



Policies & Procedures Manual

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Georgia Swimming
Policies and Procedures Manual

1.0 Georgia Swimming

Georgia Swimming (“GA Swimming”) is the incorporated body known as Georgia Swimming Inc., which oversees competitive swimming in the State of Georgia. It is one of 59 Local Swimming Committees (LSCs) under the jurisdiction and responsibility of USA Swimming. GA Swimming operates under Bylaws approved and enacted. It is governed by a House of Delegates, a Board of Directors and various other officers and committees outlined in the GA Swimming Bylaws.

1.1 Mission Statement

GA Swimming will increase opportunity, recognition and growth in competitive swimming. We believe that swimming provides life-changing experiences for young people.

1.2 Vision Statement

Strong clubs, successful athletes, supported by GA Swimming.

1.3 Objectives

The objectives and primary purpose of the GA Swimming shall be the education, instruction and training of individuals to develop and improve their capabilities in the sport of swimming. GA Swimming shall promote swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules, regulations, policies and procedures of FINA, USA Swimming and GA Swimming and its Articles of Incorporation.

1.4 Geographic Territory

The geographic Territory of GA Swimming is the entire state of Georgia and the counties of Chambers and Russell, Alabama.

1.5 Jurisdiction

GA Swimming shall have jurisdiction over the sport of swimming as delegated to it as a Local Swimming Committee by USA Swimming to conduct swimming programs consistent with GA Swimming's objectives and those of USA Swimming and to sanction, approve, observe and oversee competitive swimming events within the Territory and to conduct competitive swimming events within the Territory, its Region and its Zone. GA Swimming shall discharge faithfully its duties and obligations as a Local Swimming Committee of USA Swimming in accordance with these Bylaws, the USA Swimming Code and all applicable policies and procedures.

1.6 Statement of Principles on Ethical Behavior and Conflict of Interest

Those who choose to serve GA Swimming, whether as volunteers or paid professionals, are held to a high standard of conduct. Those who serve 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 or perceived conflict of interest.

While no set of guidelines can completely define acceptable behavior, the principles that guide behavior in this area are, disclosure, nonparticipation 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 GA Swimming must accept the burdens of public disclosure and public scrutiny. In our complex society, the mix of volunteer work, business interests, governmental activity, and family relationships often creates potentially conflicting interests. What is required is disclosure of potential conflicting interests when they arise, and strict nonparticipation in any evaluation process relating to the matter in question.

The following seven items reflect specific expectations by GA Swimming of people signing/acknowledging this agreement. These items cannot and do not however completely define what is acceptable. They are intended rather as guidelines and not a precise road map to what is acceptable conduct. Each individual must find his or her own way within this guidance.

1. A good faith effort must be exercised by those signing/acknowledging this statement to conduct the business of GA Swimming in observance of both the spirit and letter of applicable federal and state laws.
2. GA Swimming properties, services, opportunities, authority and influence are not to be used for private benefit.
3. All individuals who participate with GA Swimming 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 or 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 GA Swimming resources for individual use.
4. Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given (except with full approval of the Board of Directors) nor received, except those of nominal value exchanged in the normal course of business. Gifts and favors of more than one hundred dollars (\$100.00) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told the gift is being accepted on behalf of and will be delivered to GA Swimming.
5. Expenses incurred in the furtherance of GA Swimming business are to be reasonable, necessary and (if twenty-five dollars or more) substantiated.
6. All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with GA Swimming and with each other.
7. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.

1.6.1 Ethical Behavior And Conflict Of Interest Acknowledgement Form

See Appendix

2.0 Safe Sport

GA Swimming, along with USA Swimming is dedicated to fostering a safe and fun environment for athletes participating in the sport of swimming. It is the responsibility of coaches, officials, volunteers and parents to insure that this objective is carried out. In order to create a positive experience and a safe environment for athletes, USA Swimming's Code of Conduct provides specific, mandatory policies that must be followed at all levels of the organization. Policies are enforceable by the National Board of Review process. Consequences for breaking a policy include but are not limited to, revocation of membership.

2.1 Code of Conduct

GA Swimming, and USA Swimming's Code of Conduct outlines specific policies governing athlete protection. Sections applying to safe sport are Article 304. Article 305 covers Athlete Protection Policies for the Safe Sport Policy. Article 306 covers the mandatory reporting requirements for Athlete Protection and the Safe Sport policy.

2.2 Best Practice Guidelines

The following Best Practice Guidelines are strongly recommended for all GA Swimming and USA Swimming members.

1. Parents should be encouraged to appropriately support their children's swimming experience.
2. All swimming practices should be open to observation by parents.
3. Two-deep Leadership: One coach member and at least one other adult who is not in the water should be present at all practices and other sanctioned club activities whenever at least one athlete is present. Clubs and coaches should evaluate their seasonal plans and map out how to best accomplish this strongly recommended guideline.
4. Open and Observable Environment: An open and observable environment should be maintained for all interactions between adults and athletes. Private, or one-on-one situations, should be avoided unless they are open and observable. Common sense should be used to move a meeting to an open and observable location if the meeting inadvertently begins in private.
5. Coaches should not invite or have an athlete(s) to their home without the permission of the athlete's parents (or legal guardian).
6. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
7. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
8. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & Over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & Under, chaperones and/or team managers may stay with

athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).

9. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
10. Communications between non-athlete adult members and athletes should not include any topic or language that is sexual or inappropriate in nature.
11. Non-athlete adult members should respect the privacy of athletes in situations such as changing of clothes, showering, etc. Non-athlete adult members should protect their own privacy in similar situations.
12. Relationships of a peer-to-peer nature with any athletes should be avoided. For example, coaches should avoid sharing their own personal problems with athletes.
13. Coaches and other non-athlete adult members should avoid horseplay and roughhousing with athletes.
14. When a coach touches an athlete as part of instruction, the coach should do so in direct view of others and inform the athlete of what he/she is doing prior to the initial contact. Touching athletes should be minimized outside the boundaries of what is considered normal instruction. Appropriate interaction would include high fives, fist bumps, side-to-side hugs and handshakes.
15. Coaches should not initiate contact with or accept supervisory responsibility for athletes outside club programs and activities.
16. Coaches should not engage in sexual intimacies with a former athlete for at least two years after the cessation or termination of professional services. Because sexual intimacies with a former athlete are frequently harmful to the athlete, and because such intimacies undermine public confidence in the coaching profession and thereby deter the public's use of needed services, coaches should not engage in sexual intimacies with former athletes even after a two-year interval except in the most unusual circumstances. The coach who engages in such activity after the two years following cessation or termination of the coach-athlete relationship bears the burden of demonstrating that there has been no exploitation, in light of all relevant factors, including:
 - a. The amount of time that has passed since the coach-athlete relationship terminated;
 - b. The circumstances of termination;
 - c. The athlete's personal history;
 - d. The athlete's current mental status;
 - e. The likelihood of adverse impact on the athlete and others; and
 - f. Any statements or actions made by the coach during the course of the athlete-coach relationship suggesting or inviting the possibility of a post-termination sexual or romantic relationship with the athlete or coach.
 - g. Both the athlete and the coach must be 18 years of age or older.

Updated: 8 December 2010 V14

2.3 Screening and Selection

All coaches, officials and volunteers must satisfactorily pass a criminal background check as non-athlete members of USA Swimming. In addition, an athlete protection program must be completed prior to working with athletes.

2.4 Training

In order to sustain a safe atmosphere for our athletes, it requires that all coaches, officials, volunteers, parents and all athlete and non-athlete members continuously educate themselves on athlete protection policies. Many educational resources are available through USA Swimming.

2.5 Recognizing, Responding and Reporting

GA Swimming and USA Swimming will not tolerate inappropriate behavior. Any person with credible and specific information of inappropriate behavior, misconduct or abuse is required to report such to the Safe Sport Coordinator for GA Swimming or the USA Swimming Safe Sport Program staff.

Ceci Christy, GA Swimming Safe Sport Coordinator
ceci30327@gmail.com

Liz Hahn, USA Swimming Manager of Safe Sport
ehahn@usaswimming.org

3.0 GA Swimming Anti-Bullying Policy

In conjunction with its Safe Sport Policy (Section 2.0), GA Swimming has adopted USA Swimming's Anti-Bullying Policy. GA Swimming along with USA Swimming is dedicated to fostering a safe and fun environment for athletes participating in the sport of swimming. GA Swimming and USA Swimming will not tolerate bullying behavior in any form. It is the responsibility of athletes, coaches, officials, volunteers and parents to insure that this objective is carried out. The anti-bullying policy of GA Swimming is as follows:

Anti-Bullying Policy for GA Swimming

PURPOSE

Bullying of any kind is unacceptable within GA Swimming and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. It is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

Objectives of the GA Swimming's Bullying Policy and Action Plan:

1. To make it clear that the GA Swimming will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.

3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that GA Swimming takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

The USA Swimming Code of Conduct defines bullying as the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

1. causing physical or emotional harm to the other member or damage to the other member's property;
2. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
3. creating a hostile environment for the other member at any GA Swimming or USA Swimming activity;
4. infringing on the rights of the other member at any USA Swimming activity; or
5. materially and substantially disrupting the training process or the orderly operation of any GA Swimming or USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

REPORTING PROCEDURE

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

- Talk to your parents;
- Talk to a Club Coach, Board Member, or other designated individual;
- Write a letter or email to the Club Coach, Board Member, or other designated individual;
- Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

HOW WE HANDLE BULLYING

If bullying is occurring during team-related activities, we **STOP BULLYING ON THE SPOT** using the following steps:

1. Intervene immediately. It is ok to get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene.

If bullying is occurring in our LSC or it is reported to be occurring in our LSC, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE KIDS INVOLVED** using the following approach:

FINDING OUT WHAT HAPPENED

1. First, we get the facts.

- a. Keep all the involved children separate.
- b. Get the story from several sources, both adults and kids.
- c. Listen without blaming.
- d. Don't call the act "bullying" while you are trying to understand what happened.
- e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber-bullying. Collect all available information.

2. Then, we determine if it's bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.

- a. Review the USA Swimming definition of bullying;
- b. To determine if the behavior is bullying or something else, consider the following questions:
 - What is the history between the kids involved?
 - Have there been past conflicts?
 - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 - Has this happened before? Is the child worried it will happen again?
- c. Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
- d. Once you have determined if the situation is bullying, support all of the kids involved.

SUPPORTING THE KIDS INVOLVED

3. Support the kids who are being bullied.

- a. Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.

- b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - i. Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
 - ii. Develop a game plan. Maintain open communication between the LSC and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
- c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

4. Address bullying behavior.

- a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- c. Work with the child to understand some of the reasons he or she bullied. For example:
 - i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
 - ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
- d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - i. Write a letter apologizing to the athlete who was bullied.
 - ii. Do a good deed for the person who was bullied, for the LSC, or for others in your community.
 - iii. Clean up, repair, or pay for any property they damaged.
- e. Avoid strategies that don't work or have negative consequences:
 - i. Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
 - ii. Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
- f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

- 5. Support bystanders who witness bullying.** Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.

- a. Be a friend to the person being bullied;
- b. Tell a trusted adult – your parent, coach, or LSC board member;
- c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. “Let’s go, practice is about to start.”
- d. Set a good example by not bullying others.
- e. Don’t give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

4.0 Code of Conduct

GA Swimming strives to promote an atmosphere of healthy competition in an environment where its athlete members, coaches, officials, non-athlete members and volunteers treat each other with dignity and respect. As such, GA Swimming follows the USA Swimming Code of Conduct which provides specific, mandatory policies that must be followed at all levels of the organization. These Policies and Procedures and the Code of Conduct are enforceable by the Zone Board of Review and USA Swimming’s National Board of Review process if necessary. Any violation of the Code of Conduct should be reported immediately to the GA Swimming administrative staff.

5.0 Membership

The membership of GA Swimming will be made up of two basic membership types, club or group members and individual members. Each of these basic memberships may include several different types of members. All of these memberships in GA Swimming must include membership in USA Swimming. The different types of memberships in GA Swimming are described below:

- 5.1** Group Membership - Group Members are organizations operating in the geographic territory of GA Swimming which have, upon application, been granted membership in USA Swimming and GA Swimming and paid the fees established by USA Swimming and GA Swimming pursuant to Article 603 of the GA Swimming Bylaws. The specific types of group members are:
 - 5.1.1** Club Member - A Club Member is an organization that is in good standing as a Group Member of GA Swimming and USA Swimming, has athletes and coaches and participates in the sport of swimming. To become a club member of GA Swimming, a Club Application Form must be submitted to the GA Swimming Registrar with the applicable fees which are listed below. An application form can be obtained from the GA Swimming website (www.gaswim.org). A year-round club membership starts September 1 of the current year and lasts to December 31st of the following year (15 months). All athletes and coaches of the club must be Individual Members in good standing of GA Swimming and USA Swimming.
 - 5.1.2** Seasonal Club Member - A Seasonal Club Member is an organization that has joined GA Swimming and USA Swimming for one or two periods not longer than 150 days each in a registration year and is in good standing as a Group Member of GA Swimming and USA Swimming. To become a seasonal club member of GA Swimming, a Club Application Form must be submitted to the GA Swimming

Registrar with the applicable fees which are listed below. An application form can be obtained from the GA Swimming website (www.gaswim.org). For seasonal club members, there are two seasons for which membership may be obtained: Season 1, October of the current year through March of the following year; Season 2, March of the current year through August of the current year. All athletes and coaches of the club must be Individual Members in good standing of GA Swimming and USA Swimming.

5.2 Fees

The fees for club membership in GA Swimming and USA Swimming can be found on the GA Swimming website.

5.3 Individual Member - Individual Members are individuals involved in the sport of swimming within the jurisdiction of GA Swimming who have, upon registration, been granted membership in USA Swimming and GA Swimming and paid the dues established by USA Swimming and GA Swimming pursuant to Article 603 of the GA Swimming Bylaws.

There are several categories of individual memberships, which are listed below:

- 5.3.1** Athlete Member – an athlete member An Athlete Member is an individual who participates or competes in the sport of swimming and is in good standing as an Individual Member of GA Swimming and USA Swimming. To become an athlete member of GA Swimming, an Athlete Registration Application Form must be submitted to the GA Swimming Registrar with the applicable fees which are listed below. An application form can be obtained from the GA Swimming website (www.gaswim.org). A full year membership starts January 1 of the current year and lasts to December 31st of the current year. All athletes and coaches of the club must be Individual Members in good standing of GA Swimming and USA Swimming.
- 5.3.2** Seasonal Athlete Member - A Seasonal Athlete Member is an individual who participates or competes in the sport of swimming and has joined for one or two periods of time not longer than 150 days each in a registration year and is in good standing as an Individual Member of GA Swimming and USA Swimming. To become a seasonal athlete member of GA Swimming, an Athlete Registration Application Form must be submitted to the GA Swimming Registrar with the applicable fees which are listed below. An application form can be obtained from the GA Swimming website (www.gaswim.org). Two seasonal memberships are available, Season 1, membership from October of the current year through March of the following year; and, Season 2, March of the current year through August of the current year. Any seasonal athlete member must be Individual Members in good standing with GA Swimming and USA Swimming.
- 5.3.3** Flex Members – A flexible membership (a “Flex Members”) is designed to bridge into the sport full-time. Flex membership will allow teams to grow membership

with programs such as learn-to-swim lessons, pre-team programs and summer league programs. Flex Members will receive benefits such as the ability to participate in two USA Swimming sanctioned events each year, USA Swimming insurance coverage and membership cost will go towards a year-round membership should the athlete member transition within the same membership year. Flex Members are not allowed to compete in season ending championship sanctioned events such as Divisional Championships or LSC Championships.

- 5.3.4** Non-Athlete, Coach Member - A Coach Member is an individual, whether or not affiliated with a Group Member, who has satisfactorily completed all safety and other training required by GA Swimming and/or USA Swimming and who is in good standing as an individual Member of GA Swimming and USA Swimming. Any individual desiring to act in any coaching capacity at any competition sanctioned by USA Swimming must be a Coach Member in good standing of GA Swimming and USA Swimming. To become a non-athlete coach member of GA Swimming, a Non-Athlete Registration Application Form must be submitted to the GA Swimming Registrar with the applicable fees which are listed below. An application form can be obtained from the GA Swimming website (www.gaswim.org). Coaches are required to successfully complete a Level 2 background screening check and complete and keep current registrations in First Aid, CPR and Safety Training for Swim Coaches. A full year membership starts January 1 of the current year and lasts to December 31st of the current year or the earliest expiration date of any of the required registrations listed above, whichever comes first.
- 5.3.5** Non-Athlete, Junior Coach Member - The junior coach member category allows current or former swimmers ages 16 and 17 to serve as assistant coaches on-deck and at swim meets. This category will require supervision by a coach member 18-and-over at all times, as well as pre-employment screening.
- 5.3.6** Non-Athlete, Non-Coach Member - A Non-Athlete, Non-Coach Member is an individual other than a Coach Member or an Athlete Member who is a trainer, manager, official, meet director, marshal, Board Member, At-Large House Member, officer, coordinator or committee chair or committee member of GA Swimming or a Group Member Representative or alternate and any other individual desiring to participate in the sport of swimming and who is in good standing as an Individual Member of USA Swimming and GA Swimming. To become a non-athlete, non-coach member of GA Swimming, a Non-Athlete Registration Application Form must be submitted to the GA Swimming Registrar with the applicable fees which are listed below. An application form can be obtained from the GA Swimming website (www.gaswim.org). Non-athlete members such as officials (Level 2) and other club personnel (Level 1) are required to successfully complete a background screening check. A background screening check can be initiated through USA Swimming by completing an application form which can be obtained from the GA Swimming website. A full year membership starts January 1 of the current year and lasts to December 31st of the current year.

5.3.7 Life Member - A Life Member is an individual who is a life member of USA Swimming and who resides, formerly resided or participated in the sport of swimming in the geographic territory of GA Swimming and who is in good standing as a member of GA Swimming and USA Swimming. The LSC may choose to award one Life Membership annually to a member who has been a member of the GA Swimming LSC for a minimum of 10 years. Prospective nominees must hold or have held a leadership position within GA Swimming as a member of the Board of Directors, active committee member, or other such position as deemed appropriate by the Board of Directors. Award nominations will be solicited at a time determined by the Board of Directors.

5.4 Fees

The fees for membership in GA Swimming and USA Swimming can be found on the GA Swimming website.

5.5 Membership Is A Privilege Not A Right

Membership in GA Swimming and USA Swimming is a privilege and shall not be interpreted as a right. Membership (including a Life Membership) may be terminated by the Zone Board of Review or the National Board of Review for any violation of a member's responsibilities under Section 602.2, for any of the reasons set forth or for any other reason determined by the Zone Board of Review or National Board of Review to be in the best interests of the sport of swimming, USA Swimming or GA Swimming.

6.0 Outreach Athlete Program

Outreach membership offers qualified individuals the opportunity to become a USA Swimming year-round athlete member at a reduced fee. The goal is to provide opportunities in swimming to under-represented and/or economically disadvantaged youth in Georgia.

Outreach Athlete membership is available to qualified GA Swimming 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. The current Outreach Athlete membership fee for is \$5.00 and the Local Swimming Committee has the option to set a local fee that may not exceed \$2.00.

Other than the membership fee, an Outreach Athlete member is not distinguishable from an Athlete member.

Applicants for Outreach Membership must be eligible for food stamps, eligible for free or reduced price school lunch programs, or eligible for similar need based programs. The athlete's club shall submit the application for membership, whether as a new or renewed member, to the GA Swimming Board of Directors, or their designee, together a copy of the documentation proving eligibility for participation in the Outreach Program. The club shall also provide documentation demonstrating its contribution of any scholarship or fee reductions being given.

7.0 Governance

The GA Swimming LSC will be governed by a Board of Directors and the House of Delegates all of which will have responsibilities to USA Swimming.

7.1 Board of Directors

The Board of Directors shall consist of the following officers, committee chairpersons, coordinators and representatives of GA Swimming, together with those additional members designated by the Bylaws:

The Board of Directors of GA Swimming consists of the following officers:

- General Chair
- Administrative Vice-Chair
- Senior Vice-Chair
- Age Group Vice-Chair
- Secretary
- Treasurer
- Coach Representative
- Senior Athlete Representative
- Junior Athlete Representative
- At-Large Athlete Representative (1)
- Officials Committee Chair
- Safety Committee Chair
- Technical Planning Chair
- Safe Sport Coordinator
- At-Large Board Members (2)

7.1.1 At-Large Board Members - The Board of Directors may have up to three (3) At-Large Board Members, one of which must be an Athlete. The House of Delegates or the Board of Directors by resolution may reduce the number so long as there remains a 20% athlete compliance, but not increase it to more than three (3). Any reduction in the number of At-Large Board Members shall not take effect until the terms of office of the incumbents expire or become vacant.

7.1.2 Athlete Representatives – The Junior Athlete representative will be elected by a majority vote of swimmers in the LSC in July at the Senior State LC Championship meet. The current Junior Athlete representative then becomes the new Senior Athlete representative and the current Senior Athlete representative moves off of the Board of Directors.

7.1.3 Limitations - No more than three (3) members or coaches of any Club Member shall serve on the Board of Directors at any time. This limitation shall be applied separately as to Athlete Members and other Individual Members.

- 7.1.4** Duties and Powers - The duties and powers of the Board of Directors shall be carried out as described in the GA Swimming Bylaws.
- 7.1.5** Meetings of the Board of Directors - Meetings for Board of Directors will be semi-annually with a Spring meeting (typically April of the current year) and a Fall meeting (typically in September of the current year), and as needed during the calendar year.

7.2 The House of Delegates

The House of Delegates shall oversee the management of the affairs of GA Swimming and the establishment of rules, regulations and programs. The duties and powers of the House of Delegates shall be carried out as described in the GA Swimming Bylaws.

- 7.2.1** The members of the House of Delegates - shall consist of group (club) representatives, athlete representatives, coach representatives, Board of Directors and At-Large members.

Group (club) members shall appoint representatives to the House of Delegates in accordance with the following registered swimmer formula:

1 - 49 Registered Swimmers - 2 Votes
50 - 99 Registered Swimmers - 3 Votes
100 - 149 Registered Swimmers - 4 Votes
150 - 199 Registered Swimmers - 5 Votes
200 - 249 Registered Swimmers - 6 Votes
250 - 299 Registered Swimmers - 7 Votes
300 - 349 Registered Swimmers - 8 Votes
350 - 399 Registered Swimmers - 9 Votes
400 - 449 Registered Swimmers -10 Votes
450 & Up Registered Swimmers -11 Votes

- 7.2.2** Meetings for The House of Delegates - Meetings for The House of Delegates will be semi-annually with a Spring meeting (typically April of the current year) and a Fall meeting (typically in September of the current year).

7.3 The Board of Review

Open for future use.

8.0 GA Swimming BOD and HOD Meeting Protocol

As the LSC Governing Body for swimming, the GA Swimming Board of Directors (BOD) is responsible for the conduct and administration of swimming in the Georgia LSC. In this capacity, the BOD formulates rules, implements the policies and procedures, conducts biannual LSC Meetings, formulates and

implements budgets, disseminates safety and sports medicine information, and conducts banquets/recognition ceremonies.

GA Swimming business is conducted by its BOD and through its committees which create and recommend policy and procedures to the BOD for approval. GA Swimming members have the right and responsibility to make recommendations to the BOD through the respective committees. Committee meetings including the BOD meetings are held on the Saturday preceding the biannual HOD meetings. Proposals made by GA Swimming members are to be considered by the appropriate committee(s) before being considered by the BOD. Proposals brought before the HOD without first being considered by the appropriate committee are considered out of order.

There are four (4) HOD business items that the HOD members are responsible for: Election of officers; passing the annual budget; adopting bylaws changes; approval of BOD recommendations involving substantive operating procedure changes. All other proposals are to be submitted to the appropriate committees either in advance of or during the Saturday business meetings for consideration.

The committee chairs are responsible for bringing all recommendations to the BOD meeting for consideration and approval. All newly adopted proposals will be communicated to the HOD during the committee reports.

9.0 Financial

The financial dealings of GA Swimming are the responsibility of the Treasurer with oversight from the Board of Directors. Financial controls and procedures are essential in order to protect the interests of GA Swimming. The following procedures shall be followed in conducting business on behalf of GA Swimming.

9.1 Monetary

The Treasurer shall reconcile all active accounts by the 10th day of each month. Provide Balance Summary, Profit and Loss versus budget reports, and Reconciliation report to the General Chair by the 15th of each month.

The Treasurer shall insure that the General Chair and another Board member appointed by the General Chair other than LSC Treasurer have real time access for viewing activity on all checking accounts. All checks exceeding \$2000.00 dollars with the exception of those written to USA Swimming will be communicated to the General Chair. The Treasurer shall pay all invoices or requests for reimbursements within 15 days of receipt. The General Chair shall be notified of any exceptions to reimbursement procedures for approval by the Board of Directors.

9.2 Reports

9.2.1 Proposed Budget

Prior to GA Swimming's Fall HOD meeting, the Treasurer shall transmit a projected budget to the LSC Webmaster for publication on the homepage of GA Swimming (www.gaswim.org). Present the proposed budget to the House of Delegates during the

Fall LSC meeting. The Treasurer will provide fiscal year-ending Balance Summary and Profit Loss versus Budget information for general distribution at the House of Delegates.

9.2.2 Fiscal Year-end Responsibility

On October 15th transmit accounting information to the assigned tax preparer. Upon receipt of tax documents, the LSC Treasurer will sign and submit documents to the IRS.

9.2.3 Annual Review Audit

A year-end review audit will be conducted by three members of the Board of Directors and a year-end balance summary, 990 form and letter of audit will be submitted to USA Swimming not later than one month following submission of the tax documents to the IRS.

9.2.4 Calendar Year-end Responsibility

By February 1st the LSC Treasurer will mail all 1099 forms to contractors and submit 1096 forms to the IRS.

9.2.5 Annual Corporation Renewal:

By April 1st, the LSC Treasurer will go to the Georgia Department of State website and pay for renewal of corporate license. If the General Chair, LSC Treasurer, or Secretary changes this renewal process has to occur again.

9.3 Travel Expenses

Travel expenses for swimmers traveling to Zone meets and National meets will be provided by GA Swimming. A \$500 annual discretionary fund has been established for the General Chair to be used to defray any necessary costs.

9.3.1 Travel Allowance for Swimmers to National Meets

The LSC Treasurer shall reimburse the athlete's club for no more than 2 meets in a fiscal year. The Senior Chair will submit an annual request to the LSC Treasurer for amounts for each qualifying meet by August 1st of each year. Reimbursement amounts as well as a total monetary cap will be established at the LSC Fall budget approval.

9.3.2 Requirements

To obtain the travel allowance, a request for reimbursement is sent from the host club to the LSC Treasurer along with itemized expense receipts for expenses to attend the qualifying meet and a copy of the meet Final Results indicating/highlighting at least one individual event in which the swimmer competed. The cutoff dates must be adhered to receive reimbursement.

9.3.3 Reimbursement

To receive a reimbursement, a swimmer must be currently registered with GA Swimming at the time of the meet. Additionally, first year swimmers in the LSC must swim in two (2) Georgia LSC meets to get a reimbursement. Any exceptions to this can be petitioned to the Board of Directors.

9.3.4 Maximum Reimbursements

Two (2) reimbursements per fiscal year to be paid up to the total maximum allocation.

9.3.5 Relay Swimmers

Swimmers who participate on Relays Only are not eligible for LSC travel allowance.

9.3.6 Coaches and Officials

Travel allowance for 1 coach per team and officials traveling to National Meets as allocated in the annual budget. Reimbursement requests are to be made to the Treasurer. (Approved 9/25/2005) Official's requests require approval of the Officials Chair.

9.3.7 Official Travel Reimbursement Procedures

An official can receive reimbursement for travel to workshops and other events deemed necessary by Officials Chair. Officials Chair will request annual budget amount by August 1st for next fiscal year. Actual amounts will be approved at LSC Fall budget approval. A request for reimbursement is sent through Officials Chair to the LSC Treasurer along with itemized expense receipts. All requests for reimbursement are due by September 15 for next fiscal year.

9.3.8 USA Swimming Convention Travel Reimbursement Procedures

An LSC member maybe reimbursed for expenses associated with attending annual USA Swimming Convention if approved by General Chair. General Chair will request annual budget amount for USA Swimming Convention by August 1st of each year. Actual amounts will be approved at LSC Fall budget approval. A request for reimbursement is sent through to the LSC Treasurer along with itemized expense receipts. Actual reimbursable expenses are determined and communicated to LSC Treasurer by General Chair by August 1st for current fiscal year. All expenses that are reimbursable must be submitted to LSC Treasure by September 25 of current fiscal year.

9.3.9 LSC Travel Reimbursement Procedures

An LSC member maybe reimbursed for expenses associated with attending LSC related meetings and workshops if approved by General Chair or Committee Chair. The General Chair will request an annual budget amount for LSC Travel by August 1st of each year. Actual amounts will be approved at the LSC Fall budget approval. All expenses that are

reimbursable must be submitted to the LSC Treasurer by September 25 for current fiscal year. A request for reimbursement is sent to the LSC Treasurer along with itemized expense receipts.

9.3.10 Zone Team Travel Reimbursement Procedures

The Zone Team manager in conjunction with Age Group Chair will determine and submit a projected budget amount for Zone travel expenses by Aug 1st for next fiscal year. Actual amounts will be approved at LSC Fall budget approval. Zone Team Manager and LSC Treasurer will be responsible for signing all necessary contracts and providing payment to all business entities providing services or product in support of the Zone Team. LSC Treasurer will establish separate account and transfer Zone Team budget to the account whereby the Zone Team Manager will sign and assume fiduciary responsibility. LSC Treasurer will have administrative rights to said account and General Chair and Vice-Chair will have ability to view all activity on account real time through online product. Zone Team manager will provide all receipts to the LSC Treasurer by September 1st of the current fiscal year. Actual swimmer contributions to event will be provided to LSC Treasurer three days prior to event. Only those checks from individuals that are on team will be sent to the LSC Treasurer. Zone Team Manager will arrange for disposal of all other deposit checks of swimmers not making the team. This procedure will be communicated to applicants on GA Swimming website.

9.3.11 Role of Zone Team manager

Stipend allowance and Zone travel expenses to be reviewed annually by Finance Chair, General Chair, Age Group Chair, and Team manager.

9.3.12 Zone Select Camp

The Age Group Chair will submit a projected budget for the Zone Select Camp by August 1st for the next fiscal year. Actual amounts will be approved at the Fall LSC budget approval. The athlete's coach will request reimbursement along with itemized expense receipts for expenses from the LSC Treasurer. The amount cannot exceed \$200.00 and the budgeted amount is divided by the number attending.

9.4 USAS Registration Income and Expense

The Registrar will receive all annual renewals and initial memberships. He/she will make direct deposits to GA Swimming's general checking account and send the LSC Treasurer a spreadsheet of the deposit breakdown. The LSC Treasurer, by the 15th of each month, will send reimbursement to USA Swimming. The LSC Treasurer and Registrar will provide a projected budget amount for Registration Income and Expenses by August 1st of the current fiscal year. The Membership Chair will provide a projected budget for registration supplies for the next fiscal year by August 1st. Actual amounts will be approved at the Fall LSC budget approval. The Registrar will provide itemized list of reimbursable expenses directly to the LSC Treasurer when requesting reimbursement.

9.5 Registrar Reimbursement

The Registrar will submit annually by Aug 1st a project request for payment of services to General Chair and Board of Directors. Actual amount will be approved in LSC Fall budget approval.

9.6 Meet Sanction Income

The LSC Treasurer will provide a projected budget amount for Meet Sanction Income with input from the Sanctions Chair by August 1st for the next fiscal year. Host clubs conducting sanctioned meets will provide a financial form, splash count and reimbursement to the LSC Treasurer in accordance with sanctioning deadlines. All fees and fines will be paid according to sanctioning guidelines. If a club does not clear the sanction fees after 90 days, the LSC Treasurer will notify the Sanctioning Chair to hold all further sanctions for the club until all fees and fines are paid.

9.7 Failure to Meet State Time Fee

The Sanction Chair or appointed representative will provide a list of athletes who have failed to meet qualifying times to the LSC Treasurer within 45 days of completion of the State Meet. Host clubs will send fees directly to the LSC Treasurer. The LSC Treasurer will provide a list of athletes and clubs who have not cleared fines within 45 days from the next state championship meet for penalties including barring from competition until all fines are paid.

10.0 Guidelines for the USA Swimming/US Aquatic Sports Convention

The following are the guidelines established for LSC members who are attending the USA Swimming/US Aquatic Sports Convention.

10.1 Per Diem

A Per Diem of \$50.00 cash per day in attendance. Cash will be given to individuals upon their arrival.

10.2 Registration Fee

The registration fee for the convention will be paid for by the LSC.

10.3 Lodging

Lodging will be paid for by the LSC. All miscellaneous costs charged to the room must be paid upon checkout.

10.4 Airline Tickets

Airline tickets are to be purchased by each individual and the LSC will refund the expense upon receipt turned into Finance Chair. All reservations must be made in a timely manner to obtain

the lowest cost and must include Saturday night stay. Mileage reimbursement, in lieu of air travel, applies for meetings held in close proximity to Georgia.

10.5 Long-Term Airport Parking

Long-term airport parking will be refunded by the LSC upon receipt turned into Finance Chair.

10.6 Convention Transportation

Convention site transportation will not be refunded.

The above applies to the following participants at Convention:

- General Chair
- Admin Vice-Chair
- Age Group Vice-Chair
- Senior Vice-Chair
- Senior Athlete Rep
- Junior Athlete Rep
- Coaches Rep
- Officials Chair

The above will apply to the following participants based on budgeted funds:

- Technical Planning Chair
- Other LSC delegates as approved by the General Chair and BOD
- USA Swimming Committee members (less reimbursements)

11.0 GA Swimming Travel Policy

11.1 Introduction

As part of USA Swimming's enhanced athlete protection efforts, USA Swimming rules now require clubs and Local Swimming Committees (LSCs) to have published policies for team travel. Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club or LSC. Club and LSC travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.

GA Swimming and Club travel policies are incorporated into the Georgia Swimming LSC Travel Team Agreement and Code of Conduct located at www.gaswim.org, which may change from time to time by approval of the GSI Board.

12.0 Athlete Recognition

Within the Georgia LSC athletes are recognized as "All-Stars" for their swimming performances. The qualifications for these awards are listed below:

12.1 For Age Group Swimmers (10-U, 11-12, 13-14, 15-16, 17-18)

- 12.1.1** A swimmer must be officially registered with GA Swimming at the time of the qualifying swim.
- 12.1.2** One (1) "AAA" time based on current USA Swimming combined age motivational time standards, achieved in inter-team competition in a USA Swimming sanctioned meet. Times achieved in Time Trials and intra-squad meets are not considered. Times achieved in non-USA Swimming sanctioned or approved meets, unless certified as having been conducted in accordance with USA Swimming rules are not considered.
- 12.1.3** Participation in a minimum of two (2) SC meets or one (1) LC meet sanctioned by GA Swimming and hosted by a member club of GA Swimming.

12.2 For Senior Swimmers (19 and over)

- 12.2.1** A swimmer must be officially registered with GA Swimming at the time of the qualifying swim and have been a member of GA Swimming for 2 years.
- 12.2.2** Participation in an individual event at a Senior National Meet, USA Swimming Olympic Trials, World Games Trials, Pan-American Trials or in the Southern Sectionals **and** achieved a top 8 place finish in a senior event.

12.3 For Disabled Swimmers

A swimmer must be officially registered with GA Swimming at the time of the qualifying swim.

- 12.3.1** One (1) time based on current US Paralympics Championship time standards. Times achieved in Time Trials and intra-squad meets are not considered. Times achieved in non-USA Swimming sanctioned or approved meets, unless certified as having been conducted in accordance with USA Swimming rules are not considered.
- 12.3.2** Participation in a minimum of two (2) SC meets or one (1) LC meet sanctioned by GA Swimming, and hosted by a member club of GA Swimming.
- 12.3.3** Recognition of times achieved outside the LSC:
GA Swimming will accept times achieved by USA Swimming swimmers registered in the Georgia LSC from certain meets which are recognized by the NTV Chair in whose jurisdiction that meet was swum for the following: Georgia Records and Georgia All Star. It is the swimmers and their coach's responsibility to secure appropriate documentation such as official meet results with a verified description of the timing equipment and methodology used so as to assure compliance with current USA Swimming Rules, and that this information is provided to the Records Chairperson no later than 30 days after the meet.
- 12.3.4** Additional Recognition:
Special recognition is given to swimmers who first have achieved basic All Star recognition as indicated above and additionally have reached higher levels of competition achievement. The highest level of achievement from the following list of events will be recognized.
 - 12.3.4.1** Participant in Zone meet representing Georgia
 - 12.3.4.2** Jr. National TIME in an individual event

- 12.3.4.3** Sr. National TIME in an individual event
- 12.3.4.4** Member of National A, National B, National Junior, Pan American or Pan Pacific Team in an individual event
- 12.3.4.5** USA Swimming Olympic Trial participant in an individual event
- 12.3.5** Miscellaneous
 - 12.3.5.1** The qualification period begins on September 15 and ends on September 14 of the following year.
 - 12.3.5.2** Official meet results in electronic sdif3 format will be used to verify times.
 - 12.3.5.3** Results from Georgia sanctioned meets are automatically submitted to the Records Chair by the host team.
 - 12.3.5.4** Results from non-Georgia meets must be obtained and submitted for consideration by the individuals and / or teams involved in sdif3 format.

12.4 Zone Team Selection

The procedure for the selection of the Zone Team representing GA Swimming is divided into two categories based on ages. The selection process will be based on the swimmers with the fastest times correlated to a point system. The criteria for the selection for the different ages are described as follows:

12.4.1 Swimmers 15-18 years old

In order to be considered you must fill out an on-line registration form and submit it prior to the posted deadline. The online registration form will be posted on the GA Swimming website prior to Zone Team selection. Swimmers will be notified when the registration forms are available. Eight athletes from each gender will be selected based on the criteria below. Once selected a swimmer must submit deposit and commit to training from April through July for the Zone meet.

Selection Criteria

The fastest swimmers to apply in the 100-yard distance, the 100s of each stroke, will be automatically selected. In case different swimmers apply with SCY and LCM times, the automatic spot will be determined based on time difference to the 5pts standard for that event (either the swimmer whose time is furthest below the standard, or the swimmer with the time closest to the standard in case neither swimmer has 5pts); in case of a tie in time difference, the automatic spot will go to the swimmer applying with a LCM time. The remaining slots will be given to the swimmers with the highest scores based on the standards posted on the GA Swimming website. Swimmers should choose the six events in which they have the highest score.

Score Calculation

In order to calculate a score, the swimmer will choose the six events in which he/she has the best times. Use the chart posted on the GA Swimming website to calculate a score based on the six fastest times and which give the highest scores. After you have chosen your events enter them on the application form.

12.4.2 Swimmers 14 & Under

Any swimmer wanting to be considered for the Zone Team must complete an online registration form and application fee. The online registration form will be posted on the GA Swimming website prior to Zone Team selection. Swimmers will be notified when the registration forms are available. Time trials and lead-off splits will not be considered in the selection process. The scoring process will only involve swimmers being considered for the Zone Team. Up to four automatic berths are given to the swimmers with the fastest times in each of the 100s of each individual stroke. The remaining team positions will be chosen based on scoring. See the State Championship meet announcement for complete details.

12.5 Bill Young Award

The Bill Young Award is presented annually at the award ceremony to a swimmer who is graduating from high school during that academic year. The award is based partially on swimming achievements and of equal importance, participation in and recognized achieved in non-swimming activities, such as scholarship and school related activities, church and community service, etc.

12.5.1 The basic qualifications are as follows:

12.5.1.1 The swimmer must be graduating from high school during that academic year.

12.5.1.2 The swimmer must have actively participated in and must have been a registered member of GA Swimming the past two years.

12.5.1.3 The swimmer must be nominated in writing at least one (1) month prior to the ceremony.

12.5.1.4 Nominations are submitted to the Admin Vice-Chair. Selection is made by BOD vote.

12.6 Betsy Dunbar Athlete Award (Adopted 10/94, renamed 09/2001)

An award of \$1,000 will be presented every year to a Georgia swimmer who is currently in their fourth year of collegiate swimming. The GA Swimming Board of Directors on the basis of leadership, performance and academic achievement will judge the individual receiving this award. In order to be eligible for this award the swimmer must:

12.6.1.1 Have represented the Georgia LSC for their entire senior year prior to college and also every summer during their college career.

12.6.1.2 Submit three letters of recommendation, one each from:

- College swim coach

- A faculty member from their college.
- A teammate from their college swim team

The winner will be announced at the award ceremony and they will receive the cash award upon proof of graduation from college.

13.0 Coach Recognition Awards

- 13.1** An Age Group coach and a Senior coach will be selected as Coaches of the Year by the Coaches Committee after evaluating the Top 10 Swimmer performance data. The Coaches of the Year will have one year to take a reimbursed trip to either ASCA or USAS, subject to available funds. Reimbursement is limited to registration, half the room rate and airfare. Awards will be paid for from the LSC budget.
- 13.2** The coach with the top world-ranked swimmer will be recognized annually.

14.0 GA Swimming Inclusion Policy

Under the authority of the USA Swimming Rules and Regulations, GA Swimming has adopted the following policy to encourage swimmers with a disability to participate in GA Swimming meets. This policy will apply only to swimmers with disabilities as defined in the USA Swimming Rules and Regulations “a permanent physical or mental impairment that substantially limits one or more major life activities”.

In regular season meets, disabled swimmers need not have achieved the qualifying time standards. The meet referee shall have the authority to accommodate the swimmer without substantial negative impact on the timeline. Swimmers are requested to notify meet management if any special arrangements are required.

In Championship level meets, swimmers will be accepted if they have achieved the USA Swimming Disability Championship time standard. Any swimmer with a disability that is not classifiable by the International Paralympics Committee (IPC) standards that has been diagnosed by a physician as having a disability may compete if they meet the time standard created by the disabilities international governing body. No swimmer will be permitted to compete unless the swimmer is a member as provided in Article 302. On-deck athlete registrations will not be accepted during the meet.

Accommodations for swimmers with a disability may be, but not limited to:

- 14.1** Allow swimmer to enter a longer distance event but compete at the shorter distance – such as a 50 (100) meter distance within a 100 (200) event provided that their time is equal or faster than the longer distance qualifying time.
- 14.2** Allow swimmer to be seeded with comparable times not age groups – such as a senior swimmer in an 11-12 or 13-14 age group.
- 14.3** Any awards must be earned in their respective event and age group.

15.0 Officials

Swimming officials for GA Swimming are organized and managed through the Officials Committee. The Officials committee chair is appointed by the General Chair. The Officials chair appoints committee members with consensus of other members. The Officials committee will hold meetings semi-annually

in conjunction with the LSC meetings. It will be responsible for overseeing programs for recruitment and retention of officials, development of certification and recertification procedures, distribution of new rules and interpretations and the appointment of meet referees for State Championship meets.

15.1 Officials Training Clinics

Recruiting, retaining and training officials is essential to maintaining high standards in officiating swim meets. The Officials Committee is dedicated to providing the best training environment for GA Swimming officials. Officials Training Clinics are held throughout the year as published at www.gaswim.org/officials, or if necessary, upon special request from the Officials Training Coordinator.

15.2 Official Reimbursement Procedures

Travel reimbursement for officials who are traveling to one of the National Level Meets – as defined by the LSC Board each year is available based on budgetary constraints. Each official who has been selected to work a National Level Meet should notify the Official's Chair of their appointment. This will allow the Officials' Chair the opportunity to confirm the official has worked the required 24 GA Swimming sessions and confirm agreement with the official to work 24 GA Swimming sessions following the reimbursement. The maximum reimbursement is listed in the budget for each meet.

Reimbursement for meets that are not one of the National Level Meets (e.g. Sectional Meet, Zone Meet, Grand Prix, or Ultra Swim) will be determined by the Officials' Committee sole discretion each year. This reimbursement will only be given if the meet is a last-chance opportunity for officials whose national N2 or N3 certifications will expire soon. Application for reimbursement must be made to the Officials' Chair at least one (1) month prior to the meet. Proof of acceptance to officiate (letter or e-mail) should accompany the request. The reimbursement amount is listed in the annual LSC budget.

Officials seeking reimbursement for meets that are not one of the National Level Meets are only allowed to receive such reimbursement once every two (2) years and must meet the 24 session GA Swimming requirement above.

Official's Trainers who are requested, by the Officials' Coordinator or Officials' Chair, to conduct a clinic or workshop at locations one hundred (100) miles or more each way from their residence may be reimbursed for their travel at a rate of twenty-six (\$0.26) per mile. Such travel will be limited to situations where local trainers are not available to conduct a clinic or workshop in a timely manner. The Officials' Chair shall be advised prior to the travel to ensure budgetary conditions support said travel. There will be no reimbursement for clinics or workshops conducted in conjunction with LSC meetings.

15.3 Official Qualifying Meets

GA Swimming will also strive to certify LSC Championship Meets as an Officials' Qualifying Meets based on the meet protocol, formatting, and evaluator availability and subject to the discretion of the Official's Chair and Meet Referee.

Policies & Procedures: HoD Rev. 3/14/18

Age Group State Championship, subject to the conditions above, shall be available for up to N3 at Stroke & Turn and up to N2 evaluations for all other officiating positions.

Senior State Championship, subject to the conditions above, shall be available for up to N3 evaluations for all officiating positions.

Advancement to N2 and N3 levels is subject to USA Swimming guidelines as posted on the USA Swimming website.

APPENDIX I

ETHICAL BEHAVIOR AND CONFLICT OF INTEREST ACKNOWLEDGEMENT

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

I acknowledge receipt and understanding of GA Swimming's Statement of Principles on Ethical Behavior and Conflict of Interest, and I pledge my full support of the spirit and the letter of the requirements contained therein.

Print Name

Signature

Date

GA Swimming Position