<table>
<thead>
<tr>
<th>Chapter 1</th>
<th>Core Values</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mission Statement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Objectives</td>
<td></td>
</tr>
<tr>
<td>Chapter 2</td>
<td>Statement of Principles and Ethical Behavior</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td>Athletes Code of Conduct</td>
<td>210</td>
</tr>
<tr>
<td>Chapter 3</td>
<td>Middle Atlantic Swimming Organization</td>
<td></td>
</tr>
<tr>
<td>Chapter 4</td>
<td>Voting Membership</td>
<td>400</td>
</tr>
<tr>
<td></td>
<td>General</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Group Members</td>
<td>410</td>
</tr>
<tr>
<td></td>
<td>Voting Assignments</td>
<td>420</td>
</tr>
<tr>
<td></td>
<td>Meetings</td>
<td>430</td>
</tr>
<tr>
<td></td>
<td>Agenda</td>
<td>440</td>
</tr>
<tr>
<td>Chapter 5</td>
<td>Convention Reimbursement Policy</td>
<td></td>
</tr>
<tr>
<td>Chapter 6</td>
<td>Office Personnel/Internal Controls</td>
<td>600</td>
</tr>
<tr>
<td></td>
<td>General</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Disbursements</td>
<td>610</td>
</tr>
<tr>
<td></td>
<td>Reports</td>
<td>620</td>
</tr>
<tr>
<td>Chapter 7</td>
<td>Financial Policy/Budget</td>
<td></td>
</tr>
<tr>
<td>Chapter 8</td>
<td>Financial Policies Controls and Procedures</td>
<td>800</td>
</tr>
<tr>
<td></td>
<td>Payment to Vendors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Purchasing</td>
<td>810</td>
</tr>
<tr>
<td>Chapter 9</td>
<td>Athlete Travel Assistance Program</td>
<td></td>
</tr>
<tr>
<td>Chapter 10</td>
<td>Registration and Insurance</td>
<td>1000</td>
</tr>
<tr>
<td></td>
<td>Coach Membership Cards</td>
<td>1010</td>
</tr>
<tr>
<td></td>
<td>Foreign Athletes/Travel</td>
<td>1011</td>
</tr>
<tr>
<td>Chapter 11</td>
<td>Safety</td>
<td>1110</td>
</tr>
<tr>
<td></td>
<td>Bulkhead Safety</td>
<td></td>
</tr>
<tr>
<td>Chapter 12</td>
<td>Meet Administration</td>
<td>1200</td>
</tr>
<tr>
<td></td>
<td>LSC Run Meets</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Eastern Zone All Star Team</td>
<td>1205</td>
</tr>
<tr>
<td></td>
<td>Club Run Meets</td>
<td>1210</td>
</tr>
<tr>
<td></td>
<td>10 &amp; Under Rule</td>
<td>1220</td>
</tr>
<tr>
<td></td>
<td>Time Trials</td>
<td>1230</td>
</tr>
<tr>
<td></td>
<td>Time Trial Fees</td>
<td>1231</td>
</tr>
<tr>
<td></td>
<td>Deck Seeding/Check-In Requirements</td>
<td>1250</td>
</tr>
<tr>
<td></td>
<td>Late Check-In</td>
<td>1260</td>
</tr>
<tr>
<td></td>
<td>Late Entries</td>
<td>1270</td>
</tr>
<tr>
<td></td>
<td>Deck Entries</td>
<td>1280</td>
</tr>
<tr>
<td></td>
<td>The Four Hour Rule</td>
<td>1290</td>
</tr>
<tr>
<td></td>
<td>Scratch Rules</td>
<td>1295</td>
</tr>
<tr>
<td></td>
<td>Accepted Meets</td>
<td>1296</td>
</tr>
<tr>
<td></td>
<td>Awards</td>
<td>1297</td>
</tr>
<tr>
<td></td>
<td>Open water meets</td>
<td>1298</td>
</tr>
<tr>
<td></td>
<td>Acceptance of Non-Conforming Times</td>
<td>1299</td>
</tr>
<tr>
<td>Chapter 13</td>
<td>Officiating at Meets</td>
<td></td>
</tr>
</tbody>
</table>

Chapter 1

Core Values

We believe in a positive environment. We will provide FUN and rewarding experiences in a safe and healthy atmosphere. We will provide a healthy emotional climate for our athletes by giving them experiences which provide opportunities for success. We will provide strong guidelines for safe behavior in the aquatic environment, and we will encourage good physical health through providing education to athletes and parents.

We value integrity and fairness. We will uphold the rules of fair play and provide opportunities for all to participate. We will encourage team spirit and group and individual sportsmanship. We will deal fairly and honestly with each other and with our athletes in all that we do.

We believe in excellence. We will provide the best programs within our means, and we will encourage every swimmer to develop his individual potential. As an organization, we will strive to be the best in every area.

We value leadership. We will demonstrate personal and organizational leadership in all that we do, and we will do our best to develop the leadership qualities of our athletes.

We value innovation and creativity. We will continuously strive to find creative ways to develop, improve and promote our programs, as well as to be innovative in our teaching and coaching techniques. We will search for ways of gaining financial security, and will continue to be open to innovation in all areas of administration and programming.

Mission Statement

We will provide:

The instruction and training of all individuals for the purpose of developing their capabilities in the sport of swimming. This includes the education of parents, coaches, officials and administrators as well as athletes.

A program of swimming for competitors of all ages and abilities, in accordance with the rules and standards prescribed by the Federation Internationale de Natation (FINA), the international governing body for competitive swimming, and by the USA Swimming, the national governing body for competitive swimming.

Equal opportunities for athletes, coaches, trainers, managers, administrators and officials to participate in athletic competition without discrimination on the basis of race, color, religion, age, gender, disability or national origin.
Chapter 1

Objectives

The Middle Atlantic Swimming Local Swim Committee (LSC) shall promote and develop a swimming program to benefit swimmers of all ages and abilities, in accordance with the standards and under the rules prescribed by the Federation Internationale de Natation (FINA), USA Swimming, Inc. and the LSC.

(all above approved on 7/92)
Chapter 2

200: Statement of Principles

STATEMENT OF PRINCIPLES
ETHICAL BEHAVIOR AND CONFLICT OF INTEREST
(below approved 3/9/98)

Those who choose to serve USA Swimming (USA-S), whether as volunteers or paid professionals, are held to a high standard of conduct. As guardians of Olympic ideals, they assume an obligation to subordinate individual interests to the interests of the Olympic Movement. What may be considered acceptable conduct in some businesses may be inappropriate in Olympic service.

Those who serve USA-S must do so without personal gain in order to avoid any institutional loss or embarrassment and to behave in such a way that the organization’s trust and public confidence are enhanced. It is important to avoid any real conflict of interest as well as to avoid even the appearance of a conflict or interest.

While no set of guidelines can guarantee acceptable behavior, the principles which guide behavior in this area are disclosure, non-participation in the decision making process where personal or family gain is a possibility and a commitment to honor the confidentiality of organizational information. All conduct is founded on the individual’s own sense of integrity. Any individual accepting the honor of serving USA Swimming must also accept the burdens of public disclosure and public scrutiny.

In our complex society, the intermix of volunteer work, business interests, governmental activity and family relationships often create potentially conflicting interests. What is required is disclosure of conflicting interest when they arise and strict non-participation in any evaluation process relating to the matter in question.

The following guidelines are not a precise road map to acceptable conduct. They are signposts. Each individual must find his or her own way.

1. The business of USA Swimming is to be conducted in observance of both the spirit and letter of applicable federal and state laws.

2. USA-S properties, services, opportunities, authority and influence are not to be used for private benefit.

3. All individuals who participate with USA-S will disclose the nature and extent of an actual or potential conflict of interest when it occurs in the evaluation of an issue and will avoid evaluating and voting on the matter involved. This includes the award of contracts, the purchase of goods and services, the award of contracts for professional services and the allocation of USA-S resources for individual use.
Chapter 2

210 Athletes Code of Conduct

1. The use by all athletes of illegal drugs or alcohol is prohibited. Those found guilty of use while participating in a meet (including travel to and from such) shall be denied Middle Atlantic Travel Funds for that particular season, and shall face the possibility of not receiving future travel funds based upon the ruling of the Middle Atlantic Board of Review.

2. Athletes causing willful destruction of another's property, or of the facilities and/or its property, while participating in a meet (including travel to and from such) shall be denied Middle Atlantic Travel Funds as stated in the above paragraph, and shall pay the cost of damages.

3. If an athlete is not presently eligible for Middle Atlantic Travel Funds he shall be fined a minimum of $100.00 and a maximum of costs involved.

4. Persons found suspect of the above shall appear with their parents and coach before the Board of Review at a scheduled hearing to determine the extent of the Travel Fund Denial.
4. **Chapter 3**

**Middle Atlantic Swimming Organization**

The Divisional Organization of Middle Atlantic Swimming, including officers, standing committees and coordinators, is defined in the Middle Atlantic By-Laws, Article 607. A description of each position and its responsibilities is included in Article 607.
Chapter 4

Voting Membership

400 General

In accordance with the Bylaws of Middle Atlantic Swimming, Inc. as approved October 14, 1996, the following members are eligible to vote at any House of Delegates meeting:

- Club Member Representatives
- Members of the Board of Directors
- Athlete Representatives
- Coach Representatives
- At-Large House Members

410 Group Members

Group Membership is divided into two categories, Club Members and Affiliated Group Members. Club Members are further defined for voting purposes as follows:

410.1 Full Membership Club: a Club Member in which all athletes and coaches of the organization are Individual Members in good standing of MA and USA Swimming.

410.2 Partial Membership Club: a USS club within a larger organization which has at least one (1) athlete and one (1) coach member in good standing of MA and USS, but which includes other athletes and/or coaches who are not members of MA and USA Swimming.

410.3 Club Member and Representatives named under the provisions of article 604.1.1 are entitled to vote as follows:

420 Voting Assignments

420.1 Full Membership Club Members: One coach vote and one non-coach vote.

420.2 Partial Membership Club Members: One vote.

420.3 Affiliated Group Members: Voice, but no vote.

430 Middle Atlantic House of Delegates meetings are held on the 2nd Monday of each of the following months: October, November, January, March, May, and June.

440 Agenda

Items for consideration and unapproved minutes will be sent to all members of the House of Delegates fifteen (15) days prior to the meeting. Any items not on the published agenda must be approved by a 75% majority of those present and voting, for addition to the agenda, and require a subsequent 75% majority for adoption.
Chapter 5

Convention Reimbursement Policy

Assumptions
1. The intent of this policy is to provide for the equitable distribution of funds to cover reasonable travel and lodging expenses for members of Middle Atlantic traveling to and from the convention.

2. The lodging reimbursement will be based on double occupancy.

3. The travel reimbursement will be based on the lowest available air fare to the convention location.

4. The lodging reimbursement shall be made on a pro-rata basis and therefore will depend on the length of stay at the convention.

Policy
1. The General Chairman, Administrative Chairman, Senior Chairman, Age Group Chairman and Coach’s Representative will receive full reimbursement for their travel and lodging expenses.

2. The Athlete Representatives will receive full reimbursement for their travel and lodging expenses and will also be reimbursed for reasonable food expenses.

3. The General Chairman, with the advice and consent of the House of Delegates, shall have the right to appoint others to attend (up to the extent allowed) and they shall also be reimbursed provided they are currently active on at least one (1) Committee, have a vote in Middle Atlantic and are active in Middle Atlantic (and not just as a Coach.)

In addition, those who have a vote at convention by reason of a National or International office of United States Swimming, shall be reimbursed, provided they are currently active on at least one (1) Committee in Middle Atlantic.

4. Any remaining funds will be divided between any persons with voting credentials by reason of an affiliate governing body, such as ASCA or YMCA, provided they are currently active on at least one (1) Committee in Middle Atlantic.

Motion passed at the October 13, 1997 House of Delegates meeting (submitted by Dale Petranech as part of the Treasurer’s Report)
5. A per diem for those attending National Convention of $25 per day to cover particular expenses. In addition, MA delegates are free to leave the convention after 6 p.m. on the last day of the convention. Delegates returning on Saturday evening are responsible for the difference in air fare costs for their early departure.

6. Middle Atlantic Swimming will not be responsible for any expenses incurred the last day with the exception of per diem. These expenses include, but are not limited to late check-out, airline ticket change fees, etc. Travelers taking the “red eye” and arriving after midnight would not be entitled to the per diem payment for the last day (the morning of their arrival) of travel.

NOTE: A description of the delegates to convention is included in the Middle Atlantic By-Laws (adopted effective January 1, 1997)
Chapter 6
Office Personnel Policies

600  General

Financial controls and procedures serve as a system of checks and balances to protect the Corporation and its staff and volunteers from a risk.

600.1  Office internal controls

600.2  Deposits: Office Personnel shall have the following duties and responsibilities of the Corporation.

600.3  Promptly record all incoming monies into the computerized bookkeeping system of the Corporation.

600.4  Prepare for deposit all checks received by stamping each check with the approved bank stamp and recording each item on a bank deposit slip or similar listing.

600.5  Any documents accompanying monies for deposit will be separated and appropriately handled or filed.

600.6  All deposits will be made into the Corporation’s general account.

600.7  Deposits will be made in a timely fashion as deemed necessary by the office personnel, but no less than once per week.

600.8  Receipted deposit tickets will be maintained pending receipt of the monthly statements from the bank.

600.9  Reconcile each of the Corporation’s banking accounts each month. The Treasurer or Finance Vice Chair will review reconciliation quarterly.

600.10  For any check outstanding more than 60 days, office personnel will contact the payee to determine the status of the check.

600.11  For any deposited check returned for insufficient funds or closed account, there will be a charge of $20. Any club or individual who fails to make good on the check and pay the service charge will be referred to the Board of Review for action.

610  Disbursements

610.1  Physical control of all checks will be with office personnel.

610.2  Office personnel will not have signature authority on Corporation checks.

610.3  All invoices and reimbursement requests to be paid will be processed through the Corporation’s accounting system.
Chapter 6

610.4 Each reimbursement request will be accompanied by original receipts or similar documentation.

610.5 No payments will be processed without original invoices, receipts or similar documentation.

610.6 Approval for payments will be deemed granted if the requested amount is within the approved budget and not yet spent or appropriated. The Executive Committee must approve any request for payment in excess of the remaining unspent budgeted amount.

610.7 Office personnel will be responsible for preparing checks based on received invoices and reimbursement requests.

610.8 After review by the Treasurer, the Finance Vice Chair, the General Chair or the Administrative Chair, checks will be signed by any one authorized signatory and mailed. The documentation for such payment will be attached to the check stub and filed appropriately.

610.9 Approved Middle Atlantic representatives, traveling on approved MA business, will receive mileage based upon current corporate rate.

620 Reports

620.1 Each month, office personnel will prepare an income statement of the preceding month. This statement will be presented to the Executive Committee or Board of Directors, and ratified by the House of Delegates at its next meeting. Following the close of the fiscal year, an annual income statement will be prepared and presented for approval in the same manner.

620.2 The Treasurer will prepare the Corporation’s annual tax returns, based on the approved financial statements. They will be reviewed by the Finance Vice Chair, and submitted to the appropriate agencies.

620.3 The Corporation’s financial statements and tax returns will be reviewed annually by an outside auditor.
Chapter 7

Financial Policies/Budget

See Bylaws governing this topic.
Chapter 8

Financial Policies: Controls and Procedures

800 Payments to vendors

800.1 Vendors must submit an itemized invoice for payment.

800.2 All payments will be issued from the Middle Atlantic Office.

810 Purchasing

810.1 When purchasing Middle Atlantic equipment or supplies estimated to cost over a total of $500, an authorized agent will obtain three bids. Whenever possible, at least two of these bids will be solicited from vendors located within the LSC boundaries.

810.2 Solicitations for equipment or supplies (e.g., Zone Team uniforms) totaling over $5000 will be by sealed bid.

810.3 Award will be made to the lowest bidder in the LSC unless an outside vendor is lower by at least 5%.
A) General
1) MA funds will be made available to support athletes traveling to Nationals, Olympic and World Championship Trials (when held as separate meets), Sectionals, the U.S. Open, Open Water Nationals, Adapted Nationals and Zone Age Group Championships. On a case by case basis, funding may also be available for international Open Water and Adapted competitions.
2) Participation is defined as competing in a minimum of one individual event in a given meet. Swimmers who are disqualified from an event for either a stroke or turn violation or a false start may count that event for participation. Swimmers who are disqualified for failure to swim in a deck-seeded event for which they have checked in, for failure to swim in finals when they have qualified, for unsportsmanlike conduct or because of a violation of a safety rule may not count that event. As this participation is designed to present a positive role model experience to other swimmers, all applicants are expected to put forth a good faith effort in their swims. Travel allowances are not automatic. All awards are subject to review by the Travel Committee.
3) Assistance will be provided for one meet per season, except as follows:
   a) Swimmers who attend Nationals and Olympic / World Championship Trials will receive assistance for both meets.
   b) Participation in the U.S. Open does not count as a meet.
   c) Those swimmers who receive assistance for Sectionals may also participate in Zone Age Group Championships.

B) Requirements
1) Registration
   a) Current registration in MA at the time of any funded travel.
   b) A minimum of twelve (12) consecutive months’ registration in MA within the five-year period immediately preceding travel.
   c) Length of registration will determine amount of travel assistance for national level meets, as follows:
      (1) First year in Middle Atlantic - No reimbursement.
      (2) Second full year in Middle Atlantic - 70% of destination award.
      (3) Third full year in Middle Atlantic - 100% of destination award.
      (4) Fourth and subsequent years in Middle Atlantic - 100% of destination award plus approved bonus amount.

2) Assistance for 2001 Sectionals
   a) For Spring Sectionals, an athlete must achieve a 2000 Junior time standard between March 1, 2000, and the entry deadline for the spring meet.
   b) For Summer Sectionals, an athlete must achieve a 2000 Junior time standard between August 1, 2000, and the entry deadline for the summer meet.

3) Meet Participation
   a) General: Participation must be in Middle Atlantic sanctioned Open meets. Participation in time trials, dual, intra-squad, and other closed meets does not meet this requirement.
   b) Nationals, Olympic and World championships Trials, U.S. Open, Sectionals and Open Water Travel:
      (1) Participation in any six (6) Middle Atlantic sanctioned meets within the two-year period immediately preceding travel.
      (2) Exception:
         (a) For 2000 US Open: college students must have participated in at least one MA-sanctioned Meet between December 1, 1999 and the date of the 2000 Open.
         (b) For 2001 Spring Nationals/Sectionals: college students must have participated in at least one MA-sanctioned Meet between March 1, 2000 and the date of the respective 2001 Spring Nationals or Sectionals.
         (c) Effective beginning with the 2001 Summer Nationals/Sectionals: College students must participate in a minimum of three (3) MA-sanctioned individual events in the approximately twelve (12) month period preceding
the Meet for which support is requested. This qualifying period shall begin on December 1 of the preceding year for the US Open, March 1 of the preceding year for the Spring Nationals/Sectionals, and August 1 of the preceding year for the Summer Nationals/Sectionals – and ends with the first day of the respective Meet.

C) Level of Support

1) General:
   a) Athlete travel support amounts to Senior level meets (Nationals, Olympic and World Championships Trials, Sectionals, Open Water and Adapted Championships) will be determined by the Finance Committee during the budget process, based on prevailing transportation costs to the location of the applicable meets.
   b) Travel support for Zone teams will be computed based on projected total trip costs.
   c) Travel support for the U.S. Open will be computed based on a maximum allowance for transportation costs as determined by the Finance Committee, or the annual budget amount divided equally among participants, whichever is less. Actual travel award to each qualified applicant will not be determined until after the meet.

2) Olympic and World Championships Trials: Destination award plus $150 (when held as separate meets)

3) Nationals and Open Water: Destination award plus $100

4) Adapted: Destination award plus $50

5) Sectionals: Destination award plus $50

6) Zone All Star Team: TBD annually.

D) Application Procedure

1) Zone Team travel: Athletes who have been selected for the team based on current year performances in accordance with the Zone All Star Team policies will be charged a flat fee to cover their portion of the trip costs. No further application for funding is required.

2) All other travel:
   a) The Club representative or unattached swimmer must submit a completed Request for Travel Assistance form, a copy of the meet entry form, and proof of participation in all required meets to the MA Office, ATTENTION: Travel Administrator.
   b) Deadline for submission of a completed application is as follows:
      (1) U.S. Open: December 31st of that year
      (2) Spring Sectionals/Nationals: April 30th of that year
      (3) Summer Sectionals/Nationals: fifteen (15) days following the last day of the meet

E) Waivers/Appeals

1) In extenuating circumstances, requirements may be waived. An Application For Waiver should be submitted by the club representative or unattached swimmer to the MA office to be referred to the appropriate committee, as follows:
   a) Senior Committee: Nationals, Olympic and World Championship Trials, U.S. Open and Sectionals.
   b) Age Group Committee: Zone Age Group Championships
   c) Open Water: All Open Water competition
   d) Adapted: All Adapted competition

2) College students who are required to attend summer classes outside the MA boundaries may apply for waiver of the meet requirement. A copy of the summer transcript must accompany the application.

3) Appeals to the decision of a committee may be made by the club representative or unattached swimmer to the Board of Directors by submitting a request to the MA Office.
**Chapter 10**

**1000: Registration and Insurance**

### A. Group Membership

1. **Club**
   
   Applications for Club Membership may be obtained from the Middle Atlantic Swimming Office. Annual dues are $100.00. Membership is for a calendar year although applications received between September 1 and December 31 are valid until December 31 of the following year. The affiliations of at least one athlete member and one properly credentialed coach member are required for Club Membership. A Club is entitled to compete in its own name and to field relays. USA Swimming provides insurance coverage to Clubs subject to compliance with USA Swimming regulations.

2. **Organization**

   An Organization membership is available to any group interested in the sport of competitive swimming. Organizations do not have coach and athlete members. Applications for Organization Membership may be obtained from the Middle Atlantic Swimming Office. Annual dues are $100.00. Membership is for a calendar year although applications received between September 1 and December 31 are valid until December 31 of the following year. USA Swimming provides **NO** insurance coverage to Organization members.

### B. Individual Membership

1. **Athlete**

   (a) Athlete registrations are valid January 1 through December 31. Registrations filed between September 1 and December 31 are good through December 31 of the following year. Individual membership in Middle Atlantic Swimming, which includes USA Swimming membership and liability and secondary medical insurance coverage, costs $34.00.

   (b) To participate in sanctioned MA meets, swimmers must be current members of USA Swimming. Swimmers may compete for their club or as Unattached swimmers.

   (c) Applications are available from each club or the Middle Atlantic Swimming office.

   (d) **Transfers**

      (i) An athlete transferring from one club to another, from representing a specific club to unattached status, or from one LSC to another, must submit a Middle Atlantic Swimming Transfer/Release Form signed by the athlete and parent. The purpose of this form is to record the affiliation intent of the swimmer. USA Swimming rules (303.3) require that 120 days must pass from the date of last transfer.
competition representing the prior club before a swimmer may represent a new club in competition.

(ii) Middle Atlantic Swimming requires that any swimmer leaving a club, leave behind no unpaid fees. The Transfer/Release Form must be signed by the releasing club representative confirming a reconciled account. This signature is required even if a club is dissolving.

(iii) Transfer forms are available from each Club or from the Middle Atlantic Swimming office and should be returned to the office. A fee of $10.00 is required to process a transfer of an Athlete from one Club to another Club or from a Club to Unattached. There is no fee for changing from Unattached to attached to a specific club.

(iv) Indication of an Athlete’s intent to transfer to another club (through receipt of registration materials from the new club, for instance) will be cause to unattach the Athlete pending receipt of the proper Transfer Forms and fee.

2. Outreach Athlete

(a) Outreach Athlete membership is available to qualified athletes in accordance with USA Swimming guidelines. The purpose is to make membership available to athletes who might otherwise not be able to afford regular membership. Outreach Athlete membership requires a fee of $5.00. Other than the original fee, an Outreach member is not distinguishable from an Athlete member. USA Swimming guidelines for Outreach membership are: eligible for food stamps, eligible for free or reduced price school lunch programs, or eligible for similar need based programs, proof of which must be submitted with application and fee.

3. Non-Athlete

(a) Coach Members

(i) To be Coach member of USA Swimming, an individual must be Non-Athlete member and must

(1) present the current safety credentials required by USA Swimming (501.7.2). Photocopies of the front and back of coach credentials (current CPR, First Aid, and Red Cross Safety Training for Swim Coaches) must be submitted along with the registration form.

(2) present proof of satisfactory completion of the United State Swimming coach education requirements before registration for the second year of coach membership. (Exemption: individuals who can provide proof of coach membership in the 1998 or prior registration year shall not be required to compete education requirement)

(b) Non Coach Members
(i) Any person interested in the purposes and programs of Middle Atlantic Swimming is eligible to be a non-athlete member.

(ii) Deck Officials (Starter, Referee, Stroke & Turn Judge, Safety Marshal) must be athlete or non-athlete members of USA-S.

(iii) Voting Members of the House of Delegates and Club Representatives to the House of Delegates must be Non-Athlete members of USA Swimming.

(c) Non-athlete registrations are valid January 1 through December 31. Applications received between September 1 and December 31 will be valid through December 31 of the following year.

(d) Registration forms may be obtained from and returned to the Middle Atlantic Swimming Office. The annual fee for individual Non-Athlete members is $34.00 and for family Non-Athlete members is $44.00

3 Early Registration Discount.

Athlete (except Outreach Athlete) and Non-athlete membership applications received at the Middle Atlantic Swimming office in good order before November 1 of each year shall be eligible for a 10% discount on the above stated fees.
Chapter 10, Section 1010

Coach Membership Cards

A. Valid To Cards

Beginning with the 2000 Membership year, Coach membership cards will be valid until December 31, 2000 or until the first expiration date of a Coach Safety credential (CPR, First Aid, or Safety Training for Swim Coaches), whichever occurs first. The Valid To date is printed in large bold characters on the face of each Coach membership card. When a Coach member submits new credentials with a changed expiration dates on a timely basis (i.e. before the Valid To date is past), a new card will be printed and mailed to the Coach. There is no additional fee for this service.

B. Expired Valid To Cards

If the required safety credentials are not provided before the passage of the Valid To date, the coach loses all coach privileges and authorities. The individual will not be permitted on deck at a meet and risks lapsed insurance coverage for the club.

C. Reinstatement

Coach status will be reinstated on submission of valid and current safety credentials and the payment of a $5.00 processing fee. A replacement card, with a new Valid To date, will be prepared and mailed to the coach.

1011: Foreign Athletes/Travel

USA Swimming coordinates international travel and exchanges for athletes and clubs. Approvals are needed by USA Swimming and the foreign Federation involved prior to travel and competition. The following forms can be found in the registration section of the Forms Index.

When a member of a FINA Federation applies for membership in USA Swimming, he/she must complete the Notification of Membership in USA Swimming form. This form should be sent to the Middle Atlantic office.

LSCs and clubs wishing to compete abroad must complete the Foreign Travel Permit Request form and submit it plus the foreign federation invitation and the meet information to the Middle Atlantic office.

LSCs and clubs wishing to invite foreign athletes or teams to participate in a meet must complete the Invitation to Foreign Athletes/Teams form plus the meet information to the Middle Atlantic office.
Chapter 11

Safety

A Safety Director’s Manual is located at the MA Swimming Office. In addition, there is a taped version of the Safety and Meet Director’s Workshop. Contact the Office for further information.

1110: Bulkhead safety

Any swimmer observed swimming under or through the Bulkhead by an Official or Safety Monitor at the Meet will be disqualified from that swimmer’s next Individual Event or from the remainder of the Meet, as determined by the Meet Referee.

It is recommended that the Meet Information also include the words: This policy will be strictly enforced.

Proposed / Adopted – November 13, 2000
Chapter 12

Meet Administration

1200  LSC Run Meets

Financial Policies

1. All LSC policies for control of monies will be observed. Advance for hospitality will be provided. All other expenses will be paid by invoice.
2. The Age Group and Senior Committees are responsible for the annual budgets for the LSC run meets.
3. Usual anticipated income is based on the following:
   (1) Entry Fees
       a) Short Course - Individual $3.00/Relay $6.00
       b) Long Course - Individual $4.00/Relay $8.00
       c) Senior Meets - Individual $4.00/Relay $8.00
   (2) Admissions and program sales
   (3) Advertising
   (4) Merchandise sales
4. Usual anticipated expenditures include the following:
   (1) Facility rental and associated costs
   (2) Printing and reproduction (usually through MA Office)
   (3) Postage (MA Office)
   (4) Awards
   (5) Hospitality
   (6) Telephone
   (7) Housing for key officials (Meet and/or Site Directors, Head Referee)
   (8) Merchandise for resale

1205  Eastern Zone All Star Teams

The Age Group Chair, the Coaches Representative, and the General Chair will select a Zone Team Head Coach each year. This person will be selected following the Winter Zone Meet and before the Spring Eastern Zone Meeting held in May. This person will serve as head coach for the following year’s winter and summer meets. The candidate selected should have prior experience as a zone coach.

The responsibilities of the Head Coach are:
1. Serving as Head Coach at both Winter and Summer meets
2. Work with the Zone Team Manager throughout the year
3. Be accessible to parents questions throughout the year
4. Encourage coaches throughout the year to apply for staff positions on the Zone Teams
5. With the Age Group Chair and the Coaches Rep select the coaching staff
6. Coach an age group at each Zone Meet
7. Supervise the coaching staff
8. Conduct team meetings as needed
9. Supervise the staff in selecting team captains
10. Submit a report following each meet
Chapter 12

The coaching staff should be a mix of veteran Zone coaches and those for whom this will be their first Zone experience. Coaches without Zone experience will be encouraged to apply for the staff. Each club may nominate one coach for consideration as a Zone Team Coach. Applications for Zone staff coaches will be due by December 31 each year. The Age Group Chair, the Coaches Rep, and the Head Zone Coach will review the applications. They will select the staff in January in order to insure that the staff is in place before the Elite Meet.

The responsibilities of the staff coaches are:
1. Become familiar with the swimmers in assigned age group before team is selected
2. Be responsible for assigned age group beginning when team is selected and continuing throughout Zone Meet
3. Be present through the entire meet
4. Coordinate responsibilities with the chaperone for your age group
5. Assist the Head Coach in selecting team captains

The responsibilities of the Zone Team Manager are:
1. Work with the Zone Team Head Coach throughout the year
2. Hotel accommodations: #s, type rooms, rooming lists, any other facility considerations, generally booked one year in advance of meet
3. Food: arranging meals and any special needs (diabetics, allergies, Catholics in Lent and Jewish during Passover)
4. Transportation to hotel, between hotel & facility, home again
5. Athlete application: creating and receiving returned applications
6. Entries: maintaining database of all meets for applicants in order to make standings available at JOs
7. Equipment bids (one year in advance), orders, distribution at pre-meet practice and meeting, reorders and distribution
8. Organizing packets for swimmers, coaches, chaperones
9. Arranging for facility for practice/meeting after team is selected.
10. Arranging for practice at meet.
11. Assigning chaperones
12. Emergencies
13. Be accessible to parents questions throughout the year
14. Budget & accounting for monies received and disbursed
15. Managers meeting at meet - serve on jury if selected

Club Run Meets
1. Entries/Fees
   a. Incoming entries should be entered on a first come/first served basis. No priority should be given to teams within the MA LSC.
   b. Short Course Individual $3.00/Relay $6.00
   c. Long Course Individual $4.00/Relay $8.00
2. Sanctions are required for all Club Run Meets.
   a. All applications to host Middle Atlantic Swimming Open Water events must be reviewed and approved by the Open Water Committee prior to the Middle Atlantic office for sanctioning. Because of the uniqueness of the Open Water events, the Open Water Committee shall appoint the referee and safety officer for each event.
   b. Middle Atlantic registered clubs holding a non-sanctioned meet will be
charged $.60 a splash for their first offense. A second offense will result in some kind of suspension.

3. Meet and Safety Directors’ Certification Program
   a. First Year certification: Meet Director and Safety Director Packets will be sent to all Meet Host Clubs. The “first year director” must work with a certified meet director/safety director for three MA sanctioned meets; have the “First Year Certification Form” (in above packet) signed for each of the meets. Upon mailing the form to the MA office, you will be sent a test. Return of a correctly completed test will result in certification.
   b. Second and Subsequent Year certification: Meet/Safety Directors who have completed the first year certification successfully, will be required to correctly complete the new test, each and every year thereafter. Upon receipt by the office of a correct test recertification will be issued.

1220  10 & Under Rule
All short course C, BB/C and A/BB/C meets are open to swimmers 9 and older. All 8 and under swimmers may compete in mini meets. Eight and unders who meet qualification standards may enter 10 and under events in short course A/BB, A, and higher level meets. The same rules govern long course meets.

1230  Time Trials - General
1. Time Trials require a separate sanction, even when held in conjunction with a scheduled meet. Sanctioning requirements are the same as for any other meet.
2. Time Trials must be officiated by at least one referee and one starter, both of whom must be MA certified officials.
3. Swimmers must currently be registered with US Swimming as of the day of the time trials.
4. If the Time Trials are held in conjunction with another sanctioned meet, swimmers do not need to meet the general entry criteria of the meet to swim time trials. They are not required to be entered in that meet. Entries for time trials will be accepted if time permits.
5. To swim a Time Trial, a swimmer must be within 0.5 seconds per 50-yd or 50-m distance of the Sectional Time Standard for the event.
6. A swimmer may swim one Time Trial per day in a given event, maximum of two Time Trials count in the total allowable events to be swum in one day. (Maximum five for timed finals meets, and three for trials and finals meets.)
7. Time Trials information must be included in the meet or Time Trials announcement.
8. Time Trials entry forms are available from the MA office.
9. Meet results for Time Trials must be provided in publication order. For Time Trials held in conjunction with another sanctioned meet, results must be separate, with the separate sanction number listed.

1231  Time Trial Fees
1. Time Trials entry fee is $6.00 per individual swim, $12 per relay.
   
Chapter 12

2. LSC rebates are $3.00 per individual swim, and $6 per relay.
**1250 Deck Seeding/Check In Requirements**

1. In meets with deck seeded events, swimmers will report to the check-in desk by the announced check-in time for that event, and to confirm their intention to swim or scratch from the event.
2. When the announced check-in time has passed, the Meet Director or his designated representative will seed the event with those swimmers who have indicated their intention to swim the event.

**1260 Late Check-in**

1. Up until the event is called to swim, a swimmer who had entered the event on meet entry form, but had not checked in by the announced check-in deadline, will be allowed to be entered in the event in open lanes in the slowest heat. In the event there are no open lanes, an additional heat will be created.

**1270 Late Entries**

1. Entries which are received after the Meet Entry deadline may be accepted by the meet director at their discretion when unusual or extenuating circumstances exist. In general, “late entries” should not be accepted more than one or two days after the deadline, and only when such entries can be accepted and entered into the meet before the final meet program has been printed. When accepted in this way, such entries are Official and swimmers are eligible for all awards.
2. Any entry which was submitted properly and prior to the Meet Entry deadline, but which was left out of the Meet Program must be considered to be an Official Entry to the meet. The Referee should take whatever action is necessary to include those swimmers in the proper events at the meet. If appropriate, the event should be re-seeded. Alternatively, the swimmer may be willing to swim in any “open” lane, including an open lane in the first heat.

**1280 Deck Entries**

1. For meets hosted by local clubs, deck entries may be accepted on the day of the meet provided that the meet information has indicated that Deck Entries would be allowed. Such deck entries must be “Unofficial” - i.e., the participants may not be eligible for placement or awards. However, any times obtained by the swimmer may be used as entry times for subsequent Middle Atlantic meets. Swimmer’s performance should be included in the published meet results with a “UN” to indicate Unofficial status. Acceptance of a Deck Entry should not prolong the meet - i.e., entry should only be in an “open lane; no additional heats should be created.
2. Any deck entry participant must meet all applicable meet entry requirements, including meeting the time standard for the event, if appropriate, and the participant may not exceed the allowable number of events for the day.
3. For Middle Atlantic District Meets (including District Championship Meets which may be hosted by an individual Club), Deck Entries will not be accepted. This includes entries on an unofficial basis.
4. Any meet host wishing to allow deck entries at a meet must state it clearly in the meet information, including specific information about how to enter and on what basis the decision to allow entries will be made. (e.g., “space available.”)
5. Meet hosts may charge up to double the normal entry fee for deck entries.
6. Swimmers entering as deck entries must meet the same time standards and all other applicable USS and MA rules as those swimmers who entered by the entry deadline.

1290 The Four Hour Rule

Background - US Swimming Rule 204.3.1F reads: “With the exception of championship meets the program in all other age group competition below the A time level shall be arranged to allow the events for swimmers 12 years and younger to be completed in four (4) hours or less for a timed finals session or in a total of eight (8) hours or less per day for a preliminaries and finals meet.”

The “4 Hour Rule” will apply to the following meets:

- any meet which includes “B” or “C” level swimmers
- all mini meets

Exempt from the “4 Hour Rule” are:
- all district run meets
- meets for “A” level or higher only swimmers
- a single event distance meet (e.g., 1650 meet) where swimmers are notified of the time for their swim

Procedure

1. For all meets falling under the 4 hour rule, a time-line must be run for each session using the Computer meet program (e.g., Hy-Tek Meet Manager); a 30-second interval must be used between heats. All sessions which project to be longer than the 4-hour limit must be shortened by one of the following actions:

   a. split the Session (i.e., add an extra Session). The session may be split based on by age-group or by segregating specific events.

   b. eliminate all Relays from the Session.

   c. eliminate the last entries received. Notice should be included in the Meet Information that when the 4 hour time limit is reached for any session, no further entries will be accepted for that session.

   d. limit the number of heats in specified events.

   e. rely on provisional times - for all or selected events.

   f. eliminate a complete event. (If provisional times will be used, the provisional times must be included an explained in the meet information.)

   g. reduce the number of permitted events for each swimmer - e.g., events per swimmer reduced from 5 to 4 per day. This must be applied to all swimmers in
the session. This option must be clearly stated in the Meet information; swimmers must be instructed to indicate on the entry form which event is to be dropped if this becomes necessary.

2. The meet information must include the procedure that will be used to reduce the time of any session. Remember that some of these procedures may require that additional information be included on the entry form.

3. Whatever action is taken to reduce the time, all teams competing in that session must be notified of the change in format. This notice must be by direct contact - e.g., via a phone call. A notice by mail is not acceptable.

4. Whenever an event is designated to be either eliminated or to limit the number of heats in that event, those events should be communicated to the Middle Atlantic Office. If the same events have been limited in another Middle Atlantic Meet within the previous six (6) months, then permission to limit that event may be denied. The purpose is to avoid limiting the same event in multiple meets within a short time period. The Technical Planning Chairman will be the final authority.

5. Another possibility for handling large meets is to consider a “deck seed” meet. However, these meets involve significantly more work and equipment - especially in order to stay within the required time limit. Also consider that this type of meet is unfamiliar to most age-group swimmers.

1295 Scratch Rules

1295.1 - Individual

Pre-Seeded Meets
   a. Any swimmer not reporting for or competing in an individual timed final event shall not be penalized.
   b. Any swimmer not reporting for or competing in an individual preliminary heat when finals are scheduled shall not be penalized.

Deck-Seeded Events
   a. Any swimmer entered in an individual event that is seeded on the deck, in whole or in part, who has positively checked in for that event, must swim the event unless the swimmer notifies the Referee or Clerk of Course prior to the seeding of the event that the swimmer wishes to scratch. Failure to scratch prior to seeding after positively checking-in and not swimming the event will result in the swimmer being barred from the next individual event in which they are entered whether on the same or later meet day. Deck-seeded events normally close for seeding no earlier than thirty (30) minutes before the scheduled start of the event.
b. A swimmer who is entered in a deck-seeded event but who has neither positively checked-in nor scratched from the event may still swim the event by presenting themselves to the Referee before the start of the first heat of the event. Such swimmer(s) shall be placed in an open lane in the slowest heat; additional heats will be created, if necessary to accommodate such swimmer(s).

Scratching from Finals (inc Consolations and Bonus heats)

a. Any swimmer qualifying for a finals heat, including consolation or bonus heats, in an individual event who fails to compete in said heat shall be barred from further competition in the meet, including relays, except as noted below. (Such swimmers may compete in Time trials associated with the meet.)

b. In the event of withdrawal or barring of a swimmer from competition, the Referee shall fill the finals heats (inc Consolation and Bonus heats), when possible, with the next qualified swimmer(s). First and second alternates shall be announced with the qualifiers. These alternates shall not be penalized if unavailable to compete in the finals.

c. Where consolation (or bonus) heats have not yet been swum and a barring or withdrawal is known to the Referee, the Referee shall reseed the consolation (or bonus) heat(s) and the final heat, if necessary, to insert the alternate(s) in the appropriate lanes, filling all lanes in the finals.

d. If a consolation heat (or bonus) heat has already been contested, the final heat shall be swum without reseeding for the empty lane(s).

Exceptions for Failure to Compete - no penalty shall be applied for failure to withdraw or compete in an individual event if:

1. the Referee is notified in the event of illness or injury and accepts the proof thereof.
2. a swimmer qualifying for a finals heat (inc Consolation or Bonus heats) notifies the Referee or Clerk of Course within thirty (30) minutes after announcement of the qualifiers for that event that the swimmer is scratching the event, or indicates their possible intention to scratch and further declares their intention to scratch within thirty (30) minutes after the announcement of the results of the last preliminary event swum by that swimmer in the session. Failure to declare such intention will result in the swimmer being seeded into the Finals (or Consolation or Bonus heats) of the event.
3. it is determined by the Referee that failure to compete was caused by circumstances beyond the control of the swimmer.

1295.2 Relay Scratch Rule

Pre-Seeded Meets

a. Any relay team entered in a pre-seeded relay event that fails to compete in or report for that event shall not be penalized.

Relays Seeded at the Meet, including Finals when Preliminaries have been swum

a. Any relay team entered in a relay event that is seeded at the meet, in whole or in part, that has been checked in and the swimmers’ names declared for that event, or has qualified for the finals as a result of preliminaries competition, must swim the event unless the Referee or Clerk of Course is notified before the seeding of that event that the relay team wishes to scratch.
b. A relay team member failing to appear ready to swim for such relay event shall be barred from that relay team member’s next individual event in which they are entered. Relay team members who do appear ready to swim shall not be penalized.  
c. Exceptions - relay teams or team members who give acceptable notification to the Referee of illness, injury or that failure to compete was caused by circumstances beyond the control of the swimmer shall not be penalized.

**1296 Sanction Violations for Club Run Meets**

Meet Hosts are required to comply with the provision of USA Swimming Rules and Regulations, Article 202.2, as well as additional Middle Atlantic Guidelines. These penalties will be imposed on all meet hosts that violate one or more of these requirements. All future meets will be suspended if the penalties are not paid promptly.

<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>PENALTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late request for sanction</td>
<td>$5 per day late</td>
</tr>
<tr>
<td>Late submission of meet info for web posting</td>
<td>$25 flat fee</td>
</tr>
<tr>
<td>Failure to make required corrections to meet information</td>
<td>Board of Review*</td>
</tr>
<tr>
<td>Late submission of “splash” fees</td>
<td>$10 per day late</td>
</tr>
<tr>
<td>Failure to submit Meet/Safety Director Tests</td>
<td>No sanction</td>
</tr>
<tr>
<td>Failure to submit appropriate reports by deadline</td>
<td>$10 per report per week</td>
</tr>
<tr>
<td>Blatant or repeated failure to follow meets rules and regulations</td>
<td>Board of Review*</td>
</tr>
<tr>
<td>established by USA Swimming and/or MA Swimming</td>
<td></td>
</tr>
</tbody>
</table>

*Board of Review has the right to impose penalties, up to and including loss of sanction.
Accepted Meet – Entry Times

**DEFINITION** – An ‘Accepted’ Meet is a meet which is not Sanctioned, Observed or Approved, but from which times swum may be used for the sole purpose of entry into certain Middle Atlantic Meets.

**REQUIREMENTS** for designation as an Accepted Meet:

1. The Meet is one of the following –
   - A Dual Meet League Championship
   - YMCA or YWCA Championship (League or District, etc.)
   - A High School dual meet.
   - A Dual Meet in an organized League.
   - Other meets approved by Middle Atlantic Admin Chairperson.

2. An Application Form must be submitted to the Middle Atlantic office prior to the Meet(s) stating that the Meet(s) satisfies all requirements for an Accepted Meet.

3. The Meet must not be held at a time when sanctioned MA Meets are scheduled, unless such conflict is waived by the Middle Atlantic Admin Chairperson.

4. The Meet must be run with either fully electronic timing with touchpads, or with three buttons or three watches per lane.

5. The Officials must be ‘certified’, either by USA Swimming (e.g., Middle Atlantic), YMCA, High School or the Dual Meet League.

6. The Meet is run under USA Swimming, NCAA or High School Federation rules.

**TIMES** from an Accepted Meet may be used as follows –

1. Entry into any Middle Atlantic sanctioned Age Group, Mini or Senior Meet, including MA Junior Olympics and MIDS.

2. Times may NOT be used for OVCs, Top-16 consideration, LSC records or Zone Team consideration.

3. Times may NOT be used for entry into sanctioned meets outside of Middle Atlantic, including Sectional Meets.

*Note: if a swimmer enters a Middle Atlantic Meet with an ‘accepted’ time and does not swim the qualifying time at the Meet, that swimmer may be asked to prove their entry time. A copy of the Accepted Meet Results signed by the Referee will be accepted as ‘proof-of-time.’*

Approved 11-13-00
Chapter 12

1297 Awards

Mini Meets
1. Large Ribbons (rosettes) for top three places.
2. Standard ribbons to 16th place.
3. Heat winner ribbons (optional)

BB, C Meets
1. Ribbons to 6th or 8th place (based on number of lanes in the pool).

A, BB/C
1. "A" entry times: Medals to top 3 places with ribbons to 6th or 8th place (based on the number of lanes in the pool.)
2. "BB" entry times: Large rosettes to top three with ribbons to 6th or 8th place (based on the number of lanes in the pool.)
3. "C" entry times: Ribbons to 6th or 8th place (based on the number of lanes in the pool.)

A Meets
1. Medals for top 3 places with ribbons to 6th or 8th place (based on the number of lanes in the pool.)

Special A Meets (JO’s, MIDS, Etc.)
1. Medals to 9th place.

East/West Championships
1. A & B entry times: Medals to 3rd, ribbons to 8th.
2. C entry times: Ribbons through 8th place.

Senior Meets
1. Medals 1st to 3rd.
2. Three girls high point awards
3. Three boys high point awards
4. Team High Point (combined)
1. **Entry Fees**
   a) Individual fee
   b) Relay\* fee

   Relay Team shall be the times of the first three swimmers added together to determine the first place relay team.

2. **Sanctions are required for all Club Run Open Water Meets.**
   a) All applications to host Middle Atlantic Swimming Open Water events must comply with the following time line.
   1. October 1, Submit requested Meet date to MA Office.
   2. October 6, MA Office forwards meet requested to Chair of OWC.
   3. OWC forwards approved dates to technical planning chair for incorporation in summer schedule.
   4. 90 days prior to entry deadline.
      - Host club submits Sanction application, draft meet information and appropriate application fees to MA Office. This information must clearly specify if there will also be non-sanctioned events and/or Masters events conducted simultaneously with this sanctioned swim, and that the MA sanction will not apply to those classifications. The meet information for those non-sanctioned and/or Masters events be included for review to ensure that no inference of USA-Swimming or Middle Atlantic Swimming sanction can be drawn.
   5. 75 days prior to entry deadline.
      - MA Office forwards meet information to Chair of OWC with confirmation that fees have been paid and whether previous meets have met all reporting requirements.
   6. 60 days prior to entry deadline.
      - Chair of OWC forwards recommendation to MA Office on whether to approve sanction; if approved, names Referee and Safety Officer.
   7. 45 days prior to entry deadline.
      - Host club sends meet information to all MA registered clubs and if desired, other registered clubs outside the LSC.
   8. 7 days before meet.
      - Host club faxes or e-mails list of competitors to MA Office for registration verification.
   9. 3 days before meet.
      - MA Office verifies registration by return fax or e-mail to host club.
   10. 7 days after meet.
       - OW Officials analyzes conduct of meet, evaluates compliance with meet data; Host club submits splash fees.
   11. 14 days after meet.
       - Host club submits results, official’s list, safety director’s report and any other required reports to MA Office.
   12. 45 days after meet.
       - Hosts club submits financial report, meet activity summary to MA Office.
   13. 60 days after meet.
       - OWC makes recommendation to MA Office about future sanctions.

**FINA/US SWIMMING CLUB RUN MEETS**

3. Sanctions are required for all Club Run Open Water Meets.
b) All applications to host FINA/US Swimming/Middle Atlantic Swimming Open Water events must comply with the following time line.

1. October 1, Submits Sanction application for requested Meet date to MA Office.
2. October 6, MA Office forwards meet requested to Chair of OWC.
3. OWC forwards approved dates to technical planning chair for incorporation in summer schedule.
   a. Host club submits draft meet information, draft contract, guarantee of FINA fee and purse, and appropriate application fees to MA Office. Entry information must include complete plan for alternates, including what financial support will be provided. Completed FINA application form
   b. With satisfactory recommendation from OWC, MA office forwards information to USA-Swimming to submit bid to FINA, using provisional sanction number if required.
   c. USA-Swimming forwards bid and guarantee of FINA fee and purse to FINA.
   d. FINA finalizes FINA Marathon Swimming World Cup Schedule.
5. 180 Days prior to race.
   • Regardless of whether or not event is selected as part of World Cup Series, host club provides list to MA Office of Federations and swimmers to be invited.
   • MA office forwards list and meet invitation to USA-Swimming.
   • USA-Swimming forwards invitations to designated Federations.
6. 150 Days prior to race.
   • Federations respond to USA-Swimming.
   • USA-Swimming forwards list of applicants to MA Office.
   • MA Office forwards list to host club and OWC.
7. 120 Days prior to race.
   • Host club forwards final selection of competitors to MA Office, with finalized swimmer contracts (2 originals & 2 copies of each contract), signed by Meet Director, accompanied by check for appropriate postage and courier costs.
   • Host club also provides list of alternates and local “wild card” potential entries for registration verification.
   • MA Office forwards both original contracts to USA-Swimming, retains 1 set of copies; also forwards list of swimmers and alternates to USA-Swimming.
8. 90 Days prior to race.
   • USA-Swimming sends both original contracts to Federations, retains copies; also forwards lists of swimmers and alternates to federations as confirmation of their status.
   • Federations return signed contracts to USA-Swimming, with registration verification.
   • USA-Swimming returns signed contracts and registration verification to MA Office.
9. 60 Days prior to race.
   • MA Office provides list of contracts returned to host club and OWC.
10. 45 Days prior to race.
    • Hosts club forwards FINA Fee to MA Office.
    • Host club provides firm list of competitors, including alternates and “wild card” entries.
    • MA Office forwards finalized list of competitors, including alternates and/or local “wild card” entries to USA-Swimming.
Chapter 12

- MA Office forwards FINA Fee to USA-Swimming.

12. 30 Days prior to race.
- USA-Swimming forwards FINA Fee to FINA with finalized list of competitors, including alternates and “wild card” entries.

13. 15 Days prior to race.
- MA Office verifies registration of all local entries.

14. 7 Days after meet.
- Host club submits splash fees; OWC analyzes conduct of meet, evaluates compliance with plan to date.

15. 14 Days after meet.
- Host club submits results, Officials List, Safety Director’s report and any other required reports to MA Office.

16. 45 Days after meet.
- Host club submits financial report, meet activity summary to MA Office.

17. 60 Days after meet.
- OWC makes recommendation to MA Office about future sanctions.  

Approved 5/01
Chapter 12

1299 Acceptance of Non-Conforming Times

General

- Non-conforming (NC) times are defined as an entry time recorded in a course other than the course in which the Meet which is being entered will be swum.
- All entry times – whether Conforming or Non-conforming – must be achieved in a USA Swimming Sanctioned, Observed or Approved Meet, or a Middle Atlantic Accepted Meet.
- Non-conforming times must be accepted for entry to all Middle Atlantic (MA) Sanctioned Meets – whether the Meet is hosted by MA or a Club.
  - Exception: MA retains the option to limit entry to either MIDS or JOs to entry times achieved during the current season – i.e., either SCY or SCM for the Short-course Spring Meets, and LC only for the Long-course Summer Meets. Approval for such restriction on entry times must be obtained from the MA House of Delegates (or Board of Directors) for each Meet.
- All Non-Conforming entry times should be seeded in the NC time order as specified in the USA Swimming Rulebook, section 207.5.10B (1) and (2). This is required for MA Championship Meets.
- If it becomes necessary for Meet Management to limit the number of heats in any event, swimmers entered with conforming times should have preference over those entered with NC times. Any such events which may be limited in this way should be stated in the Meet Information.

Meets with Qualifying Times

- The Meet Information for all Meets (or events) having a Qualifying Time (e.g., MIDS, JOs, ‘A’ Meets, etc.) must include the appropriate Qualifying Time for all three courses (i.e., SCY, SCM, and LC).
  - When the Qualifying Time is equivalent to a USA Swimming Time Standard, the corresponding Time Standard for the other courses should be the equivalent USA Swimming Time Standard. When a Qualifying Time has been modified, an equivalent time for the other courses should be calculated using factors provided by the MA Office.
  - For distance Freestyle events, the qualifying time should be for a comparable distance in alternate venues – e.g., 400/500, 800/1000, or 1500/1650 m/yd, respectively. These events must always be seeded on a Non-conforming basis.

A/BB/C, or Comparable Meets

- A Swimmer may enter these Meets using their best time obtained in any of the courses.
- An appropriate Time Standard for all three courses must be entered in the Hy-Tek Meet Manager program; Awards should be based on the appropriate ‘level’ based on the standard for the entry time in the venue in which it was achieved.
- Non-conforming times should be seeded appropriately.
- A swimmer may enter their ‘best-time’ in any venue, and will be seeded and scored accordingly. For example, a swimmer may choose to enter their best ‘conforming’ time, even though they may have a higher level ‘non-conforming’ time. However, a swimmer with either a ‘conforming’ or ‘non-conforming’ time in an event may not enter that event with ‘NT’.
- Entries with ‘NT’ should be seeded in the first heats and awarded at the lowest time standard for the Meet.

Approved 6/01
GUIDELINE
Approved 6/01
Entry Date for Out-of-LSC Teams

• FOR LONG-COURSE MEETS ONLY, an Early Entry Date of no less than seven (7) or more than fourteen (14) days prior to the Final Entry Deadline shall be specified and included in the Meet Information. Only entries from Middle Atlantic (MA) Clubs may be accepted prior to and including the Early Entry Date; Entries from Out-of-LSC Teams (i.e., not Middle Atlantic) may not be accepted until after the Early Entry Deadline.

• Dates for approval and distribution of the Meet Information for Long Course Meets shall be based on the Early Entry Date.

• Middle Atlantic, or any Club hosting a LC Meet, may elect to hold a Closed Meet – i.e., a Meet limited to MA Clubs.

• The Senior or Age-Group Committee shall recommend whether a MA Championship Meet will be Open or Closed, subject to approval by the MA House of Delegates or Board of Directors.
Chapter 13

Officiating at Meets

13.0 In order to provide the appropriate officiating level at Middle Atlantic run swim meets, the Officials Committee appoints a meet referee to be responsible for each of these meets. The meet referee is expected to be present at the entire meet - which usually runs for two or more days - and generally includes both preliminaries and finals sessions.

Since this generally requires the meet referee to be away from home, the Officials Committee requests that appropriate accommodations in the form of a hotel/motel room be provided to the Meet Referee at such Middle Atlantic Meets when the meet is not in the local area of the Meet Referee. If a “Comp Room” is not available, the expense for the room should be part of the meet expenses. Other expenses (e.g., travel, food) will be borne by the Referee.

This provision will apply to Middle Atlantic Championships (MIDS), Middle Atlantic Age Group Championships (MAAGS), the Elite Meet and the Fall Classic, both short course and long course, when applicable.

The Appendix contains a training schedule for officials.
BACKGROUND

At the 1999 USA Swimming Convention, two significant changes were made to the starting procedures which will bring USA Swimming more closely into conformance with the rules of FINA, the international governing body for swimming. The first change fully implements the so-called “whistle-command” procedure throughout all levels of competition in USA Swimming. This procedure had been referred to as the “National Championship” starting procedure. The second change requires the use of the “No Recall” procedure at USA Swimming Championship and Team Selection Meets and allows the use of this procedure at other meets provided that the Meet announcement states this procedure will be used.

The Middle Atlantic Swimming House of Delegates has approved an Officials Committee recommendation to begin using both of these procedures effective February 1, 2000 for all Middle Atlantic competitions. In addition, the “whistle command” procedure will be used at the Elite Meet on January 28-30.

RATIONALE

Both of the new starting procedures are FINA standard procedures utilized throughout the world in Age Group as well as Championship level swimming. USA Swimming initially adopted the “whistle command” procedure for National Championship level meets only, then made it’s use available broadly through the use of automatic waivers, and has now mandated it for all meets. The “No Recall” procedure appears to be following the same path, although at an accelerated rate. Given that there is a learning curve for swimmers and officials alike, the roll-out dates have been chosen to allow for advance planning and training, and as much practice and acclimation as possible prior to this year’s Championship Meet season. Moreover, implementation of these procedures will allow Middle Atlantic athletes participating in Championship and other meets outside of our LSC to compete on an equal basis where the new procedures are used.

The new “whistle command” procedure will be included in the USA Swimming 2000 Rules which are effective 15 May; The “No Recall” procedure will be mandatory for National Championships and Team Selection Meets, and will be optional for LSC meets in the 2000 Rules.
Chapter 13

PROCEDURE

The new USA Swimming rules effective May 15, 2000 are as follows:

WHISTLE START (102.14.2)

A  At the commencement of each heat, the Referee shall signal to the swimmers by a short series of whistles to remove all clothing except swimwear, followed by a long whistle indicating that they should take their positions on the starting platform and remain there. In backstroke and medley relay events, at the referee's first long whistle the swimmers shall immediately enter the water and at the second long whistle shall return without undue delay to the starting position.

B  When the swimmers and officials are ready, the Referee shall signal with an outstretched arm to the starter that the swimmers are under the Starter's control.

C  On the Starter's command "take your mark", the swimmers shall immediately assume their starting position with at least one foot at the front of the block. When all swimmers are stationary, the starter shall give the starting signal.

NO RECALL (not currently in rules; will be 102.14.4H in 2000 Rulebook)

H  For USA Swimming Championships or team selection trials the starting procedure shall be as follows:

Any swimmer starting before the starting signal has been given shall be disqualified. If the starting signal sounds before the disqualification is declared, the race shall continue and the swimmer or swimmers shall be disqualified upon completion of the race. If the disqualification is declared before the starting signal, the signal shall not be given, the remaining swimmers shall be called back, be reminded by the starter of the penalties, and start again.

The above procedure may be used at other meets provided the recall procedure is included in the Meet Information.

In addition, the position of Recall Starter is eliminated from meets using the “no recall” false start procedure.

IMPLEMENTATION POLICIES:

•  From initiation of the “whistle command” procedures through 1 March 2000, swimmers who miss their events entirely or substantially because of confusion over the use of the “whistle command”, including errors by announcers and timers, will be given an opportunity to swim the event, even if additional heats are required. As has always been the case, swimmers must have been appropriately proximate to the blocks and ready to swim for them to receive the benefit of doubt.
Chapter 13

- From 1 March 2000 to 1 April 2000, swimmers who miss their events entirely or substantially because of confusion over the use of the “whistle command” start may at the Referee’s discretion be given an opportunity to swim the event; however, additional heats will only be added in exceptional circumstances. Swimmers who miss an event because of errors by officials, including timers and announcers, will be allowed to swim and additional heats will be added if needed.
- After 1 April 2000, only errors by meet officials, including timers and announcers, will be corrected.
- All meets during the remaining 1999-2000 short course season using the “whistle command” procedure should have an official or responsible volunteer available at all sessions to assist with ensuring proper flow of swimmers to the blocks.
- For Mini events (8 & younger), the Referee and Starter will provide appropriate directions/instructions as part of their commands to minimize confusion for the younger swimmers. The three short whistles will be omitted since most eight and younger swimmers will already be behind the blocks/gutter ready to swim with attire other than swimsuits removed. The Starter will also include instruction to “step-up” in conjunction with the long whistle.

- From initiation of the “No Recall” procedure through 1 March 2000, the Referee may charge a false start to a swimmer committing an obvious and dually confirmed false start even when the Starter has instinctively recalled the heat.
- After 1 March 2000, except in very unusual cases, all swimmers in recalled heats should be relieved of a false start.
- At the start, any starting infraction observed by either the Starter or Referee shall be independently noted in writing and then compared to determine if dual confirmation of a false start exists.

GUIDANCE:

- A Starter video is available from the Officials Committee and contains information about the whistle commands.
- The USA Swimming web site (www.usa-swimming.org/officials) contains textual information about both procedures.
- The Middle Atlantic website (www.maswim.org) contains a copy of this document, and a more detailed version for Officials.
- The Meet Referees shall emphasize the starting procedures at pre-meet officials and coaches meetings and timers meetings.
- The Referees Re-certification Clinic included a major section on these new procedures and their use.
- A copy of this document will be mailed to all certified Referees and Starters.
Chapter 13

Overview of the "Whistle Command" procedure:

- Referee will signal the swimmers to get behind the blocks and ready to step up/in by blowing a short series of whistles ("chirps").

- Referee will signal swimmers to step up onto the blocks or into the water by blowing one long whistle blast. For backstroke starts, a second long whistle blast will direct the swimmers to return to the wall and place their feet.

- The Referee will signal with an out-stretched arm to turn the swimmers over to the Starter. This action "closes" the heat. The out-stretched arm will be kept there throughout the start.

- The Starter will wait until the swimmers are settled, then request that the swimmers take their starting position with the command "Take Your Mark". No other words will be spoken (this is the goal).

- When swimmers are motionless, the start signal will be given.

"Whistle Command" Procedure

The Referee will blow a short series of whistles (usually 3 "chirps") to signal the swimmers to get into position behind the blocks. This may happen as early as when the last swimmer in the previous heat makes the final turn at the opposite end of the pool, or could occur when the last swimmer has completed their distance or later. This signal may vary depending on the timeline or other actions by the Referee.

For heats with hearing impaired swimmers, the Starter shall continue to use the appropriate arm signals at the proper times (the Referee will now be giving other hand signals). Starters should be sure that any deaf swimmers are in position behind the blocks. An arm movement may be used to indicate to the swimmers to move up by the blocks.

Optional instructions may be given by the Starter. At Finals, these instructions will be prior to the first long whistle; at Prelims and Timed Final events, they may be given after the swimmers are on the blocks. These include:

- Event, stroke & distance.
- Advise the heat of a swimmer attempting a time at an initial distance.

When the Referee is ready for the swimmers to step up onto the blocks or into the water, a single long whistle blast is issued. If necessary, the Referee may indicate by arm motion to step up/in, or the Starter may announce "Step Up/In Please". It is our goal to keep use of these optional commands to an absolute minimum, but until the procedure is understood by our swimmers, they will be used as often as necessary.
Chapter 13

For backstroke starts, the first long whistle signals the swimmers to step into the water. Once in the water another long whistle is used to signal them to return to the wall and place their feet. This will usually be given shortly after the swimmers have entered the water.

When the Referee determines that the swimmers are ready, he shall signal with an outstretched arm to the Starter that the swimmers are under the Starter's control. This action "closes" the heat. This is the same action/decision that the Referee's whistle previously signified. The Referee will continue to use their discretion at this point for any late arriving swimmers. If there are no problems, the Referee's arm should remain extended toward the Starter.

The Starter, upon being given control by the Referee, will check for swimmer readiness to start. When the field is ready, the Starter will say "Take Your Mark" and then issue the starting signal when all swimmers are motionless.

No Recall Start

This procedure will be used in all Middle Atlantic meets after February 1, 2000 even if the meet information does not indicate that it will be used. However, the “No Recall” procedure should not be used for Meets that include out of LSC clubs if the meet Announcement did not include this information.

Overview:

- The “Whistle Command” procedure is followed until the start signal is given.

- If one or more swimmers leave early or are moving prior to the start, NO RECALL signal will be given.

- Swimmers will be notified of a DQ for a False Start at the end of the race.

No Recall Start Procedure

This procedure is used only in conjunction with the "Whistle Command" procedure. In general, the heat will not be recalled for any reason except for a “bad” start by the Starter, or when something external has happened that the Starter/Referee feels caused an unfair start. In this case, the heat will be recalled and allowed to start again. If a heat is recalled, there can be no false start - no matter why the heat was recalled (except as noted in our implementation policy through 1 March).

If there is an early start or forward movement at the start, the heat will be allowed to proceed, and any involved swimmers will be disqualified at the conclusion of the race. This includes swimmers who may have been drawn off by another offending
swimmer. However, if the Starter accidentally recalls the heat, there will be no false start charged.

There is no Recall Starter used in this procedure. The Referee and the Starter should be on the same side of the pool unless the pool configuration or staffing levels requires doing otherwise. For backstroke starts, the Starter will have to watch the position of toes in all eight (or even 10) lanes.

The Starter and Referee should record in their program what lane(s) may have false started. If the Referee observes a false start, he/she will confer with the Starter. If they agree on the lane(s) that left early, then at the end of the race those swimmers will be disqualified. The Referee will notify the athlete at the end of the heat, or advise the coach if appropriate.

There is no forgiveness of swimmers who leave early and the heat is not recalled. If there is an external event that causes a swimmer to leave early (flash, loud noise, etc), the heat should be recalled and all swimmers put back on the blocks. The heat should NOT be recalled because a swimmer is drawn off by another swimmer moving early.

This should NOT prevent the Starter or the Referee from recalling a heat if they judge that it was not a fair start for any reason, e.g., sudden noise or light flash at the start, the signal was inadvertently given before the field was ready, the course was not clear, etc. In that case, all swimmers will be put back on the blocks with no false start charged.

As is current practice, if a swimmer or swimmers leave before the start signal is given, the starter should stand the field up rather than give the starting signal. If appropriate, any swimmer(s) who left early should be charged with a false start.

Follow-up

Any comments and feedback on these procedures should be forwarded to Alec Thomson or Fred Killian at the E-mail address below, or sent via mail or phone to Alec or Fred. Everyone’s cooperation in this process will make this implementation go smoothly and will assist us in getting applicable information out to our officials.

Alec.N.Thomson-iii@usa.dupont.com
302-234-1518 (H)
302-892-7429 (W)

FLK42@aol.com or Fred.L.Killian@usa.dupont.com
302-994-3389 (H)
302-892-7755 (W)
Forms/Schedules Index

A. Office
1. Directions
2. Meeting Schedule
3. Meet Schedule
4. Meet Hosts Contacts
5. Volunteer Reimbursement Request Form

B. Records

C. Time Standards

D. Registration
1. MA Club Membership Application
2. Athlete Registration Form
3. Non-Athlete Registration Form
4. MA Registration Transmittal Form
5. MA Transfer/Release Form
6. Notification of Membership in USA Swimming (for foreign athletes)
7. Foreign Travel Permit Request
8. Invitation to Foreign Athletes/Teams

E. Athlete Travel/Verification Forms
1. Request for Travel Assistance
2. OVC Request
3. Request for Waiver Travel Fund Reimbursement
4. Time Trials Entry Form

F. Meet Host Request/Bid Forms
1. Meet Host Application
2. Meet Host Information Sheet
3. Leased Facility Affidavit
4. Accepted Meet Definition
5. Accepted Meet Application
6. Observed Meet Application & Information
G. Meet Sanction Forms
1. Application for Sanction
2. Sanction Fees Description
3. Tech Planning Format Form
4. Entry Fee Variance Request

H. Meet Reports
1. Safety Director’s Report
2. Officials Assignment Form
3. Meet Evaluation Form
4. Meet Financial Form
5. Meet Activity Summary Report

I. Officials Forms/Schedule
1. Disqualification Report
2. Officials Certification Program
3. Order Form - Officials Shirts