of Directors shall not  
793 remove a Board Member, a Board of Review member or other person elected by the House of  
794 Delegates or amend the Metro Bylaws.

795 **402.7** The Board of Directors shall not override policy or program established by the House of  
796 Delegates unless the vote reflects a two-thirds or greater majority.

797 **402.8** Special meetings of the Board of Directors may be called by the General Chairman. Should the  
798 Board of Directors or the General Chairman fail to call regular meetings or should a special meeting be  
799 appropriate or helpful, a meeting of the Board of Directors shall be called at the written request of any  
800 three Board Members.

801 **402.9** Board of Directors meetings shall be open to all members of Metro and USA Swimming.  
802 Matters relating to personnel, disciplinary action, legal, taxation or similar affairs shall be deliberated  
803 and decided in a closed executive session which only Board Members are entitled to attend. By a  
804 majority vote on a motion of a question of privilege the Board of Directors may decide to go into  
805 executive session on any matter deserving of confidential treatment or of personal concern to any  
806 member of the Board of Directors.

807 **402.9** A quorum of the Board of Directors shall consist of a majority of the members.

808 **402.10** Not less than six days notice shall be given to each Board Member for any annual, regular or  
809 special meeting of the Board of Directors. Separate notices need not be given for regular meetings that  
810 are designated in the Metro Bylaws or otherwise scheduled and noticed well in advance

811

812 **Article 403 - Executive Committee** [*Bylaws 5.7*]

813

814 **403.1** The Executive Committee consists of the General Chairman, the Administrative Vice-Chairman,  
815 the Senior Vice-Chairman, the Age Group Vice-Chairman, the Secretary, the Treasurer, the Coach  
816 Representative, and the Senior Athlete Representative.

817 **403.2** Each member of the Executive Committee must be a member in good standing of Metro.

818 **403.3** Each member of the Executive Committee is entitled to only one vote. There are no votes by  
819 proxy.

820 **403.4** A meeting of the Executive Committee may be called by the General Chairman or any three  
821 Executive Committee Members.

822 **403.5** Individual Members who are not Executive Committee Members may attend open meetings of  
823 the Executive Committee and its committees and be heard at the discretion of the presiding officer.  
824 Unless entitled to vote under another provision of these Bylaws, Individual Members shall have no  
825 vote in meetings of the Executive Committee or its committees.

826 **403.6** The Executive Committee shall have the authority and power to act for the Board of Directors  
827 and Metro between meetings of the Board of Directors and the House of Delegates.

828 **403.7** Executive Committee meetings shall be open to all members of Metro and USA Swimming.

829 Matters relating to personnel, disciplinary action, legal, taxation or similar affairs shall be deliberated  
830 and decided in a closed executive session which only Executive Committee members are entitled to  
831 attend. By a majority vote on a motion of a question of privilege the Executive Committee may decide  
832 to go into executive session on any matter deserving of confidential treatment or of personal concern to  
833 any member of the Executive Committee.

834 **403.8** A quorum of the Executive Committee shall consist of four members of the Committee.

835 **403.9** A minimum of three days notice shall be given to each Executive Committee Member for any  
836 meeting of the Executive Committee.

837

838 **Article 404 - General Chairman** [*Bylaws 6.7.1*]

839

840 **404.1** The General Chairman is elected in even numbered years by the House of Delegates for a two  
841 year term. The General Chairman may not serve more than two consecutive terms. The General  
842 Chairman is a member of the Board of Directors and the Executive Committee.

843 **404.2** The General Chairman oversees the management of Metro. The General Chairman appoints  
844 coordinators, chairs, and members of committees, for all non-elected positions, with the approval of  
845 the Board of Directors. The General Chairman will present to and discuss with the Board of Directors  
846 information that pertains to Metro. The General Chairman calls for, sets the agenda of, and presides at  
847 House of Delegates, Board of Directors, and Executive Committee meetings. The General Chairman  
848 is a member of the Budget, Finance, and Personnel Committees. The General Chairman chairs the  
849 Personnel Committee.

850 **404.3** The General Chairman attends the USA Swimming annual convention.

851

852 **Article 405 - Administrative Vice-Chairman** [*Bylaws 6.7.4*]

853

854 **405.1** The Administrative Vice-Chairman is elected in even numbered years by the House of Delegates  
855 for a two year term. The Administrative Vice-Chairman may not serve more than two consecutive  
856 terms. The Administrative Vice-Chairman is a member of the Board of Directors and the Executive  
857 Committee.

858 **405.2** The Administrative Vice-chairman shall act as the General Chairman in the absence of or in the  
859 event of the disability of the General Chairman.

860 **405.3** The Administrative Vice-chairman oversees the Administrative Division. The Administrative

861 Vice-chairman shall aid in the development of policy and the coordination of the activities of the  
862 officers and committees within the division internally and with other divisions, committees, and  
863 coordinators. The Administrative Division includes Legal Counsel, Officials, Personnel, Safety,  
864 Secretary, and Technical Planning. The Administrative Division shall be responsible for  
865 bylaws/legislation/rules, elections, publications, special events, and the web. The Administrative  
866 Division shall be responsible for the creation and maintenance of Metro's Policies and Procedures  
867 Manual.

868 **405.4** The Administrative Vice-chairman shall be an ex-officio member (with voice and vote) of the  
869 Officials Committee. The Administrative Vice-chairman is a member of the Budget, Finance, and  
870 Personnel Committees. The Administrative Vice-chairman serves as a liaison to the Athlete  
871 Representatives and the Athletes Committee, and shall be responsible to see that the Athlete  
872 Representatives elections are held in accordance with these Bylaws.

873 **405.5** The Administrative Vice-chairman receives the Post Competition Reports and follows up on  
874 them.

875 **405.6** The Administrative Vice-chairman attends the USA Swimming annual convention.  
876

877 **Article 406 - Senior Vice-Chairman** [*Bylaws 6.7.5*]  
878

879 **406.1** The Senior Vice-chairman is elected in even numbered years by the House of Delegates for a  
880 two year term. The Senior Vice-chairman may not serve more than two consecutive terms. The  
881 Senior Vice-chairman is a member of the Board of Directors and the Executive Committee.

882 **406.2** The Senior Vice-chairman oversees the Senior Division. The Senior Vice-chairman shall aid in  
883 the development of policy and the coordination of the activities of committees within the division  
884 internally and with other divisions, committees, and coordinators. The Senior Division shall be  
885 responsible for awards, camps/clinics, meet evaluation, meet management, meet sponsorship, open  
886 water, and time standards.

887 **406.3** The Senior Vice-chairman is a member of the Budget and Technical Planning Committees.

888 **406.4** The Senior Vice-chairman is the meet director of the Senior Metropolitan Championship meets.

889 **406.5** The Senior Vice-chairman attends the USA Swimming annual convention.  
890

891 **Article 407 - Age Group Vice-Chairman** [*Bylaws 6.7.6*]  
892



893 **407.1** The Age Group Vice-chairman is elected in odd numbered years by the House of Delegates for a  
894 two year term. The Age Group Vice-chairman may not serve more than two consecutive terms. The  
895 Age Group Vice-chairman is a member of the Board of Directors and the Executive Committee.

896 **407.2** The Age Group Vice-chairman oversees the Age Group Division. The Age Group Vice-  
897 chairman shall aid in the development of policy and the coordination of the activities of committees  
898 within the division internally and with other divisions, committees, and coordinators.

899 **407.3** The Age Group Division shall be responsible for disability swimming, camps/clinics, program  
900 development, time standards, and the zone team.

901 **407.4** The Age Group Vice-chairman is a member of the Budget and Technical Planning Committees.

902 **407.5** The Age Group Vice-chairman is the meet director of the Junior Olympics meets and the Zone  
903 Qualifying Meet, when they are run by Metro.

904 **407.6** The Age Group Vice-chairman attends the USA Swimming annual convention.  
905

905

906 **Article 408 - Finance Vice-Chairman** [*Bylaws 6.7.7*]

907

908 **408.1** The Finance Vice-chairman is elected in even numbered years by the House of Delegates for a  
909 two year term. The Finance Vice Chair may not serve more than two consecutive terms. The Finance  
910 Vice-chairman is a member of the Board of Directors.

911 **408.2** The Finance Vice-chairman is the chief financial officer of Metro and oversees the Finance  
912 Division. The Finance Division includes the Treasurer.

913 **408.3** The Finance Vice-chairman is a member of the Budget, Finance, and Personnel Committees.  
914 The Finance Vice-chairman chairs the Budget and Finance Committees.

915 **408.4** The Budget Committee consults with officers, committee chairmen, and coordinators; prepares  
916 and presents a proposed budget for consideration and approval by the Board of Directors and the  
917 House of Delegates. The proposed budget may contain alternatives.

918 **408.5** The Finance Committee develops, recommends to the Board of Directors, and supervises the  
919 investment of Metro's working capital, funded reserves, and endowment funds. The Finance  
920 Committee shall review Metro's equipment needs (both operational and office), the methods available  
921 to finance the acquisition of any needed equipment, and make recommendations to the Budget  
922 Committee and the Board of Directors.

923 **408.6** Budget requests must be sent in writing to the Financial Vice-Chairman by April 1<sup>st</sup>. of each  
924 year. The budget request form is available on the Metro Web Site [*BOD February 26, 2011*]

925

926 **Article 409 - Secretary** [*Bylaws 6.7.2*]

927

928 **409.1** The Secretary is elected in even numbered years by the House of Delegates for a two year term.  
929 The Secretary may serve any number of consecutive terms. The Secretary is a member of the Board of  
930 Directors and the Executive Committee.

931 **409.2** The Secretary, or a delegate, shall be responsible for keeping a record of all meetings of the  
932 House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and  
933 other notices and making such reports to USA Swimming as are required by Article 8 of the Metro  
934 Bylaws.

935 **409.3** The Secretary, or the staff of Metro's permanent office, shall be custodian of the records of  
936 Metro, and attest the execution of all duly authorized instruments.

937 **409.4** The Secretary shall see to the keeping, at Metro's permanent office, copies of all minutes, official  
938 correspondence, meeting and other notices, and any other records of Metro.

939 **409.5** The Secretary shall see that items pertinent to Metro are placed on the web site.

940

941 **Article 410 - Treasurer** [*Bylaws 6.7.3*]

942

943 **410.1** The Treasurer is elected in odd numbered years by the House of Delegates for a two year term.  
944 The Treasurer may serve any number of consecutive terms. The Treasurer is a member of the Board of  
945 Directors and the Executive Committee.

946 **410.2** The Treasurer shall be the principal receiving and disbursing officer of Metro.

947 **410.3** The Treasurer shall receive all moneys, incomes, fees, and other receipts of Metro and pay all  
948 bills, salaries, expenses and other disbursements approved or required to be paid.

949 **410.4** The Treasurer shall issue a monthly report listing the current budget variances by line item, all  
950 receipts, all expenditures, and the current fund and account balances for the preceding month and for  
951 the fiscal year to date, together with such other items as the Finance Vice-chairman, the Finance  
952 Committee, the General Chairman, or the Board of Directors may direct.

953 **410.5** The Treasurer shall forward to USA Swimming national headquarters and present to the House  
954 of Delegates a copy of the annual closing Balance Sheet and Statement of Income and Expense for the  
955 preceding fiscal year following completion of the audit of the accounts and internal financial controls  
956 and procedures of Metro and the report thereon prepared in accordance with Section 8.5 of the Bylaws,

957 within fifteen (15) days of receipt of the audit report and shall advise USA Swimming national  
958 headquarters within thirty (30) days following acceptance by the House of Delegates. Copies of any  
959 corresponding federal income tax return required to be filed by Metro under the IRS Code shall be  
960 included with the annual audit report sent to USA Swimming national headquarters.

961 **410.6** The Treasurer shall exhibit, within a reasonable time, the books or a duplicate, to any member of  
962 the Board of Directors.

963 **410.7** The Treasurer shall exhibit, within a reasonable time, the monthly financial and budget reports  
964 and the annual audited financial statement to include cash balances, requested by any member of  
965 Metro. *[HOD September 24, 2011]*

966 **410.8** The Treasurer shall have an annual audit of Metro performed.

967 **410.9** The Treasurer shall have tax returns prepared and filed in a timely manner.

968 **410.10** The Treasurer is a member of the Budget and Finance Committees.

969

970 **Article 411 - Safety Coordinator** *[Bylaws 7.2.2B]*

971

972 **411.1** The Safety Coordinator is elected in odd numbered years by the House of Delegates for a two  
973 year term. The Safety Coordinator may serve any number of consecutive terms. The Safety  
974 Coordinator is a member of the Board of Directors.

975 **411.2** The Safety Coordinator shall be responsible for coordinating safety enhancement and training  
976 opportunities as needed and for the dissemination of USA Swimming safety education information to  
977 all Group Members, athletes, coaches, and officials of Metro. The Safety Coordinator shall develop  
978 safety education programs and policies for Metro and make recommendations regarding those  
979 programs and policies and their implementation to the Applicable Division Vice-chairmen and the  
980 Board of Directors.

981 **411.3** The Safety Coordinator shall provide a written report to the House of Delegates, Club Safety  
982 Coordinators, and to USA Swimming national headquarters summarizing swimming related injuries  
983 and recommendations to Metro and its members to reduce the likelihood of a re-occurrence.

984 **411.4** The Safety Coordinator shall report to the Board of Directors a summary addressing primarily  
985 any recommendation for action by Metro and its members.

986

987 **Article 412 - Technical Planning Chairman** *[Bylaws 7.2.2C]*

988

989 **412.1** The Technical Planning Chairman is elected in odd numbered years by the House of Delegates  
990 for a two year term. The Technical Planning Chairman may serve any number of consecutive terms.  
991 The Technical Planning Chairman is a member of the Board of Directors.

992 **412.2** The Technical Planning Chairman chairs the Technical Planning Committee and reports the  
993 results of meetings to the House of Delegates and the Board of Directors.

994 **412.3** The Technical Planning Committee is responsible for long-range planning regarding the  
995 swimming programs conducted by Metro, overseeing the setting of short and long course schedules,  
996 the setting of time standards, the continuing review and development of the Metro philosophy, and for  
997 advising other committees and divisions regarding the implementation of that philosophy in the  
998 context of Metro's swimming programs.

999 **412.4** The members of the Technical Planning Committee shall be the Technical Planning Committee  
1000 Chairman, who shall serve as chair, an Athlete Member, and at least six additional members of whom  
1001 at least fifty percent (50%) shall be Coach Members. These additional members shall include the  
1002 Senior and Age Group Vice Chairmen.

1003 **412.5** The Technical Planning Committee shall oversee the awarding of meet sponsorships to member  
1004 clubs.

1005 **412.6** The Technical Planning Committee shall be responsible for seeing that all levels of swimming  
1006 will be served within the yearly meet schedule.

1007

1008 **Article 413 - Coach Representative** [*Bylaws 6.7.9*]

1009

1010 **413.1** The Coach Representative is elected in even numbered years by the Coach Members for a two  
1011 year term. The Coach Representative may not serve more than two consecutive terms. The Coach  
1012 Representative is a member of the Board of Directors and the Executive Committee.

1013 **413.2** The Coach Representative shall be elected at the Short Course Senior Metropolitan  
1014 Championships by the Coach Members in good standing present at a meeting called for that purpose.

1015 **413.3** The Coach Representative shall serve as a liaison between the Metro coaches and the Board of  
1016 Directors and House of Delegates.

1017 **413.4** The Coach Representative attends the USA Swimming annual convention.

1018 **413.5** The Coach Representative oversees the selection of Age Group and Senior Coach of the Year  
1019 Awards. The Coach Representative will receive the nomination. The award will be voted on by the  
1020 coaches at the May House of Delegates meeting and presented at the Hall of Fame Dinner.

1021

1022 **Article 414 - Athlete Representative** [Bylaws 6.7.8]

1023

1024 **414.1** One Athlete Representative shall be elected each year for a two-year term, or until their  
1025 respective successors are elected. An Athlete Representative may not serve more than two consecutive  
1026 terms. The Athlete Representatives are members of the Board of Directors. The Senior Athlete  
1027 Representative is a member of the Executive Committee. At the time of election, the Athlete  
1028 Representative must:

1029 .1 be an Athlete Member in good standing

1030 .2 be at least sixteen (16) years of age or at least a sophomore in high school

1031 .3 be currently competing, or have competed during the three (3) immediately preceding years, in the  
1032 program of swimming conducted by Metro or another LSC

1033 .4 reside in Metro and expect to reside therein throughout at least the first half of the term.

1034 **414.2** Election of an Athlete Representative shall be conducted annually during Metro's short course  
1035 Senior Mets swimming championship, or other regularly scheduled meet designated by the Board of  
1036 Directors. The balloting shall take place at a meeting called for that purpose by the Senior Athlete  
1037 Representative or the Athletes Committee, or failing that, at a time and in a manner designated by the  
1038 Board of Directors. The Athlete Representatives elected shall be determined by a majority of the  
1039 Athlete Members in good standing present and voting who are thirteen (13) years of age or older.

1040 **414.3** The Senior Athlete Representative is the representative in the second year in office, The Senior  
1041 Athlete Representative shall chair the Athletes' Committee.

1042 **414.4** The Junior Athlete Representative is the representative in the first year in office.

1043 **414.5** It is the Athlete Representative's duty to determine the views of the member athletes and present  
1044 those views to the Board and/or the LSC.

1045 **414.6** The Athlete Representatives attend Board of Directors Meetings, House of Delegates Meetings,  
1046 and annual National Convention of USA Swimming.

1047 **414.7** The Athletes Committee shall be responsible for the publication of an athletes' newsletter and  
1048 shall undertake other activities (a) delegated to it by the Board of Directors or the General Chairman or  
1049 (b) undertaken by the Committee as being in the best interests of the Athlete Members, Metro, USA  
1050 Swimming, and the sport of swimming.

1051

1052 **Article 415 - Swimmers with Disabilities Coordinator** [Bylaws 7.2.2F]

1053

1054 **415.1** The Swimmers with Disabilities Coordinator is appointed by the General Chairman with the  
1055 advice and consent of the Board of Directors.

1056 **415.2** The Swimmers with Disabilities Coordinator shall be a resource to interpret Article 105 of the  
1057 USA Swimming Rules and Regulations, provide information relative to the Americans with  
1058 Disabilities Act, and encourage the participation of swimmers with disabilities in the programs of  
1059 Metro and USA Swimming. The Swimmers with Disabilities Coordinator shall determine whether  
1060 there are swimmers with disabilities being served in Metro and provide information on competitive  
1061 opportunities for those swimmers.

1062 **415.3** The Swimmers with Disabilities Coordinator receives applications to represent Metro at the  
1063 Zone Championship Meet. In the event that the number of applications received exceeds the number  
1064 of swimmers with disabilities that are permitted; the following criteria will be used to determine the  
1065 swimmers to represent Metro:

1066 .1 Swimmer has been a member of Metropolitan swimming for at least 6 months.

1067 .2 Swimmer shall submit to Disability Chair person a list including times achieved in the events that  
1068 they hope to participate in at the Zone Meet. The times should be achieved within the 12 months prior  
1069 to the date of the Zone Meet and should be achieved during a USA sanctioned swim meet.

1070 .3 Swimmer will have attended at least 3 USA sanctioned meets during the same season of the Zone  
1071 Championship meet.

1072 **415.4** If after all the above criteria are met, there are still too many applicants, the swimmers will be  
1073 selected from those qualified based on the above criteria by a Committee consisting of Swimmers with  
1074 Disabilities Coordinator, the Age Group Vice-Chairman, and the Coach Representative.

1075

1076 *[Note: The term 'Adapted Swim' has been replaced the term 'Swimmers with Disabilities' to conform*  
1077 *to current practice. The Bylaws should be updated to reflect this change.]*

1078

## 1079 **Article 416 - Membership/Registration Coordinator**

1080

1081 **416.1** The duties of the Membership/Registration Coordinator shall be performed by the Permanent  
1082 Office Secretary.

1083 **416.2** The Membership/Registration Coordinator shall receive all registrations for clubs and  
1084 individuals.

1085 **416.3** The Membership/Registration Coordinator shall receive all transfer forms.

1086 **416.4** The Membership/Registration Coordinator maintains the membership database.

1087 **416.5** The Membership/Registration Coordinator processes all registrations and transmits the  
1088 information to USA Swimming.

1089

1090 **Article 417 - National Times Verification Coordinator**

1091

1092 **417.1** The National Times Verification Coordinator is appointed by the General Chairman with the  
1093 advice and consent of the Board of Directors.

1094 **417.2** The National Times Verification Coordinator receives all times performed in Metro at  
1095 sanctioned meets, approved meets, time trials, and observed swims and transmits them to USA  
1096 Swimming for inclusion in the National database.

1097

1098 **Article 418 - Officials Chair**

1099

1100 **418.1** The Officials Chair is appointed by the General Chairman with the advice and consent of the  
1101 Board of Directors.

1102 **418.2** The Officials Committee will consist of the following: the officials chair, the area chairs, **the**  
1103 **recent past officials chair, the rules interpreter,** and the Administrative Vice-Chairman.

1104 **418.3** The Metro Officials areas are:

1105 .1 Suffolk ~~and Nassau counties~~

1106 .2 New York City

1107 .3 Hudson Valley South

1108 .4 Hudson Valley North

1109 **.5 Nassau**

1110 **And functional areas: Recruiting, Education and Advancement**

1111 **418.4** The Officials Committee governs as a body entrusted with the interpretation of the USA  
1112 Swimming Rules and the manner in which a Metropolitan Certified Official conducts him/herself  
1113 within the pool venue. The Officials Committee will also serve in any other capacity deemed  
1114 necessary by Metro. Specific responsibilities of the Officials Committee will include but are not  
1115 limited to:

1116 .1 Critiquing officials

- 1117 .2 Determining officials certification status
- 1118 .3 Setting the agenda for and running officials' clinics
- 1119 .4 Conducting rules discussions
- 1120 .5 Reviewing charges brought against any official and determining penalties if appropriate.
- 1121 **418.5** The Area Chair will be appointed by the Officials Chair in consultation with the Administrative
- 1122 Vice-Chairman. ~~The minimum requirements for area chair are 5 years experience as a Referee and~~
- 1123 ~~National Certification.~~
- 1124 **418.6** Area Chairs are responsible for the following within their own area:
- 1125 .1 Critique officials, especially at major meets. They should consider whether the official was: a) at the
- 1126 meet a minimum 45 minutes prior to start, b) properly attired, c) properly equipped, and d) in proper
- 1127 position to make calls. In critiquing referees, Area Chairs should also consider whether the required
- 1128 number of officials was present and the conduct and positioning of the other officials was appropriate.
- 1129 .2 Ensure that each meet has the required number of officials with the necessary certifications. a) Area
- 1130 Chairs will assign officials to meets if requested by the meet director. Assignment will be done from a
- 1131 list of approved officials maintained by the Officials Chair. All selections made by the Area Chair
- 1132 must be with the approval of the host club. b) Meet directors may choose officials, but must confirm
- 1133 the selection with the Area Chair. This shall be completed within 30 days of receipt of the schedule.
- 1134 An assignment list shall then be sent to officials.
- 1135 .3 Conduct administrative and deck officials' clinics under the supervision and guidance of the
- 1136 Administrative Vice-Chairman and Officials Chair.
- 1137 .4 Attend a minimum of three meetings per year. Topics on the agenda will include: a) meet critiques,
- 1138 b) Officials Certification, c) discussion of rules, and d) agenda for clinics.
- 1139 .5 Assign Apprentice officials to work with senior officials in appropriate situations.
- 1140 **418.7** Requirements for becoming a Stroke & Turn Judge are: a) be at least 18 years old, b) attend
- 1141 USA Stroke & Turn clinic, c) take the Stroke & Turn exam, d) receive a score of 80% or better, and e)
- 1142 complete on-deck training with a Certified Stroke & Turn Judge or higher-level official, f) **complete**
- 1143 **athlete protection requirements including courses and background checks as determined by USA**
- 1144 **Swimming**. Apprentice Stroke & Turn Judges must work a minimum of 6 sessions under two
- 1145 different Referees. The Apprentice cannot make a disqualification during these sessions. Once
- 1146 certification is achieved, the newly certified official must work an additional 3 sessions as a Certified
- 1147 Stroke & Turn Judge.
- 1148 **418.8** To maintain Stroke & Turn certification an official must work a) a minimum of 6 sessions per



1149 year as a Stroke & Turn judge or higher level, and b) attend a Stroke & Turn clinic and pass the re-  
1150 certification test with score of no less than 80%. With a score below standard, the Official must re-  
1151 take the initial exam and receive score of no less than ~~90%~~ 80% to maintain Stroke & Turn judge  
1152 status.

1153 **418.9** To become a Starter, an official must be a certified Stroke and Turn Judge, submit a ~~letter~~  
1154 **request** to the Area Chair requesting to move to Starter Apprentice status, and receive a positive  
1155 response from the Area Chair before beginning Apprenticeship. Requirements for becoming a Starter  
1156 are: a) be at least 20 years old, b) attend and successfully complete a Starter clinic taught by the Area  
1157 Chair, c) take the Starter exam and receive a score of 80% or better, and d) work 8 sessions on deck  
1158 with trainer's approved by the Area Chair. The Starter Apprentice must work with two different  
1159 trainers as designated by the Area Chair. The Starter Apprentice must work one of eight sessions alone  
1160 as a Starter. Starter Apprentice sessions count towards the total number of sessions done per year.  
1161 Certification must be completed within one year of the clinic.

1162 **418.10** To maintain Starter certification, an official must a) work a minimum of 8 sessions per year  
1163 with at least 5 sessions as Starter, and b) attend a Starter clinic and pass the re-certification exam with  
1164 score of no less than 80%.

1165 **418.11** To become a Referee, an official must a Certified Starter for at least one full year, submit a  
1166 ~~letter~~ **request** to the Area Chair **and Officials Chair** requesting to move to Referee Apprentice status,  
1167 and receive a positive response from the Area Chair before beginning Apprenticeship. Requirements  
1168 for becoming a Referee are: a) must be familiar with the positions of Stroke & Turn Judge, Starter,  
1169 Referee, Chief Judge, Timer, and Head Timer b) attend and successfully complete a Referee clinic  
1170 taught by the Area Chair, c) take the Referee exam and receive a score of ~~90%~~ 80% or better, and d)  
1171 work 8 sessions on deck with trainer's approved by the Area Chair. The Referee Apprentice must work  
1172 with two different referees as designated by the Area Chair. Referee Apprentice sessions count  
1173 towards the total number of sessions done per year. Certification must be completed within one year  
1174 of the clinic. Certification requires favorable recommendations by at least two designated Referee  
1175 trainers and sign-off by the Officials Chair.

1176 **418.12** To maintain Referee certification, an official must a) work a minimum of 8 sessions per year  
1177 with at least 5 sessions as Referee, and b) attend the Referee clinic and pass the re-certification exam  
1178 with score of no less than 90%.

1179 **418.13** To be a Relay Take-off Judge you must be certified for Stroke & Turn.

1180 **418.14** To be a Chief Judge you must be certified for Stroke & Turn and be at least 20 years old.

1181 **418.15** To become a Referee – Non-starter, an official must be Stroke & Turn III and submit a ~~letter~~  
1182 **request** to the Area Chair requesting to move to Referee – Non-starter Apprentice status. The other  
1183 requirements are the same as Referee in Article 418.11. To maintain Referee – Non-starter  
1184 certification the requirements are the same as Referee in Article 418.12.

1185 **418.16** Meet Referees are required to ~~submit a ‘Meet Report’ form to the Area Chair~~ **enter meet**  
1186 **information into the USA Swimming Officials Tracking System (OTS)** within 14 days of the end of  
1187 the meet.

1188 **418.17** When an official is charged with not performing their duties properly, the Officials Committee  
1189 shall follow the *General Guidelines for Discipline and De-Certification* as outlined by the Officials  
1190 Committee of USA Swimming.

1191

### 1192 **Article 419 - Open Water Coordinator**

1193

1194 **419.1** The Open Water Coordinator is appointed by the General Chairman with the advice and consent  
1195 of the Board of Directors.

1196 **419.2** The Open Water Coordinator shall be responsible for encouraging open water competition and  
1197 training, overseeing any Metro sanctioned open water event, and being a resource on open water  
1198 swimming.

1199

### 1200 **Article 420 - Swim-a-thon Coordinator**

1201

1202 **420.1** The Swim-a-thon Coordinator is appointed by the General Chairman with the advice and  
1203 consent of the Board of Directors.

1204 **420.2** The coordinator is responsible for overseeing requests to run Swim-A-Thons, providing  
1205 information for those who wish to run them, and monitoring the results for compliance with  
1206 regulations for reporting and remittance.

1207 **420.3** The coordinator may attend Board of Directors meetings or communicate a report through the  
1208 General Chairman or Administrative Vice-Chairman.

1209 **420.4** The coordinator should attend House of Delegates meetings.

1210

### 1211 **Article 421 - Top 10 Tabulation Coordinator**

1212

1213 **421.1** The Top 10 Tabulation Coordinator is appointed by the General Chairman with the advice and  
1214 consent of the Board of Directors.

1215 **421.2** The Top 10 Tabulation Coordinator compiles all times achieved by Metro swimmers and  
1216 publishes a list with names of the fastest times achieved by Metro swimmers in each event.

1217

1218 **Article 422 - Zone Team Coordinator**

1219

1220 **422.1** The duties of the Zone Team Coordinator shall be performed by the Permanent Office Secretary.

1221 **422.2** The Zone Team Coordinator arranges for transportation to, from, and at the Zone Championship  
1222 Meet for the Metro Zone team.

1223 **422.3** The Zone Team Coordinator arranges for accommodations and meals for the Metro Zone team.

1224 **422.4** The Zone Team Coordinator arranges for the equipment for the Metro Zone team.

1225 **422.5** The Zone Team Coordinator coordinates entries for the Metro Zone team.

1226

1227 **Article 423 - Permanent Office Secretary**

1228

1229 **423.1** The Permanent Office Secretary is appointed by the General Chairman on the recommendation  
1230 of the Board of Directors with the approval of the House of Delegates.

1231 **423.2** The Permanent Office Secretary is a compensated position.

1232 **423.3** The Permanent Office Secretary shall fulfill the duties of Membership/Registration Coordinator  
1233 and Zone Team Coordinator.

1234 **423.4** The Permanent Office Secretary shall distribute minutes of meetings, notices from Metro and  
1235 USA Swimming, as needed.

1236 **423.5** The Permanent Office Secretary shall receive all sanction forms and meet entry forms and is  
1237 responsible for ensuring that meet directors have complied with all applicable Metro and USA  
1238 Swimming policies before approving them.

1239 **423.6** The Permanent Office Secretary shall receive the recon files from meet directors, verify  
1240 registration with USA Swimming, notify teams of improper registrations, and notify host clubs of  
1241 swimmers who are not allowed to compete or who must compete unattached.

1242

1243 **Article 424 - Hall of Fame**

1244

1245 **424.1** The Hall of Fame Coordinator is appointed by the General Chairman with the advice and  
1246 consent of the Board of Directors.

1247 **424.2** Chair coordinates the nomination procedure and election of individuals who have participated in  
1248 Metro and brought honor upon Metro through their achievements and efforts in aquatics.

1249 **424.3** Hall of Fame Committee organizes the annual dinner, contacts the recipients, arranges for the  
1250 awards, invites members of the swimming community, and prepares the program.

1251 **424.4** Hall of Fame Electors shall consist of: the living members of the Hall of Fame, 14  
1252 representatives of Metro, two representatives of the Athlete's Committee, and four Representatives of  
1253 Metropolitan Masters Swimming.

1254 **424.5** Unless otherwise provided for, the Annual Hall of Fame Dinner shall be on the Tuesday evening  
1255 immediately preceding Memorial Day.

1256

#### 1257 **Article 425 - Diversity Coordinator**

1258

1259 **425.1** The Diversity Coordinator is appointed by the General Chairman with the advice and consent of  
1260 the Board of Directors.

1261 *[Remainder of position description to be written.]*

1262

#### 1263 **Article 426 – National Committees**

1264

1265 **426.1** All Metro members, which are members of National Committee, can attend the USA Swimming  
1266 National Convention each year (Chairs of National Committees are already included). All members of  
1267 National Committees that attend Convention would be required to provide a written report of their  
1268 meetings in order to receive Travel Reimbursement. *[HOD – September 22, 2012]*

1269

#### 1270 **Article 427 – Safe Sport Coordinator**

1271

1272 **427.1** The Safe Sport Coordinator shall be responsible for the implementation and coordination of, and  
1273 serve as the XXSI liaison for, the Safe Sport Program established by USA Swimming. The Safe Sport  
1274 Coordinator shall be a non-athlete member in good standing, and shall work with USA Swimming Safe  
1275 Sport staff, the USA Swimming Safe Sport Committee and the XXSI Safe Sport Committee to

1276 implement pertinent aspects of the national Safe Sport Program within XXSI. The Safe Sport  
1277 Coordinator will:  
1278 **427.2** Serve as the primary contact for XXSI to coordinate and oversee the implementation of effective  
1279 safe sport educational programs for all athlete members, their parents, coaches, volunteers and clubs,  
1280 as provided by USA Swimming;  
1281  
1282 **427.3** Be trained regarding the complaint reporting structure and refer all reports of a violation of the  
1283 Athlete Protection policies directly to the local club, the General Chair, the USA Swimming Safe Sport  
1284 staff, and/or other appropriate authority;  
1285 **427.4** Participate in workshops as provided by USA Swimming, collect and share information about  
1286 what USA Swimming and other LSCs are doing to promote safe sport policies, and disseminate  
1287 information on LSC best practices;  
1288 **427.5** Serve as an information resource for XXSI clubs and membership, and will help to identify and  
1289 connect them with local educational partners and resources;  
1290 **427.6** Receive feedback and suggestions on the Safe Sport policies and programs from the XXSI clubs  
1291 and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport  
1292 staff; and  
1293 **427.7** Perform other functions as necessary in the fulfillment of USA Swimming’s continuing efforts  
1294 to foster safe, healthy and positive environments for all its members.

1295  
1296

1297 **Appendix 4A - List of Clubs & Club Codes**  
1298 *[Available on the Metropolitan Swimming, Inc. website]*

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1300

## 1301 **Part Five - Financial Operating Guidelines**

1302 *[Financial Operating Guidelines to be written.]*

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## 1305 **Part Six - Board of Review**

1306 *[Description of Board of Review to be written.]*

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## **Part Seven - Revising Policy and Procedures Manual**

### **Article 701 – Jurisdiction**

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

**701.2** Changes to Parts 4 or 7 may be proposed by any member of the House of Delegates and shall be submitted to the Board of Directors.

**701.3** Changes to Part 5 may be proposed by any member of the House of Delegates and shall be submitted to the Finance Committee.

**701.4** Changes to Part 6 may be proposed by any member of the Board of Review or the Board of Directors and shall be submitted to the Board of Review.

### **Article 702 – Method of Submission**

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

### **Article 703 – Adoption**

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

**703.2** Proposed changes to Parts 4, 5, or 7 may be amended, adopted, or rejected by the Board of Directors by a majority vote. Changes adopted by the Board of Directors are subject to further amendment or rejection by the House of Delegates by a majority vote.

**703.3** Proposed changes to Parts 6 may be amended, adopted, or rejected only by the Board of Review by a majority vote.

1339 **Article 704 – Suspension**

1340

1341 **704.1** The House of Delegates may temporarily suspend, by a two-thirds majority, any policy or  
1342 procedure when deemed in the best interest of Metro and the sport of swimming

1343

1344 **Article 705 – Effective Date**

1345

1346 **705.1** Unless otherwise specified, all changes approved as prescribed shall become effective at the  
1347 conclusion of the meeting of their adoption.

1348

1349 **Article 706 – Conformity**

1350

1351 **706.1** All policies and procedure must conform to the Metro Bylaws and USA Swimming Rules and  
1352 Regulations.

1353 **706.2** Any change to the Metro Bylaws or USA Swimming Rules and Regulations that causes a policy  
1354 or procedure not to conform shall supersede that policy or procedure. When this non-conformity  
1355 occurs or is discovered between meetings of the House of Delegates, the Board of Directors or the  
1356 Executive Committee may amend the policy or procedure to Parts 1, 2, 3, 4, 5, or 7 by a majority vote.

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**Appendix 7A - Policy and Procedures Proposed Amendment Form**

**Proposal to Amend Policy and Procedures Manual**

Proposed Change is to Article(s) \_\_\_\_\_

Submitted by \_\_\_\_\_ from \_\_\_\_\_

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

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

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

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