



Polices & Procedures Manual

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Georgia Swimming **Policies and Procedures Manual**

1.0 Georgia Swimming

Georgia 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 United States Swimming. Georgia Swimming operates under By-Laws approved and enacted. It is governed by a House of Delegates and a Board of Directors and various other officers and committees outlined in the Georgia Swimming By-Laws.

1.1 Mission Statement

Georgia Swimming's mission is to provide a program designed to encourage Georgia athletes to pursue opportunities available through competitive swimming and to educate organizations of the benefits of GA Swimming.

1.2 Vision Statement

Georgia Swimming's vision is to increase opportunity, recognition and growth in competitive swimming.

1.3 Objectives

The objectives and primary purpose of the Georgia Swimming Inc. shall be the education, instruction and training of individuals to develop and improve their capabilities in the sport of swimming. Georgia Swimming Inc. 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 Georgia Swimming Inc. and its Articles of Incorporation.

1.4 Geographic Territory

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

1.5 Jurisdiction

Georgia Swimming Inc. 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 Georgia Swimming Inc.'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 (as those terms are defined in Sections 703.3 and 704.2 of Part Seven. Georgia Swimming Inc. 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 Georgia 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, 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 Georgia 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 Georgia 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 Georgia Swimming in observance of both the spirit and letter of applicable federal and state laws.
2. Georgia Swimming properties, services, opportunities, authority and influence are not to be used for private benefit.
3. All individuals who participate with Georgia 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 Georgia 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 Georgia Swimming.

5. Expenses incurred in the furtherance of Georgia 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 Georgia 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 I

2.0 Membership

The membership of Georgia 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 Georgia Swimming must include membership in USA Swimming. The different types of memberships in Georgia Swimming are described below:

2.1 Group Membership - Group Members are organizations operating in the geographic territory of Georgia Swimming which have, upon application, been granted membership in USA SWIMMING and Georgia Swimming Inc. and paid the fees established by USA SWIMMING and Georgia Swimming Inc. pursuant to Article 603 of the Georgia Swimming Bylaws. The specific types of group members are:

2.1.1 Club Member - A Club Member is an organization that is in good standing as a Group Member of Georgia Swimming Inc. and USA SWIMMING, has athletes and coaches and participates in the sport of swimming. To become a club member of Georgia Swimming, a Club Application Form must be submitted to the Georgia Swimming Registration Chairman with the applicable fees which are listed below. An application form can be obtained from the Georgia 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 Georgia Swimming and USA SWIMMING.

2.1.2 Seasonal Club Member - A Seasonal Club Member is an organization that has joined Georgia Swimming Inc. 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 Georgia Swimming Inc. and USA SWIMMING. To become a seasonal club member of Georgia Swimming, a Club Application Form must be submitted to the Georgia Swimming Registration Chairman with the applicable fees which are listed below. An application form can be obtained from the Georgia 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 Georgia Swimming and USA SWIMMING.

2.2 Fees

The 2011 fees for club membership in Georgia Swimming and USA Swimming are listed in the following table:

2011 Registration Fees			
Club Type	USA Swimming Fees	GA Swimming Fees	Total
Club (Full Year) 9-1-2010 to 12-31-2011	70.00	60.00	130.00
Seasonal Club Season 1 (10-15-10 to 3-15-11) Season 2 (3-15-11 to 8-10-11)	40.00	15.00	55.00

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

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

- 2.3.1** 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 Georgia Swimming Inc. and USA SWIMMING. To become an athlete member of Georgia Swimming, an Athlete Registration Application Form must be submitted to the Georgia Swimming Registration Chairman with the applicable fees which are listed below. An application form can be obtained from the Georgia Swimming website (<http://www.gaswim.org/regdocs/usaswimmingathlete.pdf>). 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 Georgia Swimming and USA SWIMMING.
- 2.3.2** 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 Georgia Swimming Inc. and USA SWIMMING. To become a seasonal athlete member of Georgia Swimming, an Athlete Registration Application Form must be submitted to the Georgia Swimming Registration Chairman with the applicable fees which are listed below. An application form can be obtained from the Georgia Swimming website (<http://www.gaswim.org/regdocs/usaswimmingathlete.pdf>). 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 Georgia Swimming and USA SWIMMING.
- 2.3.3** 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 Georgia Swimming Inc. and/or USA SWIMMING and who is in good standing as an individual Member of Georgia 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 Georgia Swimming Inc. and USA SWIMMING. To become a non- athlete coach member of Georgia Swimming, a Non- Athlete Registration Application Form must be submitted to the Georgia Swimming Registration Chairman with the applicable fees which are listed below. An application form can be obtained from the Georgia Swimming

website.

(<http://www.gaswim.org/regdocs/usaswimmingnonathlete.pdf>)

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.

- 2.3.4** 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 chairman or committee member of Georgia 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 Georgia Swimming. To become a non-athlete, non-coach member of Georgia Swimming, a Non- Athlete Registration Application Form must be submitted to the Georgia Swimming Registration Chairman with the applicable fees which are listed below. An application form can be obtained from the Georgia Swimming website (<http://www.gaswim.org/regdocs/usaswimmingnonathlete.pdf>).

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 Georgia Swimming website (<http://www.usaswimming.org/bgscreeninfo>).

A full year membership starts January 1 of the current year and lasts to December 31st of the current year.

- 2.3.5** 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 Georgia Swimming and who is in good standing as a member of Georgia Swimming Inc. and USA SWIMMING.

2.4 Fees

The 2011 fees for membership in Georgia Swimming and USA Swimming are listed in the following table:

2011 Registration Fees			
	USA Swimming Fee	GA Swimming Fee	Total
Athlete Member Full Year	47.00	18.00	65.00
Athlete Member Seasonal Season 1 (10-15-10 to 3-15-11) Season 2 (3-15-11 to 8-10-11)	27.00	10.00	37.00
Non-Athlete Individual	47.00	7.00	54.00
Non-Athlete Family	92.50	7.50	100.00
Non-Athlete Life	1,000.00	7.00	1007.00

3.0 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 USA Swimming Outreach Athlete membership fee 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 Georgia Swimming Board of Directors 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.

3.1 MEMBERSHIP IS A PRIVILEGE NOT A RIGHT - Membership in Georgia Swimming Inc. and USA SWIMMING is a privilege and shall not be interpreted as a right. Membership (including a Life Membership) may be terminated by the 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 in Section 610.4.7.C or for any other reason determined by the Board of Review or National Board of Review to be in the best interests of the sport of swimming, USA SWIMMING or Georgia Swimming Inc.

4.0 Governance

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

4.1 Board of Directors

The Board of Directors shall consist of the following officers, committee chairmen, coordinators and representatives of Georgia Swimming Inc., together with those additional members designated in Sections 605.2 and 605.3:

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

- General Chairman
- Administrative Vice-chairman
- Senior Vice-chairman
- Age Group Vice-chairman
- Secretary
- Treasurer
- The Coach Representative
- Senior Athlete Representative
- Junior Athlete Representative
- Athlete Representative
- Officials Committee Chairman
- Safety Committee Chairman
- Technical Planning Chairman
- At-Large Board Members (2)

4.1.1 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.

4.1.2 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.

4.1.3 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.

4.1.4 The duties and powers of the Board of Directors shall be carried out as described in Article 605 of the Georgia Swimming By-Laws.

4.1.5 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).

4.2 The House of Delegates

The House of Delegates shall oversee the management of the affairs of Georgia Swimming Inc. and the establishment of policies, procedures and programs. The duties and powers of the House of Delegates shall be carried out as described in Article 604 of the Georgia Swimming By-Laws.

4.2.1 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

4.2.2 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).

4.3 The Board of Review

Georgia Swimming has established the Board of Review to hear complaints, protests and appeals regarding the administration and conduct (including acts and failures to act) of the sport of swimming within the territory of the LSC. Conduct that may violate the USA SWIMMING Code of Conduct or otherwise violate the policies, procedures, rules and regulations adopted by USA SWIMMING or Georgia Swimming, or conduct that may bring USA SWIMMING, Georgia Swimming or the sport of swimming into disrepute is addressed through the Board of Review. The Board of Review provides a procedure for a uniform method of appeal of any decision, act or failure to act to which a member of Georgia Swimming, where the conduct occurred within the territory of the LSC, is provided an opportunity for a fair and equitable hearing before a group of independent and impartial people. The Board of Review procedure is described in Article 610 in the Georgia Swimming By-Laws.

5.0 GA Swimming BOD and HOD Meeting Protocol

As the LSC Governing Body for swimming, the Georgia 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.

Georgia Swimming business is conducted by its BOD and through its committees which create and recommend policy and procedures to the BOD for approval. Georgia 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 Sunday HOD meetings. Proposals made by Georgia 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 Saturday BOD meeting for consideration and approval. All newly adopted proposals will be communicated to the HOD during the committee reports on Sunday.

6.0 Financial

The financial dealings of Georgia 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 Georgia Swimming. The following procedures shall be followed in conducting business on behalf of Georgia Swimming.

6.1 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 with exception of NCSA reimbursement which is paid after May 5th of each year. The General Chair shall be notified of any exceptions to reimbursement procedures for approval by the Board of Directors.

6.2 Reports

6.2.1 On September 1, the Treasurer shall transmit a projected budget to the LSC Webmaster for publication on the home page of Georgia 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.

6.2.2 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.

6.2.3 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.

6.2.4 Calendar Year-end Responsibility

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

6.2.5 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.

6.3 Travel Expenses

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

6.3.1 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, with exception of NCSA Spring Junior Championship in which reimbursement is determined by the total number of swimmers attending.

6.3.2 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.

6.3.3 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. (Adopted September 2007)

6.3.4 Two (2) reimbursements per fiscal year to be paid up to the total maximum allocation. (Amended September 2007)

- 6.3.5** Swimmers who participate on Relays Only are not eligible for LSC travel allowance. (Clar. 96)
- 6.3.6** 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 Official's Chair. (Clar. 08)
- 6.3.7** 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 Sep 15 for next fiscal year.
- 6.3.8** 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 Aug 1st for current fiscal year. All expenses that are reimbursable must be submitted to LSC Treasure by September 25 of current fiscal year.
- 6.3.9** 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.
- 6.3.10** 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 Treasure will be responsible for signing all necessary contracts and providing payment to all business entities providing services or product in support of Zone Team. LSC Treasure 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 Sep 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 Georgia Swimming website.

6.3.11 Role of Zone Team manager established (Sept. 2002). Stipend allowance and Zone travel expenses to be reviewed annually by Finance Chair, General Chair, Age Group Chair, and Team manager.

6.3.12 Zone Select Camp:

The Age Group Chair will submit a projected budget for the Zone Select Camp by Aug 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.

6.4 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.

- 6.4.1** Per Diem - \$35.00 cash per day in attendance. Cash will be given to individuals upon their arrival. (Revised 4/2004)
- 6.4.2** Registration fee for the convention will be paid for by the LSC.
- 6.4.3** Lodging will be paid for by the LSC. All miscellaneous costs charged to the room must be paid upon checkout.
- 6.4.4** Airplane 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. (Revised 4/2006)
- 6.4.5** Long-term airport parking will be refunded by the LSC upon receipt turned into Finance chair.
- 6.4.6** Convention site transportation will not be refunded.

The above applies to the following participants at Convention:

General Chair

Admin Chair

Age Group Chair

Senior Chair

Senior Athlete Rep

Junior Athlete Rep

Coaches Rep

Officials Chair

The above will apply to the following participants based on budgeted funds (Revised 4/2006)

Technical Planning Chair

Other LSC delegates as approved by the General Chairman and BOD

6.5 USAS Registration Income and Expense:

The Membership Chair will receive all annual renewals and initial memberships. He/she will make direct deposits to Georgia 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 Membership Chair will provide a projected budget amount for Registration Income and Expenses by Aug 1st of the current fiscal year. The Membership Chair will provide a projected budget for registration supplies for the next fiscal year by Aug 1st. Actual amounts will be approved at the Fall LSC budget approval. The Membership chair will provide itemized list of reimbursable expenses directly to the LSC Treasurer when requesting reimbursement.

6.6 Membership Chair Reimbursement:

The Membership Chair 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. Reimbursements will be made bi-annually. First payment will be December and second payment will be June.

6.7 Meet Sanction Income:

The LSC Treasurer will provide a projected budget amount for Meet Sanction Income with input from the Sanctions Chair by Aug 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.

6.8 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.

7.0 Athlete Recognition

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

7.1 For age group swimmers (10-U, 11-12, 13-14, 15-16, 17-18)

- 7.1.1** A swimmer must be officially registered with Georgia Swimming Inc. at the time of the qualifying swim.
- 7.1.2** One (1) "AAA" time based on current USA SWIMMING 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.
- 7.1.3** Participation in a minimum of two (2) SC meets or one (1) LC meet sanctioned by Georgia Swimming Inc. and hosted by a member club of Georgia Swimming Inc.

7.2 For Senior Swimmers (19 and over)

- 7.2.1** A swimmer must be officially registered with Georgia Swimming Inc. at the time of the qualifying swim and have been a member of Georgia Swimming Inc. for 2 years.
- 7.2.2** 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.

7.3 For Disabled Swimmers

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

- 7.3.1** One (1) time based on current US Paralympics Championship time standards (http://www.usoc.org/paralympics/swimming_teams_33648.htm). 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. (Last Revision: September 2009 HOD)

- 7.3.2 Participation in a minimum of two (2) SC meets or one (1) LC meet sanctioned by Georgia Swimming Inc., and hosted by a member club of Georgia Swimming Inc.
- 7.3.3 Recognition of times achieved outside the LSC
Georgia Swimming Inc. 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 United States Swimming Rules, and that this information is provided to the Records Chairperson no later than 30 days after the meet.
- 7.3.4 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.
 - 7.3.4.1 Participant in Zone meet representing Georgia
 - 7.3.4.2 Jr. National TIME in an individual event
 - 7.3.4.3 Sr. National TIME in an individual event
 - 7.3.4.4 Member of National A, National B, National Junior, Pan American or Pan Pacific Team in an individual event
 - 7.3.4.5 USA SWIMMING Olympic Trial participant in an individual event
- 7.3.5 Miscellaneous
 - 7.3.5.1 The qualification period begins on September 15 and ends on September 14 of the following year.
 - 7.3.5.2 Official meet results in electronic sdif3 format will be used to verify times.
 - 7.3.5.3 Results from Georgia sanctioned meets are automatically submitted to the Records Chair by the host team.
 - 7.3.5.4 Results from non-Georgia meets must be obtained and submitted for consideration by the individuals and / or teams involved in sdif3 format.

7.4 Zone Team Selection

The procedure for the selection of the Zone Team representing Georgia 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:

7.4.1.1 Swimmers 15-18 years old:

In order to be considered you must fill out an on-line registration form and submit it before April 15th. The on-line registration form will be posted on the Georgia Swimming website prior to Zone Team selection. Swimmers will be notified when the registration forms are available. Seven athletes from each gender will be selected based on the criteria below. Once selected a swimmer must submit a \$100 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 of each stroke will be selected. The remaining slots will be given to the swimmers with the highest scores based on the standards listed in Appendix II. 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 in Appendix II to calculate a score based on the six fastest times and which give the highest scores. All times must come from an approved or sanctioned meet between August 1, 2010 and April 1 2011 and be able to be verified in the SWIMS database. After you have chosen your events enter them on the application form.

7.4.1.2 Swimmers 14 & Under

Any swimmer wanting to be considered for the Zone Team must complete an on-line registration form and send in a \$50 deposit, (check payable to GA Swimming). The on-line registration form will be posted on the Georgia 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. The \$50 deposit will be refunded if the swimmer fails to make the team. If a swimmer makes the team the deposit will be used as a down payment. The deposit will be forfeited if the swimmer chooses to opt out of the selection process after the deposit is received.

7.5 BILL YOUNG AWARD

The Bill Young Award is presented annually at the All Star Ceremony to a swimmer who graduated from high school during the past competitive swim 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.

7.5.1 The basic qualifications are as follows:

- 7.5.1.1 The swimmer must have graduated from high school during the school year (9/1- 6/15) prior to the annual award ceremony.
- 7.5.1.2 The swimmer must have actively participated in and must have been a registered member of Georgia Swimming Inc. the past two years.
- 7.5.1.3 The swimmer must be nominated in writing before June 1 prior to the ceremony.
- 7.5.1.4 Nominations are submitted to the Admin Vice-Chair. Selection is made by BOD vote.

7.6 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 Georgia 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:

- 7.6.1.1 Have represented the Georgia LSC for their entire senior year prior to college and also every summer during their college career.
- 7.6.1.2 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 ALL Star Ceremony and they will receive the cash award upon proof of graduation from college.

8.0 Coach Recognition Awards

- 8.1** 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.
- 8.2** The coach with the top world-ranked swimmer will be recognized annually.

9.0 Georgia Swimming Inclusion Policy:

Under the authority of section 202.2.13 of the United States Swimming Rules and Regulations, Georgia Swimming has adopted the following policy to encourage swimmers with a disability to participate in Georgia Swimming meets. This policy will apply only to swimmers with disabilities as defined in section 105 of the United States 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 United States Swimming Disability Championship time standard.

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

- 9.1** 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.
- 9.2** 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.
- 9.3** Any awards must be earned in their respective event and age group.

10.0 Officials

Swimming officials for Georgia 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 re-certification procedures, distribution of new rules and interpretations and the appointment of meet referees for State Championship meets.

10.1 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 Georgia Swimming officials. Officials Training Clinics are held throughout the year at a minimum according to the schedule below and, if necessary, upon special request from the Officials Training Coordinator.

REFEREE and STARTER:

Bi-annually, April & September, in conjunction with the LSC HOD meeting

STROKE & TURN JUDGE:

Home School Program (HSP)
Open schedule based on participant's completion of HSP
Conducted at swim meets where participant and trainer are attending

Mega Clinics (No Pre-Study Required)
Tri-annually (October, February, June*) Minimum 5 attendees.

ADMINISTRATIVE OFFICIAL/CLERK OF COURSE:

Quarterly (March, June, September, December*) Minimum 5 attendees

AUTOMATIC TIMING EQUIPMENT OPERATOR:

Open schedule depending on interest
Conducted at swim meets where participant and trainer are attending

APPENDIX I

**ETHICAL BEHAVIOR AND CONFLICT OF INTEREST
ACKNOWLEDGEMENT**

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

I acknowledge receipt and understanding of Georgia 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

Georgia Swimming Position

APPENDIX II

Times for Ages 15-18 Zone Team Qualification

Women	5pts	3pts	1pt
50fr	00:24.32	00:24.94	00:25.56
100fr	00:52.57	00:53.68	00:55.02
200fr	01:53.59	01:55.42	01:58.30
400fr	05:03.11	05:10.02	05:17.77
1000fr	10:22.74	10:35.97	10:51.86
100ba	00:58.45	01:00.56	01:02.07
200ba	02:08.25	02:09.86	02:13.11
100br	01:06.33	01:08.80	01:10.52
200br	02:22.53	02:27.74	02:31.43
100fl	00:56.77	00:58.34	00:59.79
200fl	02:05.17	02:09.04	02:12.26
200im	02:08.56	02:11.32	02:14.60
400im	04:29.48	04:36.93	04:43.85
Men			
50fr	00:21.59	00:22.19	00:22.75
100fr	00:46.95	00:48.61	00:49.83
200fr	01:43.13	01:45.47	01:48.11
400fr	04:41.28	04:46.18	04:53.34
1500fr	16:01.24	16:34.58	16:59.44
100ba	00:53.16	00:55.12	00:56.50
200ba	01:56.05	01:59.32	02:02.31
100br	00:59.57	01:01.74	01:03.29
200br	02:09.10	02:13.57	02:16.90
100fl	00:51.00	00:52.32	00:53.63
200fl	01:53.12	01:57.02	01:59.95
200im	01:56.17	1:59.42	02:02.40
400im	04:08.47	04:13.34	04:19.68