
NEW ENGLAND SWIMMING POLICIES AND PROCEDURES HANDBOOK

December 2008
New England Swimming Board

TABLE OF CONTENTS

I. PREAMBLE _____	6
A. Changes to the Rules _____	6
B. Effective Date of Changes to the Rules _____	6
C. Emergency Changes to the Rules _____	6
II. SWIM MEET POLICIES AND PROCEDURES _____	6
A. Types of Meets _____	6
1. New England Swimming Calendar Meets _____	6
2. Postal Meet _____	10
3. Dual Meets _____	10
4. Invitational Meets _____	11
5. Open Water _____	11
6. Specialty/ Non-Typical Meets _____	11
B. Sanctioned, Approved and Observed Meets _____	12
C. Meet Bidding Policies and Procedures _____	13
1. Meet Managers Seminar Requirement _____	13
2. Meet Bidding Process _____	13
3. Swimmer Participation Fee _____	14
4. Calendar Committee Considerations _____	15
5. Meet Invitations _____	15
6. Calendar Protection _____	16
7. Sanctions and Approvals on Protected Dates _____	17
D. Meet Sanctioning Policies and Procedures _____	17
1. Meet Sanctions _____	17
2. Time Trials _____	17
3. Meet Information Template _____	17
4. Posting Meets _____	17
5. Deposits _____	17
6. Meet Changes _____	18
E. Meet Entry Acceptance _____	18
1. Guideline for Online Meet Information _____	18
2. Registration Check _____	20
3. Meet Host and Meet Entries Policy _____	20
4. Meet Entry Fees, Surcharges, Awards and Stipends Policy _____	21
5. Swimmer Participation Fee Policy _____	23
6. 75% - 25% Policy _____	23
7. Oversubscribed Meets _____	24
8. Registered Non-Athletes _____	24
9. Updated Times _____	24
10. Unattached Swimmers _____	25
11. Teams That Owe Meet Fees _____	25
F. Running a Swim Meet _____	25
1. Staffing _____	25

2. Officials' Liaison _____	25
3. USA Swimming Membership Cards _____	25
4. Deck Entries _____	26
5. Hard Copies of Meet Invitations _____	26
6. Warm-up Procedures _____	26
7. Meet Committee _____	26
8. Photographers On Deck _____	26
G. After Running a Swim Meet _____	27
1. Guideline for Online Meet Information & Results _____	27
2. Results _____	28
3. Financial Report _____	28
4. Grievances _____	29
5. Consequences _____	29
H. Championship and "End of Season" Meet Policies _____	29
1. New England Regional Meet – General Meet Hosting Policies _____	29
2. New England 12 and Under Age Group Champion- ship Meet – General Meet Hosting Policies _____	30
3. Meet Invitation _____	31
4. Swimmer Participation Fee _____	32
5. Meet Stipends Policy _____	32
6. Meet Entry Fees, Surcharges & Awards Policies _____	32
7. Qualifying Times _____	33
8. Qualifying Period _____	34
9. Awards _____	34
10. Policy for Designation and Assignment of Championship Meet Officials _____	35
11. Timing and Work Assignments _____	39
12. "No Show" Workers _____	39
13. Pace _____	39
14. Hard Copies of Meet Invitations and Entries _____	40
15. Relays at Regional Meets _____	40
16. Relays at New England Championship Meets _____	40
17. Format for the 400 I.M. and 400/ 500 Freestyle Events at New England Championship Meets _____	40
18. Warm-Up and Warm-Down Areas _____	40
19. Time Trials _____	41
20. Exhibition Swims _____	41
21. Administrative Disqualifications _____	41
22. Unattached Swimmers _____	41
23. Sunday/ Final Day Scratch Rule _____	41
24. Meet Hosting Policies _____	41
I. New England Senior Championship Meet Special Policies _____	41
1. Meet Entrants _____	41
2. Relay Only Swimmers _____	42

J. USA Swimming Open Water Meet Management Policies	42
III. NEW ENGLAND SWIMMING BOARD OF REVIEW	42
A. Grievances	42
B. Consequences	42
C. Teams That Owe Meet Fees	42
D. New England Swimming Anti-Recruiting Policy	42
IV. NEW ENGLAND SWIMMING OFFICE	44
A. General	44
B. New England Swimming Office Contact Information	44
C. New England Swimming Office Duties	45
D. Registration Policies	45
1. Pre-Registration Form	45
2. Team Registration Chairman	45
3. Registration Year	45
4. Club Registration	45
5. New Clubs	45
6. Club/ Team Fees	46
7. Non-Athletes	46
8. Coach Registration	46
9. Unregistered “Coaches” on Deck	47
10. Officials Registration	47
11. Rule Books	47
12. Non-Athlete Fees	47
13. Athletes	47
14. Unattached Athletes	48
15. Entering Swimmers in Meets	48
16. Membership Cards	48
17. Athlete Fee	48
18. Athlete Outreach Fee	48
19. Transfer	48
20. Transfer Fee	48
E. Registered Non-Athletes	49
F. Swim Meet Lotteries	49
V. ADMINISTRATIVE DIVISION	49
A. General	49
B. USA Swimming House of Delegates Representation	50
C. New England Top Ten Policies	51
1. Eight and Under Swimmers	51
2. Outstanding Swimmers	51
3. Top Ten Banquet	51
4. Awards	51
D. New England Swimming Webmaster Duties	52

VI. FINANCE DIVISION _____	53
A. General _____	53
B. Athlete Reimbursement Policy _____	54
VII. AGE GROUP DIVISION _____	54
VIII. SENIOR DIVISION _____	54
IX. TECHNICAL PLANNING DIVISION _____	54
X. OFFICIALS COMMITTEE _____	55
XI. ATHLETES DIVISION _____	55
XII. COACHES DIVISION _____	55
A. Coaches Representative Basic Duties _____	55
B. ASCA Age Group Coach of the Year Voting Criteria _____	56
XIII. SAFETY COMMITTEE _____	56
NEW ENGLAND SWIMMING FORMS _____	56
CHANGES _____	57
NOTES PAGE _____	58

I. PREAMBLE

All policies and procedures contained herein are designed to supplement and not contradict, either directly or indirectly, USA Swimming Rules and Regulations which are published annually by USA Swimming, the National Governing Body for competitive swimming in the United States. Copies of the Official Rulebook are available from USA Swimming, One Olympic Plaza, Colorado Springs, Co., 80909-5770. If any rule or procedure contained herein is found to be in conflict, either directly or indirectly, the below stated rule or procedure is null and void.

A. Changes to the Rules

Changes to the policies and procedures proposed by committees or divisions of New England Swimming, Inc. must be approved by the Board of Directors and published in the meeting minutes of the New England Swimming Board of Directors.

B. Effective Date of Changes to the Rules

Unless stated otherwise at the time of approval, changes to the policies and procedures approved by the Board of Directors or House of Delegates will have an effective date of September 1 following the completion of the competitive year in which they were approved. For example, a change made during the current short course competitive year would become effective the following short course season.

C. Emergency Changes to the Rules

The New England Swimming Executive Committee, Board of Directors or the House of Delegates may enact emergency changes to these policies and procedures during the competitive year if mandated by USA Swimming or in order to comply with laws or regulations promulgated by State or Federal authorities and such changes are effective immediately.

II. SWIM MEET POLICIES AND PROCEDURES

A. Types of Meets

The following types of meets are available for competitive swimming purposes within the New England Swimming sanctioning process of the Program Operations Division/ Calendar Committee

1. New England Swimming Calendar Meet

Calendar meets are meets sanctioned by New England Swimming for which teams have bid properly, follow all New England Swimming Calendar Meet rules and pay all appropriate New England Swimming fees and Surcharges. New England Swimming Calendar Meets are open to all New England Swimming athletes and teams. New England Swimming Calendar Meets receive LSC promotion on the New England Swimming

website. The Program Operations Division/ Calendar Committee works with the teams bidding on meets to provide a wide array of meet types, meet locations and meet dates to benefit all of the New England Swimming teams throughout the course of the season. New England Swimming Calendar Meets can include any of the following formats:

a. Age Group

Age group swimming is the program through which USA Swimming provides fair and open competition for its registered swimmers. The swimmers are grouped by age, gender and, sometimes with the use of time standards, swimming ability. Within New England Swimming the grouping of swimmers by particular age groups has varied throughout the years. The age groups for Championship Meets are designated by specific rules. However, for regular season meets the age groups offered in a meet are determined by the meet host with approval through the sanctioning process of the Program Operations Vice Chair/ Calendar Chair. These age groupings should be designed by the meet host and the Program Operations Vice Chair/ Calendar Chair to promote fair competition within the designated age group(s). Examples of some of the age groups usually used in New England Swimming include 8 and Under, 9 & 10, 10 and Under, 11 & 12, 13 & 14, 15-18 and Open, although variations may occur. "Open" events include swimmers of any age who compete in the event so long as the swimmer has achieved a qualifying time standard for the event (if any) unless a minimum age for entry in the event has been established by the meet host. Other possible groupings may include (1) "own age" where swimmers compete in single year age groups or (2) "mini meets" wherein the ages of swimmers and types of events are limited (usually designed to accommodate beginning level swimmers). Age Group meets may also be delineated by time standards in addition to the swimmers age. New England Swimming encourages a variety in age group meet formats to take place throughout the year including multi level time standard meets and meets with unique formats.

i. Team Specialty Meets

These meets are a subsection of the above referenced age group meets, however, merit specific reference. Team Specialty Meets allow host teams the maximum amount of flexibility in establishing meet events, meet age groups and meet structure. Additionally, Team Specialty Meets are often offered to allow all teams entering the meet to bring many of their team members. There are no time standards allowed for Team Specialty Meets and these meets are open to individual swimmers.

ii. Regional Meets/ Age Group Qualifier Meet

New England Swimming may conduct no fewer than four Regional Meets per short course season where teams are assigned to a particular region within the LSC.

Additionally, New England Swimming may conduct no fewer than one Age Group Qualifier Meet per long course season. These meets are designed to allow swimmers the opportunity to qualify for the next higher level of meets. As such, each meet will have meet qualifying times and meet cut-off times for each event, ensuring that swimmers compete only in events for which their times are between the slow cut-on time and the fast cut-off time. In essence, Regional and Age Group Qualifier Meets are designed to be “stepping stones” to the next level of meets. These meets are timed finals meets. The qualifying times for the Short Course Regional Meets in all age groups and all events are published annually by New England Swimming and can be found on the New England Swimming website. Further rules on the Regional and Age Group Qualifier Meets follow in this manual.

iii. Age Group Championship Meets

New England Swimming may conduct Age Group Championship Meets during the short course and long course seasons. Traditionally, New England Swimming has offered the following Age Group Championships: 12 and Under Age Group Championships and 13-19 Age Group Championships. These meets are designed to allow all swimmers who have achieved the meet time standards the opportunity to compete against athletes of similar ability and achievement from within the LSC. These meets also allow all swimmers who have achieved the meet time standards the opportunity to achieve the New England Senior Championship qualifying times. It is recommended that, when possible, the Age Group Championship Meets include prelims and finals competition for 11-12, 13-14 and 15-19 athletes. The qualifying times for the Short Course and Long Course Age Group Championships in all age groups and all events are published annually by New England Swimming and can be found on the New England Swimming website. Further rules on the New England Age Group Championship Meets follow in this manual.

b. Senior

Senior swimming is the program through which USA Swimming provides fair and open competition for its registered swimmers who are striving for participation in USA Swimming National Swimming Championships. All registered USA swimmers regardless of age are eligible for these meets. All events are designated as “Open” events and any all swimmers are eligible to compete so long as they have met or bettered the qualifying times as stated in the meet announcement. Senior swimming events are those listed in USA Swimming Rule 102.1.1.

i. Open Championship Meets

New England Swimming may conduct Open Championship Meets during the short course and long course seasons. Traditionally, New England Swimming has offered the Open Championship Meet primarily during the long course season in place of the 13-19 Age Group Championship Meet. The Open Championship Meet is designed to allow all swimmers who have achieved the meet time standards the opportunity to compete against athletes of similar ability and achievement from within the LSC. These meets also allow all swimmers who have achieved the meet time standards the opportunity to achieve the New England Senior Championship qualifying times. It is recommended that, when possible, the Open Championship Meet include 13-14 time standards and 15-19 standards. In addition, it is recommended that, when possible, the Open Championship Meet include prelims competition in which all athletes participate in an Open format and finals competition with at least one heat for only 13-14 athletes and up to three heats (Bonus, Consolations and Finals) for Open athletes. The qualifying times for the Open Championship Meet in all age groups and all events are published annually by New England Swimming and can be found on the New England Swimming website. Further rules on the New England Open Championship Meet follow in this manual.

ii. Senior Circuit and Senior Championship Meets

New England Swimming may conduct Senior Circuit and Senior Championship Meets during the short course and long course seasons. Traditionally, New England Swimming has offered the Senior Championship Meet primarily during the short course season. The Senior Championship Meet is designed to allow all swimmers who have achieved the meet time standards the opportunity to compete against other New England athletes who are striving for Sectional Meet and National Meet qualifying

times. It is recommended that, when possible, the Senior Championship Meet include prelims and finals competition. The qualifying times for the Senior Championships in all events are published annually by New England Swimming and can be found on the New England Swimming website. Further rules on the New England Senior Championship Meet follow in this manual.

2. Postal Meet

A postal meet is a long distance swimming competition conducted in multiple locations and which the results are transmitted to and compiled in a central location. Generally, swimmers complete in these events in their home pool or training facility during practice times or other specified times and then mail the results to the meet director or designee for tabulation (hence the term “postal”). The New England Swimming Postal Meet is conducted pursuant to Article 711 of the USA Swimming Rules sometime between October 15 and April 15 of the short course season on dates compatible with the National Postal Meet. Events include-8 and Under: 500 yard Freestyle; 9-10: 1000 yard Freestyle; 11-12: 2000 yard Freestyle; 13-18: 3000 yard Freestyle and Open (any age) 5000 yard Freestyle. The purpose of the meet is to encourage swimmers to participate in distance freestyle events. Awards are presented within each single year age group.

3. Dual Meets

Dual Meets are meets contested between two or three teams. Dual meets tend to offer a limited amount of events, can be run in fewer than four hours, allow for an entire team or just a portion of a team to compete and encourage team camaraderie and team competition. There are two types of dual meets:

a. “Fun” Meets:

No sanction or approval and no fees. The results must be signed by a New England Swimming referee and forwarded to the New England Swimming Office so that the times may be used to enter New England Swimming meets. The times will not go into SWIMS.

b. Dual Meets for SWIMS Times:

These meets must be sanctioned or approved, appropriate fees must be paid, and all USA Swimming rules must be followed. The team running the dual meet must receive permission from the Calendar Committee and any other teams running meets on the same weekend. All requests for sanctions must be submitted at least 3 weeks before the meet. The times will be entered in SWIMS. These dual meets must include a New England certified

referee and at least five swimmers from each of the teams. One copy of the results must be signed by the referee and sent to the New England Swimming Office within two weeks of the dual meet. In addition, a copy of the Meet Managers Backup File must be sent to the web master. All meet forms must be sent to the New England Swimming Office by the 45 day deadline.

4. Invitational Meets

These meets are a subsection of the above referenced age group meets, however, merit specific reference. Invitational Meets are non-New England Swimming Calendar meets. As such, these meets allow host teams the ability to invite any teams of their choosing to participate in the meet and to disallow any teams from participating in the meet. Host teams may establish the meet events, meet age groups and meet structure. Additionally, Invitational Meets are often offered to allow all teams entering the meet to bring many of their team members. Further rules on the Invitational Meets follow in this manual.

5. Open Water

These meets are conducted in natural bodies of water such as lakes, rivers and oceans. New England Swimming may offer a minimum of one USA Swimming sanctioned 5 Kilometer and one USA Swimming sanctioned 10 Kilometer race each summer that will be designated as the New England Swimming Open Water Championships. The New England Swimming Open Water Championships are designed to allow all swimmers who have achieved the meet time standards the opportunity to compete in an open water competition within the LSC. The New England Swimming Open Water Championships are also designed to allow all swimmers who have achieved the meet time standards the opportunity to compete against other New England athletes who are striving to qualify for USA Swimming Open Water National Championships. New England Swimming may offer and/or promote other Open Water swimming events throughout the summer season. New England Swimming encourages clubs to host open water swimming events pursuant to Article 701 of the USA Swimming Rules in New England lakes, rivers and oceans. Guidelines for planning and conducting swimming events in lakes, rivers and oceans are available from the Programs Operations Vice Chair/ Calendar Chair of New England Swimming and on the USA Swimming website.

6. Specialty/ Non-Typical Meets

These meets are meets that do not clearly fall within the above referenced types of meets. Examples of these meets include, but are not limited to, the following:

- a. Distance Meet**
no event shorter than 400 meters or yards

- b. Senior Development Meet**
a meet for swimmers ages 13 and older only

- c. “A” Meet**
USA Swimming “A” time standards, also may have “B” and “C” meets with appropriate time standards

- d. 12 and Under Meet**
12 and under age groups only

- e. Mini Meet**
usually one session for 8 and under or 10 and under swimmers

- f. Relay Carnival**
relay events only

- g. IMX Meet**
each swimmer swims the IMX events for the age group

- h. Pentathlon Meet**
each swimmer competes in the following five events: butterfly, backstroke, breaststroke, freestyle, I.M.

- i. Trials/ Finals Meet**
In a trials/ finals meet, swimmers have the opportunity to race their events twice. In this format, the object of the preliminary swim is to qualify for the finals session. If swimmers place among the top 8 (in an 8 lane pool) in the trials session, they swim in the finals heat in the evening session. Most meets also swim a consolation heat. Swimmers who place from 9th– 16th place (in an 8 lane pool) swim in the consolation heat in the finals session. Some meets even include a bonus heat. Swimmers who place from 17th – 24th place (in an 8 lane pool) will swim in the bonus heat in the finals session.

Teams are encouraged to contact the Programs Operations Vice Chair/ Calendar Chair of New England Swimming with additional meet formats that are not currently listed above.

B. Sanctioned, Approved and Observed Meets

Sanctioned meets are meets in which all of the swimmers are USA Swimming registered swimmers.

Approved meets are meets in which not all of the swimmers are USA Swimming registered swimmer and USA Swimming technical rules are followed.

Observed meets do not follow USA Swimming technical rules (college and high school meets).

Only times from meets that are sanctioned, approved and/or observed by the authorizing LSC will be entered into SWIMS.

New England Swimming, as the administrative arm of USA Swimming, is authorized to issue, withhold or withdraw sanctions, approvals and observations in accordance with USA Swimming Rules and Regulations. For further information about sanctioned, approved and observed meets, see USA Swimming Rules and Regulations Article 202.

C. Meet Bidding Policies and Procedures

1. Meet Managers Seminar Requirement

Teams planning to host meets must have a representative, preferably their intended meet director, attend the Meet Managers Seminar prior to submitting their bid. A team that is hosting its first meet should send two representatives to the meeting. Host teams are responsible for informing themselves of the most current policies, fees and surcharges for the type of meet they are planning to host. Teams bidding on meets should make every effort to assure they have the necessary manpower and resources to run a meet properly before submitting a bid. It is strongly suggested that host teams sign written agreements with the management of intended facilities in order to avoid last minute cancellations, which significantly disrupt the calendar.

2. Meet Bidding Process

New England Swimming asks teams to bid on meets prior to each season. Proposed calendars and bid forms are posted on the web site under forms (200X SCY or LCM Meet Bid Application) and also in the newsletter. Teams must observe published bidding policies and dates. Teams that submit late bids are subject to a \$50 per day sanction fee. Teams must complete all the information on the bid form and also submit printed copies of their meet invitation to all the committee members listed on the form.

When bidding on a meet, teams should consider their facility and parental capabilities when deciding the type of meet that the team desires to bid for. Pay careful attention to the list of events and the age groups offered. "Senior" or "Open" events are open to anyone in the meet. 9 and 10 events are for 9 and 10 year old swimmers; 10 and under events can include anyone under 10. Swimmers must swim in their own age group except in a few meets designated by New England Swimming in which swimmers

that are “aging up” before a championship meet may swim the age they will be at the championship meet.

The Meet Referee must be listed on the meet bid and should be secured prior to submitting the bid. The Swimmer Participation Fee, if any, must be included on the bid.

All bids for short course are due in July prior to the short course season, and all bids for long course are due in February prior to the long course season.

Bids for all “end of season meets” will be listed on the web site as they are received so that all New England teams know who has bid for which meets at which pools. If no bids have been received for an “end of season meet” by two weeks following the bid deadline, New England will assume responsibility for obtaining a pool and running the meet with the cooperation of all teams entering the meet. If there are competing bids for an end of season meet, priority may be given to teams that have bid on another New England calendar meet.

Teams that bid on meets by the deadline will have their meets protected. If a team submits a late bid for a calendar meet, all other teams that have meets scheduled on the proposed date have to give permission to the team submitting the late bid to run the meet. If one or more teams object, the team submitting the late bid will be considered by the Calendar Committee for the final decision.

No teams who submit bids for meets, either “end of season” meets or other meets will have their bids considered if they still owe surcharges, financial reports or self-evaluations for past meets. Teams that are still within the six-week deadline that they have to submit this material will have their bids considered. However, all past surcharges and reports must be completed before the team receives a sanction or approval for another meet. Any team that does not reconcile their accounts after the bid deadline and still wants their bid to be considered will be assessed the penalties assigned to a late bid.

3. Swimmer Participation Fee

New England Swimming Teams have the option to charge an additional per athlete Swimmer Participation Fee for sanctioned calendar meets. A team that chooses to charge this optional fee, which has a maximum of \$10.00 per swimmer, must include the fee in the bid form. Once the bid deadline has passed, there can be no change to the fee. When the calendar is posted on the web site, the meets with accepted Swimmer Participation Fees will have these fees noted on the calendar. No Swimmer Participation Fees will be allowed on any meet bid submitted after the meet bid

deadline or on any sanctioned or approved meets not listed on the calendar.

4. Calendar Committee Considerations

The Calendar Committee at its discretion maintains the ability to reject any bid that it finds incomplete or unreasonable.

- a. There are a variety of meet formats that are acceptable for New England Calendar Meets. Please refer to section II. A. of the New England Swimming Policies and Procedures Handbook.
- b. “Invitational” meets, other than dual and tri-meets, which are not on the calendar, must be sanctioned or approved, follow all New England Swimming policies, and all fees and surcharges must be paid in order for the times to be used to enter New England Swimming meets, including championships, or to be entered in the SWIMS system. All requests for sanctions or approvals must be submitted at least 3 weeks before the meet.

Teams that run invitational meets (which are not on the calendar) are required to pay the \$.75 per individual swim surcharge in all types of meets including trials and finals meets and distance meets, and all events, including distance events. In addition, teams that run invitational meets are not allowed to include a “Swimmer Participation Fee” as part of their fee structure. They also have to receive permission from all other teams running calendar meets of their proposed date. If this is not received, the final decision will rest with the Calendar Committee.

As a service to the New England Swimming community, the results of any non-calendar meet sanctioned or approved by New England Swimming will be available through the New England web site. Meet hosts must send a copy of their Meet Manager Backup File to the web master. No invitation or other information will be posted.

5. Meet Invitations

The following New England Swimming Policies must be included in all meet information. For a sample meet invitation, refer to the template posted on the web site under Meet Manager Information and Forms (Meet Invitation Template) or refer to the one included in the appendix.

A team cannot limit the number of events in which a swimmer can compete in a timed finals session to fewer than five a day unless they are offering fewer than five events in the session.

A team that is running 25 yard events must state in the meet information how these events will be conducted.

A team is able to enter part of a meet without penalty.

The following statements must be included on all New England Swimming meet invitations:

Under “ELIGIBILITY”; “All swimmers must be registered before the entry is submitted. Teams that enter unregistered swimmers will be subject to a fine of \$100.00 per unregistered swimmer.”

A section titled “SAFETY” which must include:

- Diving will be prohibited during warm-ups except in specifically announced one-way sprint lanes. There will be no diving in the warm-up and warm down areas at any time
- No shaving is permitted at the competition site.
- No glass containers are permitted within the facility.
- Swimmers must be under the supervision of a coach. If a swimmer arrives at the meet without a coach, the swimmer should notify the referee before he/she warms up. The referee will assign the swimmer to a registered coach for warm-ups.
- No camera cell phones are permitted in the locker rooms

6. Calendar Protection

New England Swimming will continue to protect the dates of the New England Swimming Annual Meeting, the New England Swimming Top 10 Banquet, and the “end of season” meets—New England Regional Meets, New England 12 and Under Age Group Championships, New England 13 and Over Age Group Championships, New England Open Championships (with the exception as printed below), New England Senior Championships, and the New England Long Course Age Group Qualifier Meet. No meets will be sanctioned or approved on these dates. This policy will be printed on the meet bid form.

There should be one “end of season” meet (either long course or short course) for swimmers below the age group championship level to be held in the long course season. This meet could be held the weekend of the open meet. There would be some conditions: a separate session for 8 and Unders, swimmers with one or more open cut could not swim that event(s) at the meet, and the team hosting the meet would still be required to meet their work assignment at the open championship if it were held on the same weekend.

7. Sanctions and Approvals on Protected Dates

If the dates are protected dates, as identified on the New England Swimming Calendar, no meets will be sanctioned or approved.

D. Meet Sanctioning Policies and Procedures

1. Meet Sanctions

Before a meet entry is posted on the web site, the meet must have a sanction number. To obtain a sanction number, a copy of the meet invitation, a copy of the request form, which can be found on the web site under Forms (Application for Sanction), and the appropriate fee must be submitted to the New England Swimming Office and the Sanction Chairman. The sanction fee includes a fee for time trials and you will be issued a separated number for the time trials.

2. Time Trials

Time Trials can be offered only in conjunction with a regularly scheduled session of a sanctioned or approved meet. Under such circumstances, time trials will be offered only if time allows and only at the discretion of the meet referee and the meet director.

3. Meet Information Template

Meet directors are encouraged to use the MS Word Meet Information template that is posted on the New England Swimming website under Forms/ Meet Forms. When composing meet information files, remember that very few MS Word formatting options display well on the web site. Please avoid the use of tabs, excessive formatting (bold, italics, etc.) and any use of images, etc.

4. Posting Meets

If a meet is posted on a team web site before it has a sanction or approval number, there must be a statement at the top of the information that states, "This meet has not yet been sanctioned or approved by New England Swimming."

5. Deposits

Teams hosting meets will be required to submit a \$200.00 deposit which will be returned after the meet when it has been determined that all policies and procedures of New England Swimming have been followed. The \$200.00 will be returned when the financial report has been filed, the appropriate fees and surcharges have been paid, and the evaluation form has been completed and submitted. The \$200.00 should not be deducted from the surcharge.

6. Meet Changes

No fee, format, or other changes may be made after the meet has been sanctioned or approved by New England Swimming, without the expressed consent of the Technical Chairman. If a team discovers that it must make format changes after the meet has been posted, the team must notify the Technical Chairman, who together with the Program Operations Vice Chair/ Calendar Chair and the Age Group Chair (if an age group meet) or Senior Chair (if a senior meet) may give authorization for the proposed change(s).

E. Meet Entry Acceptance

1. Guideline for Online Meet Information

a. Before The Meet – Posting Meet Information

i. Meet Information Hosted on New England Swimming Web Site

- Download the latest Meet Information Template file from the New England Swimming web site. This template is typically updated every season, so you must be sure to start with the latest version of the template for every meet.
- Your meet information must be posted 4 business days before your “first date for entries.” Since meet information must be sent to the webmaster one week before it is to be posted, you must send your meet information to the webmaster 11 days before your “first date for entries”.
- It is easiest if you compose your meet information using Microsoft Word. To see how it will look on the web site, edit using Web Layout mode. (View Menu → Web Layout) Do not use images or special formatting in your meet information, since it does not work well on the web site. If you need to arrange things in a table, use a Microsoft Word table. (Do not format your layout using lots of tabs, or using spaces.)
- Put your events list in a separate Word document. Use a Microsoft Word table to arrange all of the information in your events list. Be sure to edit using Web Layout mode to see what it will look like on the web site. (We recommend centering each table on your events list, so it is centered horizontally on the page.)

- If you are using Hy-Tek Meet Manager, be sure to download the latest program update from the web site (www.hy-tek.com).
 - Download the latest Entry Cover Page template from the New England Swimming web site, and edit for your meet. Be sure to edit all sections, including the disclaimer at the bottom.
 - Your meet information page and entry cover page must have your USA Swimming sanction number at the top in the appropriate place.
 - Please send original files to the webmaster. Please do not send PDFs or HTML files, as these are more difficult to work with.
 - When you are ready, send an e-mail to webmaster@neswim.com with your:
 - Meet Information file (original Word document)
 - Events list (original Word document)
 - Entry Cover Page (original Word document)
 - Hy-Tek Meet Manager Events Export (should be a ZIP file)
- ii. Meet Information Hosted on Your Team’s Web Site**
- Your meet information must be configured so that there is a single web page that has all of the meet information (including the Meet Information, Entry Cover Page, Events List, and Hy-Tek Events File, and Results) that is linked from one “start” page.
 - Meet Information must be posted in HTML or PDF format.
 - Events List must be posted in HTML or PDF format.
 - Entry Cover Page must be posted in PDF format
 - Send the URL for your meet information “start” page to webmaster@neswim.com 11 days before your “first date for entries”.
- b. Athlete Registration Check, Unattached Swimmers, Time Trials**
- After you process your entries, you must run your meet database through the New England Swimming Online Registration Check utility on the New England Swimming web site. If there are any registration problems, check with Mary Riddell (office@neswim.com).
 - If you have non-New England teams in your meet, you must generate a USA Swimming Registration check file (File → Export → USA-S Registration) and e-mail it to the New England Swimming Office (office@neswim.com). The file will be named ‘sdif001.sd3’ or similar.

- You may deal with Unattached swimmers any way you wish during the meet. However, before generating and submitting official results, all unattached New England swimmers must be moved to team UN-NE. (Run your meet through the Online Registration tool to check before submitting results.)
- Time Trials should be setup in your main meet database. All time trial events must be configured as Time Trials in the Events configuration in Hy-Tek Meet Manager. (We recommend putting time trials into a separate session.)

2. Registration Check

All teams running New England Swimming sanctioned meets are required to run the meet file through the online registration check (www.neswim.com/tools/registration.html) and forward the exceptions report to the New England Office and also the teams involved. All swimmers who are unregistered or have ID problems will be scratched from the meet until the entering team takes care of the problem.

3. Meet Host and Meet Entries Policy

This policy is being enacted in an effort to deal with the continued problem of incorrect swimmer data and unregistered swimmer participation in New England Swimming Meets.

- a.** Host Team will check the meets entry file with the online Athlete Registration Tool 10 days prior to the first day of competition or the meet entry deadline, whichever occurs later. A copy of that report (even if no errors exist) must be forwarded by e-mail to the New England Swimming office (office@neswim.com) by the above deadlines. Late entries into the meet (i.e. Entries received and accepted after the entry deadline and after the registration check has been run) must also be run through the Athlete Registration Tool prior to the meet. That report, if any (even if no errors exist), must also be forwarded by e-mail to the New England Swimming office.
- b.** Host teams accepting entries from teams outside the New England LSC, must submit those entry files to the New England Swimming office by the above noted deadlines. The New England Swimming office will then run a check on those files and notify the host team of any problems.
- c.** The Host Team will scratch all entries with incorrect swimmer information, no ID and any unregistered swimmers. Offending teams will be sent (by the Host Team) an e-mail copy of the report for their swimmers with a notation that the swimmers have been scratched from the meet.

d. Offending Teams must correct the information with the New England Swimming Office prior to the swimmer being reinstated in the meet. The New England Swimming Office will notify the host team (by e-mail) with corrected information and swimmers eligible for reinstatement no later than 1 day prior to the beginning of the meet.

e. In the event that a team has entered an unregistered swimmer, the registration fee and fine of \$100.00 per swimmer must be satisfied prior to the swimmer being reinstated in the meet.

f. Host teams who fail to comply with these procedures and deadlines will forfeit their \$200.00 meet deposit. Additionally, results will be ineligible for import into the SWIMS database.

g. Host teams who accept deck entries must view the USA swimming registration card or team printout of registration prior to accepting the entry. If deck entries are accepted and the information is incorrect, the results will not be accepted until the information is corrected. If deck entries are accepted and the swimmer is unregistered, the host team will forfeit their \$200.00 meet deposit.

h. Entering teams are still responsible to the Host team for all fees associated with the scratched swimmers.

Please note that the New England Swimming Office is not operated full time or on weekends. To avoid swimmer disappointment and confusion, teams are strongly encouraged to run the athlete registration tool prior to entering any meets. If performed in this manner, errors can be identified and corrected prior to meet entry. Also, please keep in mind that if you are attempting to enter swimmers into a meet after the entry deadline, and the swimmer information is incorrect, you may not have enough time to get the information corrected and the swimmer reinstated.

4. Meet Entry Fees, Surcharges, Awards and Stipends Policy

a. Entry Fees:

i. General Meets:

Timed Finals \$ 4.00

Prelims and Finals \$ 5.00

Distance Events \$ 5.00

Relays up to 4 times the individual event fee

ii. For both general meets and championship meets, there is an addition \$.50 per event charge for hand entries.

ii. Time Trials:
Individual Events \$5.00
Relays up to \$20.00

b. Swimmer Participation Fee:

A team that submits a bid for a sanctioned calendar meet by the bid deadline may charge a per swimmer fee up to \$10.00 per swimmer in addition to the above fees. This fee must be stated in the bid request.

c. Surcharges:

Timed Finals Meets:

Individual events: \$. 75 per event

Distance events (400 yards/ meters or longer): no surcharge

Relays : no surcharge

Trials and Finals Meets:

There is no surcharge for Trials and Finals Meets, or "A" Meets.

i. A team may charge less than the approved fees, but the surcharges remain the same.

ii. Host teams pay surcharges for their own team and for entries that are scratched or do not show.

d. Sanction Fees: Sanction fees of \$20.00 per day must accompany all requests for sanctions. This fee includes time trials for all days of the meet. In addition, there is a \$200.00 sanction deposit per meet that is returned when all New England Swimming policies have been followed, and all results, reports and surcharges have been returned to the New England Office within the proper time frame.

A team that has submitted a late bid will pay a sanction fee of \$50.00.

e. New England teams that still owe surcharges will not receive sanctions or approvals for further meets and will not have any future bids considered until the fees are paid. In addition, if the financial report and appropriate surcharges are not returned within six weeks, the team's sanction deposit will be forfeited.

f. Awards:

i. Timed Finals Meets:

The host team is free to select its own awards.
The Awards must be clearly stated in the bid and invitation.

ii. Trials and Finals Meets:
same as above

g. Admission Fees:
Admission fees are limited to \$1.00 per person per session.

h. Programs:
There is no limit on what a team may charge for programs, but the fee must be stated in the meet bid and invitation.

i. Distance Meet Subsidy:
Teams that run Distance Meets (all events 400 or longer) may apply for a distance meet subsidy.

j. Returned Checks:
There will be a \$25.00 charge for any team or individual who submits a check returned to New England Swimming or any of its member teams.

5. Swimmer Participation Fee Policy

New England Swimming recognizes the increase in facility and other related expenses associated with running meets. Therefore, New England Swimming has accepted a proposal to give New England Swimming teams the option to charge an additional per athlete Swimmer Participation Fee for sanctioned calendar meets. It is the intention of New England Swimming to encourage member teams to acquire the best possible venues for our athletes while at the same time promoting organized, successful and well run meets.

A team that chooses to charge this optional Swimmer Participation Fee, which has a maximum of \$10.00 per swimmer, must include the fee in the bid form. Once the bid deadline has passed, there can be no change to the fee. When the calendar is posted on the web site, the meets with accepted swimmer participation fees will have these fees noted on the calendar. The Calendar Committee at its discretion maintains the ability to reject any bid it feels is incomplete or unreasonable.

No Swimmer Participation Fees will be allowed on any meet bid submitted after the meet bid deadline or on any sanctioned or approved meets not listed on the calendar.

6. 75% - 25% Policy

In order to assure out of district teams that they are in a meet and to include teams that regularly support a particular meet, a team running the meet may employ a policy which allows them to reserve 75% of the swims in the meet for themselves and other teams they invite. The other 25% of the swims would be open to other teams as they are currently. Teams running meets must ascertain the number of swims expected from each team so that the 75% limit is not exceeded. In addition, the teams that are included in the 75% must submit their entries and checks at an advance date of a week before the first day of acceptance so that the team running the meet will have a firm number of swims in the meets well in advance of the date of accepting the other 25% teams. If on the first day of acceptance the meet is over-subscribed, the New England Swimming Office must run the lottery.

Teams are reminded that the 75% refers to 75% of the meet entries (splashes) not 75% of the teams. Teams must be careful not to oversubscribe the 75% part of the meet entry. If they do, they must then cut their own team, not other teams. The lottery for the remaining 25% must be conducted by the New England Office. On the self-evaluation form, host teams can list the teams applying for the meet, the teams in the 75%, the teams in the 25% and the teams cut from the meet. Concerns about the 75—25% rule can be addressed in writing to the New England Swimming Board of Review.

7. Oversubscribed Meets

All New England Swimming meets, except “end of season” meets, must abide by the four hour limit for each session. In the event that the meet is oversubscribed at or before the end of the first day on which the entries are accepted, the host team is required to submit the team names to the New England Swimming Office. The New England Swimming Office will conduct a lottery to select the teams that will be accepted into the meet. The same procedure will apply in the event that multiple entries are received on any day after the first day that put the meet over its limit. Otherwise, all entries are accepted by date of receipt.

A host team cannot reduce the number of allowable events per team as a way of reducing the size of the meet.

Notify the New England Swimming webmaster as soon as the meet is full so that this may be reflected on the calendar.

8. Registered Non-Athletes

USA Swimming requires that all meet directors, referees, starters, and stroke and turn judges, serving in an official capacity in a sanctioned or approved meet, must be members of USA Swimming, and all persons

acting in any coaching capacity in a sanctioned or approved event must be coach members of USA Swimming.

9. Updated Times

Teams running meets are required to accept updated times up until seven days prior to the first day of the meet.

10. Unattached Swimmers

All “unattached” swimmers must be declared in writing before the meet begins.

11. Teams That Owe Meet Fees

If a team has been unsuccessful in collecting meet fees from a team that entered a meet, the team can refer the problem to the New England Swimming Board of Review which can prohibit the team from entering any other meet until past fees have been paid.

F. Running a Swim Meet

1. Staffing

With the exception of “end of season” meets, host teams are responsible for staffing their own meets, either with their own members or by soliciting volunteers in advance of the meet. Teams may request, but cannot require, participating teams to provide volunteer timers, officials, and marshals. Teams that violate this requirement may be refused future meets. In general, teams should aim to have most of their timers and all of their officials and safety marshals identified prior to the meet. Teams running meets are allowed to require teams to time their own swimmers in all events 400 and longer and all relay events. This would apply to all meets – end of season and other calendar meets – but it must be noted in the meet invitation. New England Swimming will attempt to make available the most current list of New England Swimming officials so that host teams may contact these individuals well in advance of the meet.

2. Officials’ Liaison

Each team should have an Officials’ Liaison who should be the team’s primary contact for the Officials’ Chairman. The Officials’ Liaison should also be the person on the team who encourages and coordinates the certification and advancement of officials. When the team runs a meet, the Officials’ Liaison will play a key role in getting officials from other teams to attend and work the meet.

3. USA Swimming Memberships Cards

New England Swimming policy requires that all coaches and officials display their membership cards while on deck at swim meets. The Meet

Director and all those working on deck at a meet, excluding Marshals and Timers, must be registered with USA Swimming.

Due to problems with unregistered “coaches” on deck and the related insurance issues, New England Swimming has implemented a fine system. At each meet the referee will ask any “coach” without a card to leave the deck without exception. The referee will also make a list of all those without cards. The list will be sent to the New England Swimming office to be checked. If a “coach” who was asked to leave the deck is found not to be fully registered (current certifications in CPR, First Aid, Safety Training for Swim Coaches, the background screen, and completed education requirement) the “coach will be fined \$100.00 and the team will be fined \$200.00 to be paid within 30 days. Any “coach” who refuses to leave the deck will cause the team’s swimmers to swim unattached for the remainder of the meet.

4. Deck Entries

Host teams that want to accept deck entries may. In order to submit a deck entry for a swimmer who is not already entered in the meet, the swimmer must present a membership card or a copy of the official registration list which each team receives. This is to ensure that all swimmers entered in the meet will have accurate ID numbers.

5. Hard Copies of Meet Invitations

Host teams are required to have at least one hard copy of the meet invitation available on deck at all meets.

6. Warm-Up Procedures

Host teams are responsible for providing supervised warm-ups with safety marshals on deck in accordance with established procedure. It is the host team’s responsibility to know the established procedure and inform the marshals of their duties and responsibilities. A warm-up schedule should be made available before the meet. This schedule should include the format (separate warm-up for different ages and sexes, etc.), timing, and length of the general warm-up. The meet referee or head safety marshal should be on deck during the warm-up period in order to answer questions, make necessary adjustments, and deal with problems during this time. New England Swimming recommends that warm-up sessions, especially for thirteen and older swimmers, be at least 30 minutes long.

7. Meet Committee

All meets should have a Meet Committee consisting of the meet director, the meet referee, and a coach representative not from the host team. Some teams elect to have a five member committee which includes an athlete and an additional coach. The meet director should be present at all

sessions of the meet. If this is impossible, a substitute who is very familiar with the meet should be appointed.

8. Photographers On Deck

The only photographers allowed on deck during a meet are professional photographers contracted by the host team or press photographers approved by the host team.

G. After Running a Swim Meet

1. Guideline for Online Meet Information and Results

- a. Meet Results Posted on New England Swimming Web Site**
 - Meet results must be published within three days of the last day of your meet.
 - Generate a full Meet Backup file (File → Backup in Hy-Tek Meet Manager), and send the file to webmaster@neswim.com. All results will be generated from this backup file.
 - There is no need to send HTML results, or the CL2 export file.

- b. Meet Results Posted on Your Team's Web Site**
 - Meet results must be published within three days of the last day of your meet.
 - Meet results must be linked from the same "start" page that all of your meet information is linked from, so that all information about the meet can be found on one single web page.
 - At minimum, you must post results in the following formats. (You may post results in additional formats or configurations if you wish.)
 - Results / HTML / all events / publication order / include time trials / cum splits / no scratches / include DQs and no-shows / include all relay names
 - Results / PDF / all events / double-column / publication order / include time trials / cum-splits / no scratches / include DQs and no-shows / include all relay names
 - Hy-Tek Results for Team Manager export / include standard events / no time trials / include swim-off events / all teams / all regions / all LSCs / both genders / relays plus athletes / include splits
 - (If time trials) Hy-Tek Results for Team Manager export / no standard events / include time trials / no

- swim-off-events / all teams / all regions / all LSCs / both genders / relays plus athletes / include splits.
- Before doing the Time Trials export, you must change your meet name to add “ TT” to the end of your meet title (Setup → Meet Set-up → Meet Name). This is because the USA Swimming SWIMS database requires that Time Trials be loaded as a separate meet with a different name.
- When your results are posted, send an e-mail to webmaster@neswim.com with both a Hy-Tek Meet Manager Backup file (File → Backup) for your meet, as well as the URL for your meet information “start” page, and we will link in your results. (We are collecting full backup files for all meets for archival purposes.)

2. Results

Results do not need to be sent to individual teams, but need to be posted on the New England web site. In addition to posting the meet results on the web site, one hard copy must be sent to the New England Swimming Office within two weeks of the meet. Please include one copy of the meet program. The cover sheet on the results should include the date of the meet, the location (city and state), the sponsor, and the sanction number.

Ages for all swimmers must be included in the results. Results for the meet should be arranged according to age and sex. – all 11 and 12 girls’ events together, etc. The preferred arrangement would be 8 and Under 25 free, 50 free, 100 free, 25 back, 50 back, breast, fly, IM, relays: 9and 10, etc., with girls’ events first followed by the boys’ events. This is called “publication order.”

All unattached swimmers must be identified – “UN-NE”, “UN-CT”, “UN-ME”, etc.

Relay results must include the names and ages of all swimmers and all splits.

Time trials must be reported in a separate file.

Timing system reports, computer results, DQ slips, timer sheets, etc. should be kept for at least one year.

3. Financial Report

Two copies of the New England Swimming financial report must be sent to the New England Office within 45 days of the last day of the meet. The New England Swimming surcharge for the championship travel fee fund should be sent with the report. The New England Swimming self-

evaluation form (which triggers the return of the \$200.00 deposit) should also be sent at this time. Both these forms can be found on the web site under Meet Manager Information and Forms (New England Meet Financial Report and New England Meet Self-Evaluation Form (for Meet Managers)).

No positive action (financial reimbursement, meet sanctions, meet approvals, awards, etc.) will be taken on behalf of a New England Swimming team until it has met all its financial commitments to New England Swimming.

4. Grievances

Teams who do not wish to have specific teams in their meet(s) must file a formal complaint with New England Swimming that is approved by the Board of Review.

Teams who have complaints about host teams and the meet hosting policies must file a formal complaint with New England Swimming that is reviewed by the Board of Review.

5. Consequences

Any team hosting a meet that does not, according to the judgment of the New England Swimming Board of Review, follow New England Swimming Policies and Procedures, including policies for accepting teams under the 75—25% rules and cutting meets, will be fined \$1.50 per splash for the first offense. For the second offense, the team will be fined \$1.50 per splash and will not receive any sanctions or approvals for the next year.

H. Championship and “End of Season” Meet Policies

1. New England Regional Meet – General Meet Hosting Policies

Awards:

Individual Events:

Medals are for the top 8 in each individual event (even if you have 6 lanes). First is a “gold” medal with a blue ribbon, second is a “silver” medal with a red ribbon, and third is a “bronze” medal with a white ribbon. Fourth through eighth medals are all the same—“bronze” with a red, white, and blue striped ribbon.

Ribbons are given for places 9 through 16 in individual events. The ribbons are all labeled.

Relay Events:

Medals for the first 3 places

Ribbons to places 4—8.

Best Time Ribbons:

For 10 and under swimmers who achieve best times at the meet. The Hy-Tek program will print labels for these ribbons. It is recommended that host teams try printing best times labels using the Hy-Tek system prior to hosting the meet. Extra worker(s) are needed to take care of these ribbons during the 10 and under sessions. Do not give these ribbons to any age group except 10 and unders.

Workers:

Teams may assign timers for this meet. If an official signs up before the deadline, adjust the timers assigned to the team to reflect this worker(s). When assigning timers for the smaller teams, consider which sessions the team will actually be attending. The attending teams should have as much warning as possible for their assignments (at least the weekend before the meet). The host team should provide the head timer and at least one back up timer as well as all other workers for the meet. Older swimmers from the host team can be used for runners, awards, etc.

Relays:

New England Swimming has provided relay forms. All relays must have four names listed and the timers should check to see if the swimmers are in the correct order. The results MUST list all names in order and lead off split. There are no “relay only” swimmers.

Meet Recon:

Do not forget to run the meet entries through the on-line check BEFORE the meet.

Meet Size:

If you have problems with numbers at the meet (either too large or too small) please contact the New England Age Group Chairman.

2. New England 12 and Under Age Group Championship Meet – General Meet Hosting Policies

In an effort to make the New England 12 and Under Championship Meet a fun and exciting experience for our developing athletes, the New England Age Group Committee makes the following recommendations for championship meet procedures:

- For finals, all 11-12 finalists shall be paraded to the blocks with music and names announced in championship order before swimming. All consolation finalists shall have their names announced while swimming.

- A public address system may be utilized during prelims and finals to:
 - Announce swimmers in the water.
 - Announce impending record setting swims.
 - Announce close final races.
 - Announce team scores at least twice per session.
 - Announce Zone qualifiers (at the long course meet only).
 - Promote a fun, festive and exciting atmosphere of racing.

- The team scores shall be posted near the race results at the end of each finals session.

- Zone cut times, Open cut times, New England Records and New England Resident Records shall be printed on the meet programs and meet heat sheets.

- Every effort shall be made to run time trials for swimmers close to qualifying for Zones, Open Championships, YMCA Nationals and any other meet of consideration.

- Once the entries and session timelines are completed, all teams shall be notified of relay warm-up and event start times; distance race warm-up times and event start times; and time trial dates and times. The notice can read: “The 11-12 400 Free Relay warm-up time will be at approximately 5:00 p.m. and the relays will begin NO EARLIER than 5:15 p.m.”

- Light meals, snack food, water, coffee and soda will be provided at all sessions for officials and coaches. New officials with younger swimmers must be encouraged and supported in their volunteer efforts. Off-deck hospitality must be provided if on-deck hospitality is not allowed at a particular racing venue.

- Timers should be assigned for the entire meet, except for the distance events (1500 Free, 800 Free, 400 Free and 400 I.M.) and the Relay events.

- Coaches must be responsible for cleaning their team areas before picking up any awards and leaving the venue for the day.

All recommendations will be followed at the discretion of the meet director, meet referee and pool facilities personnel.

3. Meet Invitation

Teams hosting a championship or “end of season meet must submit all necessary information for their meet to the Age Group Chair or Senior Chair (depending on the meet). Once the Age Group or Senior Chair has approved the meet information, the meet information must be submitted for the sanction. After the meet has been awarded a sanction, the meet information may be posted online and no changes to the meet information can be made without the expressed consent of the New England Swimming Technical Chair. Teams are encouraged to use the appropriate championship meet information template supplied by the Technical Chair.

4. Swimmer Participation Fee

The Swimmer Participation Fee for Championship and other “end of season” meets is \$5.00 per swimmer.

5. Meet Stipends Policy

New England Swimming recognizes that increased expenses impact “end of season” meets. Accordingly, stipends are to be given to teams running these meets. There will be no additional Swimmer Participation Fee allowed for these meets and all current entry fees and surcharges remain the same.

New England 12 and Under Championships	\$2500.00
New England 13-19 Championships	\$3000.00
New England Open Championships	\$3000.00
New England Senior Circuit Meet	\$5000.00
New England Senior Championships	\$5000.00

6. Meet Entry Fees, Surcharges and Awards Policies

a. Entry Fees:

i. Championship Meets:

Timed Finals \$ 4.00

Prelims and Finals \$ 5.00

Distance Events \$ 5.00

Relays up to 4 times the individual event fee

ii. New England Senior Championship Meets and New England Senior Circuit Meets:

Individual Events \$ 7.50

Relay Events \$ 25.00

Swimmer participation fee \$ 10.00 per athlete

iii. For both general meets and championship meets, there is an additional \$.50 per event charge for hand entries.

iv. Time Trials:
Individual Events \$5.00
Relays up to \$20.00

b. Swimmer Participation Fee:
The swimmer participation fee for Championship and other “end of season” meets is \$5.00.

c. Surcharges for New England Championship and “end of season” meets:
The \$.75 surcharge per individual event is not collected by New England.
Instead a \$2.00 per swimmer travel fund surcharge will be included in the check sent to the host team.
The host team will forward all travel fund fees (including their own) in one check to New England Swimming.

d. Sanction Fees:
There is no fee charged for sanctions for "end of season" meets.

e. New England teams that still owe surcharges will not receive sanctions for further meets and will not have any future bids considered until the fees are paid. In addition, if the financial report and appropriate surcharges are not returned within six weeks, the team's sanction deposit will be forfeited.

f. Admission Fees:
Admission fees are limited to \$1.00 per person per session.

g. Programs:
There is no limit on what a team may charge for programs, but the fee must be stated in the meet bid and invitation.

h. Returned Checks:
There will be a \$25.00 charge for any team or individual who submits a check returned to New England Swimming or any of its member teams.

7. Qualifying Times

Qualifying times may be achieved at New England calendar meets and at most other meets (high school, Y, boys and girls clubs, rec leagues etc.). These results must be either brought to the meet or sent to the office before the meet. Dual meets may be used if there are at least two teams with at least five swimmers from each club and if the referee signs the results.

There is no minimum number of New England Swimming meets in which a swimmer must participate in order to enter an “end of season meet”, with the exception of Senior Championships (see below). However, if a swimmer wishes to swim with the New England Zone Team and/or receive reimbursement for the U.S. Open, or other National Championships, he/she must participate in three New England Swimming calendar meets during the short course season and two during the long course season. Refer to the current New England Swimming Reimbursement Policy for the complete requirements. A New England Swimming calendar meet is one which is listed in the newsletter and on the website on the New England Swimming Calendar.

8. Qualifying Period

The qualifying period for all championship and “end of season” meets is between the first day of the first “end of season” meet the previous year and the meet entry due date. When applicable, the newly achieved qualifying time entry due date must be included in the meet information for each “end of season” meet.

9. Awards

The awards are established, ordered, and paid for by New England Swimming.

Regional Meets and all 12 & Under Championships:
medals 1–8
ribbons 9–16.

Regional Meets:
Best time ribbons for 8 and under and 9 and 10 swimmers.

13 & Over Age Groups, Open and Senior Championships:
medals 1–8
no ribbons.

NOTE: At these meets, medals must be requested by the swimmer at the awards table.

Open Championships:
Separate medals will be awarded to 13 and 14 swimmers who request them at the awards table.

Separate individual high point awards will be made to 13 and 14 swimmers.

The high point awards will be calculated including 13 and 14 swimmers who are in the top 3 heats as well as those in the special 13 and 14 heats.

High Point Awards for all New England Championship Meets:

High point awards will be given to the top 8 females and males in each category as well as the top 8 teams.

Distance High Point Award:

The Distance High Point Award will be an Athlete Representative Award presented to the top three male and female finishers in the distance events (400 IM, 500, 1000, and 1650 Freestyles) at the Senior Meet in the Short Course season or at the Open Meet in the Long Course season. The award will be an embroidered towel, which the Athlete Reps will be responsible to obtain.

Awards ceremonies are encouraged at championship meets.

10. New England Swimming Policy for Designation and Assignment of Championship Meet Officials

Head referees for Age Group, Open and Senior Championship meets must be non-host affiliated officials and should be contracted in conjunction with the Age Group or Senior Chairman (as appropriate) and Officials Chair to work the entire meet in order to provide desired continuity. There may be two referees for Age Groups, Open and Seniors. New England Swimming has established a set reimbursement fee for these referees, which will be paid by New England Swimming upon satisfactory completion and receipt of the standardized request form available through the New England Office.

a. Purpose of this Policy and Statement of Goals:

The purpose of the attached document is to codify past practice and policy of New England Swimming in regards to the operations of its championship meets. This puts into written form the proposed standards and selection process that should be adhered to during this process. The key goals of this policy are the following:

i. Facilitate Neutrality:

Maximize the real and perceived neutrality of the officiating for our championship meets by establishing and clarifying that key officials at these meets are directly responsible to New England Swimming.

ii. Improve Advanced Preparation for our Championship Meets:

Plan for the officiating responsibilities for our championship meets in advance.

iii. Improve the Quality of our Meets:

Provide the best possible officiating for our athletes and coaches at the championship meets. For most of our members, these meets will be the most competitive meets they will attend. Improve the officiating at LSC calendar meets by establishing championship meet assigned position criteria that include requirements for participation at LSC calendar meets.

iv. Prepare our Members for the Next Levels:

Run our championship meets as close to national meet protocol as practicable so that our athletes, coaches and officials are better prepared for national, sectional or zone level meets.

v. Enhance the Experience and Education of Officials:

Further the educational experiences of our officials, by creating opportunities for our more experienced officials to work in mentoring situations, encourage our National Championship officials to participate in meets in the LSC and rotating more officials into key positions.

b. Definition of Designated Official:

The Designated Official position(s) will include as a minimum, the Meet Referee for all Championship Meets; and also Administrative Referee and Clerk of the Course for Championship Meets with trials and finals. Ideally another Designated Official for New England Swimming championship meets would be Announcer. Based on special circumstances, the Designated Official list for some meets.

c. Identification of Championship Meets that Apply:

In advance of each season the New England Swimming Board will identify the meets for which New England Swimming will supply Designated Officials. The New England Swimming Board will also determine the Designated Official positions that it will provide to the host team or meet management organization for each meet based on recommendations from the Officials Committee, Senior Committee and Age Group Committee Chairs. The schedule of compensation to the host team or meet management organization

will be adjusted based upon the number of officials to be designated and supplied by New England Swimming. Host teams or meet management organizations will be bidding on the administration of these meets with the knowledge and certainty of the officials that will be designated and supplied by New England Swimming. The host team or meet management organization shall identify a Meet Referee for championship meets that are not selected by the New England Swimming Board for designation of officials. Meet Referees identified by host teams or meet management organizations shall be subject to review and confirmation by the Officials Committee on behalf of the New England Swimming Board. New England Swimming championship meet bidding forms, compensation schedule and related documents will be modified to reflect this policy.

d. Designated Official Selection Process and Criteria:

On behalf of the New England Swimming Board, the Officials Committee shall select the Designated Official(s) from a list of qualified candidates that meet the criteria established by the Officials Committee for the specific key position(s) for the specific meet(s). The criteria will include, but not be limited to the following:

- i.** Demonstrated preparation, success, ability and familiarity with all of the responsibilities and positions to be performed or supervised by the official;
- ii.** Length of service;
- iii.** Frequency of service at New England Swimming calendar meets; and,
- iv.** Rotation of individuals so that no individual is selected for the same primary assignment repeatedly.

e. The Officials Committee shall utilize additional, preferred criteria for designation of Championship Meet Referees. These criteria may include, but not be limited to the following:

- i.** the Championship Meet Referee shall demonstrate that he/she has worked at a minimum of 4 LSC calendar meets during the prior 12 months leading up to the designation. If the meet is a National Certification Meet, the Meet Referee must be a National Certified Referee and preferably should be certified as a National Championship Deck Referee. The

Administrative Referee, Head Deck Referee, Head Starter and Lead Chief Judge will also be designated for a National Certification meet with preference for those with experience in these positions at a National Championship or National level meet.

f. Confirmation of Designated Officials:

The Officials Committee Chair shall present its recommendation for the Designated Official(s) and with a summary of reasons for selection to the Senior Committee Chair (for the Senior and Open Championship Meets); or to the Age Group Committee Chair (for the Age Group Championship Meets); and to the Meet Director for review, discussion and confirmation. The Senior or Age Group Chair and Meet Director shall confirm the recommendation unless they identify a valid and compelling reason to question the recommendation. If necessary, conflicts of opinion shall be worked out in consultation with the New England Swimming General Chair.

g. Compensation and Reimbursed Expenses for Designated Officials:

Consistent with past practice New England Swimming will compensate the Meet Referee with a stipend (the amount to be determined annually) and if necessary, expense reimbursement for lodging and parking, and a per-diem amount (to be determined annually) for meals. Similar expense reimbursement shall be provided by New England Swimming to the Administrative Referee and the Clerk of the Course. Compensation or expense reimbursement for additional Designated Officials shall be decided on a case by case basis by the New England Swimming Board.

h. Definition and Benefits of Assigned Officials:

Assigned Official positions are officiating positions assigned based on written applications submitted by New England Swimming officials. The benefits of the assignment of officials for New England Swimming are advanced planning and improvement of officiating quality. Assigned Officials may include Deck Referees; Starters; Chief Judges; Stroke and Turn Officials; and, Announcers. Assigned Officials will receive no compensation or expense reimbursement from New England Swimming.

i. Assigned Official Selection Process and Criteria:

The Officials Committee may seek written applications from the officials of New England for Assigned Officials at some or all of the championship meets using forms issued by the Officials

Committee. Individuals for Assigned positions will be selected by the Officials Committee Chair based on the following:

- i.** Demonstrated success, ability and familiarity with all of the responsibilities and positions to be performed or supervised by the official;
 - ii.** Length of service; and,
 - iii.** Frequency of service at New England Swimming calendar meets; and,
 - iv.** Rotation of individuals so that no individual is selected for the same primary assignment repeatedly.
- j.** Officials who do not apply for Assigned Official positions will be most welcome to participate at the championship meets but should understand that they may not be asked to serve in their highest certification level if opportunities to serve in those positions are filled by officials that submitted applications.
- k.** If an application process is not used for a meet, all officiating positions will be assigned at the meet by the Meet Referee or another official with this responsibility delegated by the Meet Referee.

11. Timing and Work Assignments

Teams hosting New England Senior Circuit, New England Senior Championships, New England Age Group Championships, New England Open Championships and other “end of season” meets may require participating teams to provide timers in proportion to the number of entries submitted for each session and also considering the officials who submit their names before the stated deadline. When arranging timers, the host team should also take into account not only the number of swimmers, but also the session in which the teams’ swimmers will be attending. Officials must be solicited on a volunteer basis. The host team is responsible for supplying the necessary marshals, a head timer, and 2 backup timers (in addition to all the other workers necessary to running the meet.)

Host teams may choose to have swimmers in the 400 IM, 500/400, 1000, 1650 Freestyles, and relays provide their own timers for those events.

12. “No Show” Workers

If a team does not provide the timers it has been assigned at a championship meet, the team will be fined \$100.00 per incident and will

not be allowed to enter swimmers in another New England meet until the fine(s) is paid. This can be appealed to the Board of New England Swimming and is enforced only if the meet management has properly assigned timers based on the number of swimmers a team has entered in the meet.

13. Pace

At New England championship meets, it is suggested that there should be a minimum of 20 minutes between events for the same sex and age group. At other meets the pace of the meet is at the discretion of the meet referee.

14. Hard Copies of Meet Invitations and Entries

All teams hosting meets are required to have at least one hard copy of the meet invitation available on deck at all meets. Host teams at all New England championship meets are also required to have a copy of all meet entries and e-mails on deck during the meet.

15. Relays at Regional Meets

At the Regional Meets there will be no “relay only” swimmers.

16. Relays at New England Championship Meets

Up to two relays may be entered in New England Championship Meets and both may score. If a team has 1—4 qualified swimmers of the same sex and age, there may be 1 relay and there may be unlimited relay only swimmers. If a team has 5 or more qualified swimmers of the same sex and age, there may be 2 relays and there may be unlimited relay only swimmers. Relay only swimmers will be allowed on deck and in warm-up only during the session in which they are swimming.

At the New England Senior Championship Meet or the New England Open Championship Meet, a team may not use 12 and under swimmers as “relay only” swimmers.

Relay only swimmers must be included in the meet entry and must pay both the Swimmer Participation Fee and the New England Travel Surcharge Fee.

17. Format for the 400 I.M. and the 400/ 500 Freestyle Events at New England Championship Meets

The following optional format may be considered for New England championship meets. Flight A: The fastest 4 or 5 heats of girls will be swum slowest to fastest (with the top three heats circle seeded) followed by the fastest 4 or 5 heats of boys swum slowest to fastest (with the top three heats circle seeded). Flight B: The Flight A heats will be followed by the remaining heats swum fastest to slowest, alternating girls and boys.

(These heats may be swum at the end of the session.) The decision to employ this format will be made by the meet referee and the meet director after the meet entries have been received.

18. Warm-Up and Warm-Down Areas

If there is no warm up and warm down area at a New England championship meet facility, then the meet must offer at least two 10 minute breaks for warm up and warm down during the meet. New England Swimming also recommends that at championship meets, if possible, a warm down of at least 30 minutes be provided at the end of each session of the meet.

19. Time Trials

All “end of season” meets, including New England championship meets, will offer time trials at the discretion of the Meet Referee. The meet invitations will reflect this policy. There will be no sanction fee charged for the time trial sanction for the teams running these meets.

New England records can be set at time trials at all calendar meets including championship meets. All time trials must be published as separate meet results.

20. Exhibition Swims

There will be no exhibition swims at New England championship meets.

21. Administrative Disqualifications

Coaches at the New England Open and New England Senior Championship Meets will be encouraged to scratch swimmers rather than request administrative disqualifications.

22. Unattached Swimmers

All “unattached” swimmers must be declared in writing before the meet begins.

23. Sunday/ Final Day Scratch Rule

On Sunday (or the final day of a New England Championship Meet), any team whose swimmer competes in an individual heat, qualifies for finals, fails to notify the clerk of course of his/her intention to withdraw from the finals within 30 minutes of the posting of the results, and does not compete nor is excused from competition by the meet referee, will be fined \$100.00. The Meet Referee may waive the fine, if based on his/ her judgment, the swimmer was ill or the reason for missing the final was beyond the control of the swimmer.

24. Meet Hosting Policies

All teams hosting New England Swimming Championship or “end of season” meets are expected to follow all relevant policies and procedures for meet hosting as outlined under Section II of the New England Swimming Policies and Procedures Manual.

I. New England Senior Championship Meet Special Policies

1. Meet Entrants

A swimmer must have swum in one New England Swimming calendar meet in the preceding 11 months in order to swim in the New England Senior Championship Meet.

2. Relay Only Swimmers

At the New England Senior Championship Meet or the New England Open Championship Meet, a team may not use 12 and under swimmers as “relay only” swimmers.

J. USA Swimming Open Water Meet Management Policies

Teams running New England Swimming sanctioned or approved Open Water Meets must comply with and abide by the USA Swimming Open Water Meet Management Policies as posted on the USA Swimming website:

http://www.usaswimming.org/USASWeb/_Rainbow/Documents/cb2d908a-bc13-4680-9b0a-c1a62ee3612c/Open%20Water%20Meet%20Managers%20Guide.pdf

III. NEW ENGLAND SWIMMING BOARD OF REVIEW

New England Swimming, under the direction of USA Swimming, has established the New England Swimming Board of Review. The New England Swimming Board of Review is tasked with providing for the swift and equitable resolution of all disputes involving any of its members. The New England Swimming Board of Review hears complaints, protests and appeals regarding the administration and conduct (including acts and failures to act) of the sport of swimming within the New England Swimming LSC; regarding conduct that may violate the USA Swimming Code of Ethics or otherwise violate the policies, procedures, rules and regulations adopted by USA Swimming or New England Swimming; or regarding conduct that may bring USA Swimming, New England Swimming or the sport of swimming into disrepute. The New England Swimming Board of Review provides an opportunity for a fair hearing before a group of independent and impartial people. For further information regarding the New England Swimming Board of Review, please see the New England Swimming By-Laws.

A. Grievances

Teams who do not wish to have specific teams in their meet(s) must file a formal complaint with New England Swimming that is approved by the Board of Review. Teams who have complaints about host teams and the meet hosting policies must file a formal complaint with New England Swimming that is reviewed by the Board of Review.

B. Consequences

Any team hosting a meet that does not, according to the judgment of the New England Swimming Board of Review, follow New England Swimming Policies and Procedures, including policies for accepting teams under the 75—25% rules and cutting meets, will be fined \$1.50 per splash for the first offense. For the second offense, the team will be fined \$1.50 per splash and will not receive any sanctions or approvals for the next year.

C. Teams That Owe Meet Fees

If a team has been unsuccessful in collecting meet fees from a team that entered a meet, the team can refer the problem to the New England Swimming Board of Review which can prohibit the team from entering any other meet until past fees have been paid.

D. New England Swimming Anti-Recruiting Policy

Active recruiting - the solicitation of an athlete of one USA Swimming member club by another USA Swimming member club - is contrary to the best interests of New England Swimming and its more than 7000 athlete members.

USA Swimming member clubs within New England Swimming shall be prohibited from directly or indirectly soliciting or encouraging an athlete of another USA Swimming member club to leave his or her existing member club to join the soliciting club. This anti-recruiting policy shall prohibit a USA Swimming member club officer, employee, or coach from directly or indirectly initiating contact with an athlete from another USA Swimming member club in New England Swimming, or the athlete's family, with the intent that the athlete join the soliciting club.

For any new USA Swimming club, conduct in violation of this rule in the year prior to becoming a USA Swimming Club may result in the sanctions provided herein.

The intent of this anti-recruiting policy is to prevent organized and club-sanctioned efforts to persuade a member of one USA Swimming member club to leave his or her member club to join the other member club. It is not the intent of this anti-recruiting policy to prevent athletes or parents of athletes of one member club from initiating contact with coaches, officials or athletes of another member club for the purpose of inquiring about joining the other member club. Once such contact is initiated, the restrictions of this anti-recruiting policy shall not apply to any contact with that athlete or family by that member club. Nor is it the intent of this anti-recruiting policy to prevent athletes or parents of athletes from different clubs from discussing any aspect of their respective USA Swimming member clubs, or incidental contact, such as may occur at a competition when a coach, parent, or athlete of one club offers to congratulate an athlete from another club. However, any such activities which are shown to have been promoted,

encouraged or facilitated by a USA Swimming member club officer, employee or coach with the intent of recruiting shall be in violation of this anti-recruiting policy and subject the member club and/or its coach to the sanctions of this anti-recruiting policy.

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

Violation of the this anti-recruiting policy may be reported to the New England Swimming Board of Review which, upon review of the complaint, may conduct hearings under the by-laws of New England Swimming. Any USA Swimming member club or USA Swimming member coach found to have violated this anti-recruiting policy may be suspended from New England Swimming for up to one year for a first offense and for up to two years for a second or subsequent offense. Suspension of a member coach for a violation of this anti-recruiting policy shall prohibit that coach from being on deck for any USA Swimming competition sanctioned or approved by New England Swimming during the period of suspension. Suspension of a USA Swimming member club for a violation of this anti-recruiting policy shall not prohibit the registration of the club, athletes or coaches, but shall prohibit the member club from competing as a team in USA Swimming competition sanctioned or approved by New England Swimming, including all championship competition during the period of suspension. Athletes registered with any such suspended club may compete in any USA Swimming competition sanctioned or approved by New England Swimming, but may do so only as an unattached athlete.

This policy is in addition to the requirements of USA Swimming. Please refer to the Code of Conduct printed in the USA Swimming Rules and Regulations, sections 304.1, 304.2 and 304.3.13.

IV. NEW ENGLAND SWIMMING OFFICE

A. General

New England Swimming shall maintain an office in the LSC for the storage and maintenance of the books and records and equipment of New England Swimming and for other purposes as may be determined by the New England Swimming Board of Directors in accordance with the New England Swimming Bylaws. New England Swimming shall retain paid staff at the New England Swimming Office as the Board of Directors may determine to be appropriate or necessary. The staff shall be under the general supervision of the General Chairman and the Administrative Vice-chairman. With respect to delegated functions of the officers, committee chairmen and coordinators, the staff shall be responsible to the respective officer, committee chairman or coordinator. The powers and duties of the paid staff shall be established in New England Swimming Policies and

Procedures Manual or by resolution of the Board of Directors. The Budget Committee shall include in its proposed budget a line item for the costs of New England Swimming Office inclusive of the compensation and benefits costs of the paid staff. Once appropriated by the House of Delegates, the Personnel Committee shall be responsible, together with the General Chairman, for the administration of those funds. The compensation of the staff shall to the extent possible be treated as confidential.

B. New England Swimming Office Contact Information

Mary Riddell, 20 Cleveland Road, Needham, MA 02492-3006

Phone: 781-449-0270 Fax: 781-449-7903

E-mail: office@neswim.com website: www.neswim.com

Office Hours: Monday 8:00 a.m. – 2:00 p.m. & 7:30 p.m.-10:00 p.m.

Thursday 8:00 a.m. – 2:00 p.m.

C. New England Swimming Office Duties

To be updated by 2009.

D. Registration Policies

1. Pre-Registration Form

In the late summer each registered USA Swimming club in New England will be sent a pre-registration form requesting certain information, including the club contact and the registration chairman for the upcoming registration year. When the completed form is received from a club, the registration packet is sent to the registration chair of the club.

2. Team Registration Chairman

The Team Registration Chairman is the registration contact for the team and all registration information, forms, etc. must go through the chairman. The chairman is responsible for checking all the athlete registration information and submitting one team check with each batch of athlete registrations. Please do not use staples!!! The athlete membership cards and team lists will be returned to the registration chair. Please do not submit registration forms via fax. It does not speed the registration since the faxed form is not accompanied by a check. Updated coach certification cards may be submitted by fax. Please do not use staples!

3. Registration Year

The USA Swimming registration year runs from January 1 through December 31. A club, athlete, or non-athlete that registers between September 1 and December 31 will be registered for the rest of the current year and all of the following year. New England Swimming does not offer a seasonal membership.

4. Club Registration

The Club Registration Form should be completed and submitted as soon as possible, especially if you plan any changes in name or initials. Please complete all items and fill out both sides. The Head Coach, Safety Coordinator, and Contact Person are mandatory. The Head Coach and Safety Coordinator must be USA Swimming members and their fees are included in the club fee. The Contact Person does not have to be registered. The non-athlete registration forms for the Head Coach and Safety Coordinator must be submitted with the club application.

5. New Clubs

A new club must check the requirements for a new club which is listed in the “club” section of the USA Swimming web site—www.usaswimming.org. The “Demographic Questions for New Clubs,” “Facility Use Confirmation Form,” and the “Requirement Checklist for First Year Clubs” (with all the requirements on that list included) must be completed and returned to the office before the team is allowed to be registered.

The Club Leadership and Business Management School must be completed before a new club reregisters for its second year.

6. Club/ Team Fees

\$200.00 before December 1 (includes the fee for the Head Coach and Safety Coordinator) or a new club at any time.

\$250.00 after December 1 (includes the fee for the Head Coach and Safety Coordinator)

7. Non-Athletes

Non-athletes do not need to register through their club, but registration forms for all non-athletes are included in the team’s registration packet. The registration chairman should distribute the forms to all the non-athletes on the club. Forms may also be found on the New England Swimming web site or requested from the office. All information on the form must be completed. Non-athletes may submit their registration applications directly to the office and may send personal checks. Please do not use staples!

USA Swimming requires that all coaches, meet directors, referees, starters, stroke and turn judges, and safety coordinators be registered. Timers do not need to be registered and meet marshals no longer need to be registered. New England Swimming requires that all coaches and officials display their membership cards when on deck at a meet.

8. Coach Registration

All coaches must have current CPR, First Aid, Safety Training for Swim Coaches, and the background screen (www.usaswimming.org and tab on

“coaches”) in order to be registered. Results of the background screen are sent directly to the office, but each coach is responsible for submitting copies of both sides of the other required certifications when registering (unless on file in the office) and when a certificate has been renewed. It is the responsibility of the coach to keep his or her certifications current at all times, just not when at meets. The expiration dates of the CPR, First Aid, Safety Training for Swim Coaches certificates and the background screen are on the registration card. A coach who does not have a current, valid registration card is not allowed on deck.

9. Unregistered “Coaches” on Deck

Unregistered “coaches” who are on deck create insurance problems. At each meet, the referee or his designee will ask any “coach” who does not have a valid card with him or her to leave the deck. The referee will make a list of these “coaches” to submit to the office. If the “coach” is determined to be without a valid coach registration (current certifications, including the background screen, and completed education requirement), the “coach” will be fined \$100.00 and the team will be fined \$200.00 to be paid within 30 days. Any “coach” who refuses to leave the deck will cause the team’s swimmers to swim unattached for the remainder of the meet.

A coach who has registered for the first time in a previous year must complete the education requirement (www.usaswimming.org and tab on “coaches”) before they reregister for a second year. Note that the head coach of a new club has additional requirements to fulfill.

10. Officials Registration

All officials must submit a copy of both sides of their blue official’s card when they register. Otherwise they will be registered as “other” rather than “official.” An official who has just completed the apprentice requirement should request a New England Swimming patch when submitting the copy of the blue card.

11. Rule Books

Rule Books are sent to all registered non-athletes by USA Swimming, not the New England Office.

12. Non-Athlete Fees

\$60.00 for an individual non-athlete

\$100.00 for a family non-athlete (2 related adults living in the same household)

\$1,005.00 for a Life Membership

13. Athletes

Before registering an athlete, a club must be sure that all information for the athlete is current and accurate. All athlete registrations must go through the team's registration chairman. A team may submit registration using the USA Swimming registration forms, forms printed from the team Hy-tek program, or via e-mail using the Hy-tek Team Manager. If you are submitting forms, be sure that all forms are complete, accurate and legible. Incomplete or illegible forms will be returned to the club. It is important that each swimmer be registered with his or her LEGAL first name and a middle initial if the swimmer has one. A preferred name may also be listed. The correct birthday and correct zip code are mandatory.

The preferred method to submit athlete registrations is via e-mail using the Hy-tek Team Manager. The title of the e-mail should be "registration—your club." A hard copy and a team check must be received by the New England office within 4 days of the sending of the e-mail or the e-mail will be returned unopened.

14. Unattached Swimmers

Unattached swimmers should use the application form on the web site or contact the office for a form. They send the forms and checks to the office and may submit personal checks.

15. Entering Swimmers in Meets

All swimmers must be registered (or transferred) before they are entered in a New England meet. Please refer to USA rule 302.4—"False Registrations: A LSC may impose a fine of up to \$100.00 per event against a member coach or member club representative signing a document which indicates a swimmer is registered with USA Swimming for a meet when that swimmer is not properly registered. This will be enforced by the LSC and the LSC is entitled to the fines imposed."

16. Membership Cards

Cards are sent to the membership chairman of each club and that person is responsible for distributing the cards to each swimmer. If the team wants a copy of the cards, the team should photocopy the cards.

17. Athlete Fee

\$60.00

18. Athlete Outreach Fee

\$ 5.00

Swimmers who are eligible for free lunch at school may register under the Outreach Program for \$5.00. Please enclose a letter or other proof of fee lunch eligibility. This verification must be sent annually.

19. Transfer

A swimmer who was registered for another USA Swimming club during the previous year or the current year must fill out a transfer form and return it to the office before participating with a new club. Siblings may “share” a form. The waiting period is 120 days from the last time that the swimmer represented the old club in a meet. During this period, the swimmer must compete UN-NE.

20. Transfer Fee

\$1.00

E. Registered Non-Athletes

USA Swimming requires that all meet directors, referees, starters, and stroke and turn judges, serving in an official capacity in a sanctioned or approved meet, must be members of USA Swimming, and all persons acting in any coaching capacity in a sanctioned or approved event must be coach members of USA Swimming.

F. Swim Meet Lotteries

In the event that the meet is oversubscribed at or before the end of the first day on which the entries are accepted, the host team is required to submit the team names to the New England Swimming Office. The New England Swimming Office will conduct a lottery to select the teams that will be accepted into the meet. The same procedure will apply in the event that multiple entries are received on any day after the first day that put the meet over its limit. Otherwise, all entries are accepted by date of receipt.

V. ADMINISTRATIVE DIVISION**A. General**

The Administrative Division is chaired by the Administrative Vice-chairman who shall conduct meetings in the absence of the General Chairman and, at the request of the General Chairman or in the event of the disability of the General Chairman, shall perform all of the duties of the General Chairman, and when so acting shall have all of the powers of the General Chairman. The Administrative Vice-chairman shall chair, and have general charge of the business, affairs and property of the division that administers New England Swimming business and affairs. The Administrative Vice-chairman shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, and committees and coordinators. The Administrative Vice-chairman serves as a liaison to the Athlete Representatives and the Athletes Committee, and shall be responsible to see that the Athlete Representative elections are held in accordance with these Bylaws. Areas of responsibility under the New England Swimming Administrative Division include but are not limited to the following:

Awards Banquet

Bylaws/Legislation/Rules
Calendar
Club Development
Computer
Elections
Equipment
Insurance
Legal (General Counsel, if applicable)
Membership/Registration
Officials
Personnel
Public Relations
Publications/Newsletter
Policies and Procedures Manual
Records/Top 10 Tabulation
Swimguide/Parents Manual
Secretary
Special Events

B. USA Swimming House of Delegates Representation

At the USA Swimming Annual Convention, New England Swimming has voting privileges assigned to the following officers or members of the New England Swimming Board:

1. General Chair
2. Administrative Vice-Chair
3. Age Group Chair
4. Senior Chair
5. Senior Athlete Representative
6. Senior Coaches' Representative

New England Swimming will pay the expenses for attendance at the Convention, consistent with existing New England Swimming reimbursement guidelines (travel, shared room, and food reimbursement up to \$25.00 per day), for each officer or member with voting privileges, or an alternate for each voting position as designated by the New England Swimming General Chair, if the officer or member with voting privileges is unable to attend the Convention. In addition, New England Swimming will pay the expenses of the second athlete representative attending the USA Swimming Annual Convention.

Upon request made prior to the USA Convention, and with the approval of the New England Swimming Board, New England Swimming will pay the expenses for attendance at the USA Swimming Convention of a member of New England Swimming who by virtue of his/her position with a USA Swimming Committee have voting privileges at the USA Swimming Convention in the same manner as a New England Swimming voting delegate at the Convention.

C. New England Swimming Top Ten Policies

Each year New England Swimming compiles the New England Top Ten Times. This list includes the age groups, 8 and under, 9—10, 11—12, 13—14, 15—16, 17—18, and Open. For each age group and sex the times for the fastest ten swimmers in each event are listed. Separate lists are compiled for short course (25 yard) events and long course (50 meter) events. The times for each year date from September 1 through August 30 of the following year.

All times that are listed in USA Swimming's SWIM program are included in the lists. SWIMS includes the results of all sanctioned meets that have been submitted to USA Swimming by New England Swimming or any other LSC (Local Swimming Committee). Also included in SWIMS are times from approved meets and observed swims which have been submitted. Lead off splits, either from a relay or individual event, are included when they have been included in meet results.

1. Eight and under swimmers

SWIMS does not include a separate 8 and under age group and does not include any 25 yard times so the lists for eight and under swimmers have to be compiled by hand. All New England Swimming sanctioned meets will be included. If a swimmer has a faster time obtained in another meet by an eight and under swimmer, that time must be reported to the office in order to be included.

2. Outstanding Swimmers

Outstanding Swimmers are those who have accumulated the most points through their Top Ten rankings. Five are listed for each age group and sex. The scoring is as follows:

STANDING:	1	2	3	4	5	6	7	8	9	10
POINTS:	12	9	8	7	6	5	4	3	2	1

3. Top Ten Banquet

Every October New England Swimming sponsors a Top Ten Banquet. All Top Ten swimmers are invited to attend. (Top Ten lists are posted on the web site and printed in the newsletter.) Outstanding Swimmers are the guests of New England Swimming. All swimmers, parents, and coaches who plan to attend must make reservations, including Outstanding Swimmers.

4. Awards

Top Ten Swimmers receive certificates and Outstanding Swimmers also receive patches. If a swimmer does not attend the banquet, the swimmer's certificate (and patch if appropriate) will be forwarded to the club.

D. New England Swimming Webmaster Duties

The New England Swimming webmaster is a paid employee of New England Swimming. The duties of the New England Swimming webmaster are as follows:

- 1.** Provide general maintenance of the New England Swimming website, to include but not limited to the following:
 - a.** Adding and updating notices as requested by designated New England Swimming Board members and other authorized individuals.
 - b.** Keeping links within the site current and removing outdated external links.
 - c.** Creating and keeping current the swim season calendars, including links to information that is required to keep the swimming community informed of the status of the meets as provided by the hosting teams.
- 2.** Provide an introduction page for each meet, (alternatively, a link may be provided by host team) that includes links to pertinent data such as meet invitations, downloadable files, directions to pool, results and other items that may be required by the swimming community, all of which is to be provided by the host team.
- 3.** Provide assistance to New England Swimming officials, team coaches and meet management personnel to enable them to have their meet information posted. It is understood that extensive preparation time by webmaster required by teams hosting meets may be billed to the requesting team at a rate to be negotiated by the team and the webmaster.
- 4.** Provide a home page for each championship meet and all pages and files that are required for that meet as directed by New England Swimming.
- 5.** Provide casual assistance to users of the website as required.
- 6.** Provide space on the New England Swimming web site for use by the various New England Swimming coordinators and committee chairs, including but not limited to: Age Group Chair, Coaches, Officials, Athlete Representatives and Technical Committee and put information on such pages as requested.

7. Put information on the New England Swimming web site as requested by the General Chair, Program Operations Vice Chair/ Calendar Chair and the NES Office Coordinator.
8. Make reasonable changes to the organization and format of the New England Swimming web site as requested by and/or discussed with the General Chair.
9. Make textual and content changes to the web site in an expeditious manner, within 72 hours of a request, unless there are extenuating circumstances. The webmaster and New England Swimming understand that organizational, format and design changes may take significantly longer to implement.
10. On request the webmaster will provide a list server or similar email list for use by New England Swimming.
11. Ensure that there is current and up-to-date virus protection of the data on the New England Swimming site and of any email services contained therein. The webmaster will maintain appropriate backup of all material on the New England Swimming site.

VI. FINANCE DIVISION

A. General

The Finance Vice-chairman is the chief financial officer of New England Swimming. The Finance Vice-chairman shall chair and have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for New England Swimming's working capital, funded reserves and endowment funds and the development and implementation of a marketing and fundraising plan for New England Swimming. The Finance Vice-chairman shall prepare an annual budget for New England Swimming's operations and present the budget for approval by the Board of Directors and the House of Delegates. In addition, the Finance Vice-chairman shall review the annual audit report and recommend acceptance and appropriate action, if any, with regard thereto by the Board of Directors and the House of Delegates. The Finance Vice-chairman is responsible for the adequacy of New England Swimming's system of internal financial and accounting controls. Areas of responsibility under the New England Swimming Finance Division include but are not limited to the following:

- Audit
- Budget
- Finance
- Marketing/Sponsorship
- Swim-a-thon
- Tax

Treasurer

B. Athlete Reimbursement Policy

Each fall, at the beginning of each Short Course season, the New England Swimming Board will adopt and publish an updated Athlete Reimbursement Policy. This policy will be published separately from this Policies and Procedures Handbook on the New England Swimming web site. The Athlete Reimbursement Policy published each fall will be in effect for the Short Course Season and immediately following Long Course Season. Each published Athlete Reimbursement Policy will detail the specific meets that are eligible for reimbursement, and maximum reimbursement amounts for each meet.

COACH & OFFICIAL REIMBURSEMENT POLICY: Coach and Official reimbursement has been eliminated.

VII. AGE GROUP DIVISION

Areas of responsibility under the New England Swimming Age Group Division include but are not limited to the following:

- Awards
- Adaptive Swimming
- Age Group Swimming
- Camps/ Clinics/ Program Development
- Time Standards
- Zone Team

VIII. SENIOR DIVISION

Areas of responsibility under the New England Swimming Senior Division include but are not limited to the following:

- Awards
- Camps/ Clinics
- Open Water
- OVCs
- Safety
- Senior Swimming
- Time Standards

IX. TECHNICAL PLANNING DIVISION

Areas of responsibility under the New England Swimming Technical Planning Division include but are not limited to the following:

- Technical Planning
- Meet Management
- Meet Sanctions, Approvals and Observations
- Meet Sponsorship

X. OFFICIALS COMMITTEE

The Officials Committee is authorized and obligated to recruit, train, test, certify, evaluate, retest, recertify and supervise officials for New England Swimming and such other activities as may be necessary or helpful in maintaining a roster of qualified, well-trained and experienced officials of the highest caliber. The Officials Chairman shall chair the Officials Committee which is responsible for recruiting, training, certifying and supervising officials for New England Swimming. The Officials Chairman shall be a referee certified by New England Swimming and each member of the Officials Committee shall be a certified official of New England Swimming.

Please see the New England Swimming website at www.neswim.com for recommended briefings and policies for running New England Swimming sanctioned and approved swim meets.

XI. ATHLETES DIVISION

Areas of responsibility under the New England Swimming Athletes Division include but are not limited to the following:

- Athlete Representatives
- Athletes Committee

XII. COACHES DIVISION

Areas of responsibility under the New England Swimming Coaches Division include but are not limited to the following:

- Coach Representative
- Coaches Committee

A. Coaches Representative Basic Duties

1. Act as a representative to all coaches in the LSC.
2. Communicate at least twice a season through e-mail and coaches' meetings held at end of the short course season and at the end of the long course season.
3. Attend monthly New England Swimming Board meetings and actively participate in the process of the meetings.
4. Attend committee meetings that list the coaches' representative as a committee member.
5. Create an agenda for the coaches' meeting for the New England Swimming Annual Meeting. The agenda should be developed from previous coaches' meetings during the year, coaches' suggestions and discussions brought up at New England Swimming Board Meetings.
6. Notify coaches of the ASCA Age Group Coach of the Year voting that will take place at both the 12 & Under Championships and the Open Championships during the long course season. Use the ASCA Criteria.

B. ASCA Age Group Coach of the Year Voting Criteria

When conducting the ASCA Age Group Coach of the Year voting in New England Swimming, the New England Swimming Coaches' Representative shall follow the ASCA Age Group Coach of the Year voting criteria as established by ASCA and the following:

The ASCA Age Group Coach of the Year must be a coach who

- (1) Works primarily with 14 and younger swimmers
- (2) Is entirely responsible for the development and advancement of his/her 14 and younger swimmers
- (3) Has 14 and younger swimmers who are achieving a high level of success in New England and National level swimming.

Only one vote per team will be accepted. Coaches are asked to vote specifically for a TEAM other than your own.

XIII. SAFETY COMMITTEE

The Safety Coordinator shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA Swimming safety education information to all Group Members, athletes, coaches and officials of New England Swimming. The Safety Coordinator shall develop safety education programs and policy for New England Swimming and make recommendations regarding those programs and policies and their Implementation to the Senior Vice-chairman, Administrative Vice-chairman and the Board of Directors. When approved by the Board of Directors, the Safety Coordinator shall be responsible for the coordination of their implementation by the Club Members.

NEW ENGLAND SWIMMING FORMS

For all New England Swimming forms, please visit the New England Swimming webpage at <http://www.neswim.com/forms/>

CHANGES

December 2008:

- Removed Athlete Reimbursement policy from Handbook for separate publishing.

NOTES