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# LAKE ERIE SWIMMING, INC.

## OFFICIAL POLICY AND PROCEDURES

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### SECTION 1 JURISDICTION

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*(See Article 601 of Bylaws)*

- 1.1 This handbook is published by Lake Erie Swimming, Inc. (LESI) for the purpose of administering USA Swimming competition and support activities within the geographical boundaries of LESI. LESI is a Local Swim Committee (LSC) assigned to Region 6, to the Central Zone, and to Section III of the Central Zone.
- 1.2 This handbook may be amended at scheduled meetings of the House of Delegates of LESI (House). Proposed changes and/or additions to the Policy and Procedures must be submitted to the General Chairman forty-five (45) days prior to the scheduled meeting of the House. At least thirty (30) days written notice must be given to every voting member of the House of any proposed change and/or addition to Policy and Procedures contained herein. Any changes to Policy or Procedures not proscribed by USA Swimming must be adopted by a majority vote of the House present and voting. Any change not submitted in time to give thirty (30) days written notice to the House may be adopted only by nine-tenths (9/10) vote of the House present and voting.
- 1.3 USA Swimming Rules and Regulations, the Rules for Competitive Swimming of the Federation Internationale de Natation (FINA), LESI Bylaws (Bylaws) and such other rules and/or directives as may be issued by or recognized by USA Swimming and/or LESI shall govern the conduct of all competition sanctioned or approved by LESI and other activities mentioned herein.

### SECTION 2 MEMBERSHIP, REGISTRATION & AFFILIATION

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*(See 302-303 & 502 of USA Swimming Rules and Regulations; See Articles 602 & 603 of LESI Bylaws)*

- 2.1 **Membership:** Membership is required for all athletes, clubs, affiliated groups, coaches, officials and specified administrators. Membership is optional for parents of swimmers and others.
- 2.2 **Membership Duration:** All memberships must be applied for annually except for life memberships. Registration is effective upon receipt of the proper registration forms/files and fees by the LESI Membership/Registration Coordinator.
  - .1 Seasonal
    - A. Clubs: Seasonal memberships for clubs cover a 150 day period beginning May first.

**B. Athletes:** Seasonal memberships for athletes cover an unspecified but continuous period of not more than 150 days beginning the day of registration. Seasonal memberships are not valid at or above the Zone level

- .2 Annual: Annual memberships cover the calendar year except when they are applied for on or after September 1 in which case they are effective through December 31 of the following year.
- .3 Single-Meet Open Water: Single-meet open water memberships cover a specific date of an open water competition. The athlete must compete in an unattached status. There is no limit on the number of single-meet open water memberships an individual may obtain during a registration year.

**2.3 Membership Fees:** Membership fees are comprised of a national fee established by USA Swimming and a fee established by LESI (See Appendix for current fees.) All fees should be made payable to LESI. At the beginning of a new registration year, clubs should register swimmers in batches and pay all fees with one check. All registrations should be submitted electronically to the LESI Registration Coordinator. A handling fee of \$5.00 per swimmer shall be imposed if the club has more than ten swimmers and the registration is submitted manually.

**2.4 Transfer of Affiliation:** To transfer, a completed transfer application must be submitted to the LESI Membership/Registration Coordinator. The transfer is effective upon receipt of the proper transfer forms by the LESI Membership/Registration Coordinator.

## **2.5 False Registration**

- .1 A club or individual submitting a signed form (meet or other) which falsely claims a swimmer is registered shall be fined. The fine schedule is as follows:
  - A. A \$50.00 fine per swimmer per meet for the first offense of the calendar year.
  - B. A \$100.00 fine per swimmer per meet for the second offense of the calendar year.
  - C. For the third or subsequent offense of the calendar year, the Board of Review shall hold a hearing to determine the penalty.
- .2 A club or individual submitting a signed form (meet or other) which falsely claims a coach is registered shall be fined. The club or unattached coach shall be fined as follows:
  - A. A fine of \$100.00 per coach per meet for the first offense of the calendar year.
  - B. A fine of \$150.00 fine per coach per meet for the second offense of the calendar year.

C. For the third or subsequent offense of the calendar year, the Board of Review shall hold a hearing to determine the penalty.

- .3 Failure of the meet host to exercise due diligence regarding registration of entrants, including those who deck enter, into their meet shall result in penalties to the meet host as stated above in 2.5.1 A-C.

**2.6 Membership Responsibilities:** It shall be the responsibility of each group member to assist in the governance of the LSC and in the conduct of its programs.

- .1 A fine of \$100 shall be imposed against any registered year-round club that fails to have at least one voting delegate in attendance at the scheduled meeting of the LESI House of Delegates.
- .2 Fines may be established by the Board of Directors and imposed against group members who fail to fulfill their assigned duties in the conduct of LSC programs.

**2.7 Failure to Pay LESI Fees**

- .1 Members (individuals and/or group) who are delinquent in payment of money owed to LESI shall be notified by mail of the amount owed. Members shall be given an opportunity either to pay the amount due or to request a hearing if the amount is in dispute. The deadline for payment or filing for a hearing shall be fourteen (14) days from the date of notice.
- .2 Failure to pay monies owed to LESI or to file for a hearing by the deadline shall result in the member's loss of membership in good standing. As such, any or all privileges of membership may be suspended at the discretion of the Board or its designee until such time as membership in good standing is restored.
- .3 To restore membership in good standing, the member shall pay the amount owed and a reinstatement fee to LESI.
- A. Reinstatement fees for group members shall be \$50.00 or 10% of the amount owed, whichever is greater.
- B. Reinstatement fees for individual members shall be \$15.00 or 10% of the amount owed, whichever is greater.

### **SECTION 3 RECRUITMENT OF SWIMMERS**

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*(See 304.3.17 of USA Swimming Rules and Regulations)*

- 3.1** The purpose of this policy is to specify boundaries within which LESI coaches and swimmers may operate when seeking to have swimmers join a club or change club attachment, and to protect the rights of swimmers, clubs and coaches.

**3.2 An LESI coach may not**

- .1 Contact an LESI registered swimmer or the family of the swimmer directly or indirectly (phone, letter, personal visit, email, etc.) for the purpose of recruiting the swimmer, nor may that coach ask another coach, manager, parent or swimmer to do the same.
- .2 Discuss the team, the team's present standing, the team's set-up, or any other information regarding the team that the coach represents when contacting a swimmer for non-recruitment purposes. The coach may not request a later contact from the swimmer to discuss the team details.

**3.3 An LESI coach may**

- .1 Answer questions if the first contact is initiated by the swimmer or the swimmer's family. Such conversation is at the swimmer's discretion and may be held with a parent in attendance.
- .2 Utilize advertising directed solely to the public.

**3.4 When a swimmer initiates contact with the intent of changing clubs, an LESI coach should**

- .1 Talk to the swimmer on an individual basis; the swimmer's parents may be in attendance.
- .2 Honor the swimmer's right to terminate the discussion at any time.
- .3 Encourage the swimmer to inform the current coach of intent to change teams.
- .4 Not use inducements that cannot be fulfilled.

**3.5 Swimmer's Rights: A USA Swimming athlete may**

- .1 Contact another team for the express purpose of obtaining information regarding program operation, practice times, team philosophy, etc.
- .2 Request that another family member be present during contact.
- .3 Terminate the contact at any time.
- .4 Request printed material concerning the team.
- .5 Refuse any request that the coach makes during or after the contact.

**3.6 Those found in violation of this policy may be brought before the LESI Board of Review and subjected to censure, fine, suspension, expulsion or other action deemed necessary.**

## SECTION 4 CLUB SAFETY

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- 4.1 Responsibility:** Safety is the responsibility of every member of each LESI group member. Each LESI member club shall be responsible for implementing and monitoring its own safety program which shall be structured in a manner consistent with the goals, guidelines, and restrictions provided by USA Swimming and its insurance carriers.
- 4.2 Safety Coordinator:** Each LESI member club shall appoint a safety coordinator whose responsibilities shall be in accordance with Article 602.2.3 of the Bylaws and shall also include
- .1 Promoting safety awareness among all persons connected to the club, including coaches, parents, and swimmers;
  - .2 Encouraging coaches and facility staff to maintain a hazard-free venue; and
  - .3 Developing emergency action procedures in cooperation with coaches, swimmers, parents, and facility personnel.
- 4.3 Coaches:** LESI club coaches shall
- .1 Supervise all practices, and
  - .2 Maintain current certifications in all safety courses required by USA Swimming.
- 4.4 Reports of Occurrence**
- .1 Any occurrence including, but not limited to, any accident or incident involving a member athlete, a member non-athlete, a guest, spectator, tenant, other entities, or property shall be reported promptly to the proper authorities through the submission of a Report of Occurrence.
  - .2 The filing of Reports of Occurrence shall be the responsibility of LESI coaches and club officials.
    - A. Reports shall be made on the form provided through USA Swimming.
    - B. Copies of the reports shall be filed with USA Swimming, the current USA Swimming insurance carrier, and the LESI Safety Committee Chair.

## SECTION 5 ADMINISTRATIVE AND TECHNICAL RULES OF COMPETITION

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- 5.1 Scheduling**
- .1 Summer meets shall be bid the preceding Fall. Fall/winter meets shall be bid the preceding Spring.

- .2** Bids shall be submitted by the deadline published by the Scheduling Coordinator. A sanction fee deposit of \$50.00 shall be attached to the “Bid Application to Host a Meet” form at the time of application. The sanction fee deposit will be refunded if the bid is not accepted.
- .3** Conflicting meets shall not be scheduled unless a waiver is granted by the Board.
- .4** Conflicting Bids
  - A.** Sanctioned meets generally will be given priority over approved meets.
  - B.** Where there are conflicting bids for sanctioned meets, the Site Selection Committee shall determine which bid will be awarded based on but not limited to the following criteria:
    - (1) What is best for the swimmers in terms of meet format and facility;
    - (2) Ability and experience of the meet host in conducting competitions;
    - (3) Tradition of meet (all other things being equal, priority shall be given to the bidder who conducted the competition on the same weekend in previous years); and
    - (4) Geographic location.
  - C. Appeal:** Any member of LESI may appeal the decision of the Site Selection Committee.
    - (1) Appeal must be made within seven (7) days of the decision of the Site Selection Committee.
    - (2) Appeal shall be presented to the next scheduled House of Delegates or the LESI Board of Directors meeting, whichever comes first.
    - (3) A \$50.00 filing fee, payable to LESI, shall accompany each appeal.
    - (4) The filing fee shall be returned if the appeal is upheld, but forfeited if it is rejected.
  - D. Site Selection Committee:** The Site Selection Committee shall be comprised of the Age Group Vice-Chair, Senior Vice-Chair, Scheduling Coordinator, Coach Representative, Athlete Representative, plus two (2) people appointed for that meeting by the General Chair whose clubs are not already represented on the Site Selection Committee. In case of conflict of interest or unavailability of any of these parties, the General Chair shall appoint a replacement.
- .5** Teams that fail to hold a scheduled meet shall be subject to fines as deemed reasonable by the Board of Directors. These fines can include, but will not be

limited to, the forfeiture of the sanction fee deposit of \$50.00 that was submitted at the time of Application.

**.6 Procedures for change to an accepted bid**

- A.** Any changes to a scheduled meet brought forth by the host team (i.e., time standards, venue, entry limitations, events, awards, etc.) after its bid has been accepted must be approved by the Board of Directors or its designee(s).
- B.** Any changes to a scheduled meet brought forth by the LSC (i.e., time standards, venue, entry limitations, events, awards, etc.) after it has accepted a bid shall be presented to the meet host at least sixteen (16) weeks prior to the meet. The meet host must agree to the changes or withdraw its bid without penalty within fifteen (15) weeks prior to the meet. Any requests from the LSC for changes that are not provided at least sixteen weeks in advance of the meet are optional.

**5.2 Sanctions**

**.1 Application**

- A.** **Deadline for Scheduled Meets:** Application for sanction for meets listed on the published LESI meet schedule should be submitted to the LESI Sanction Coordinator no later than twelve (12) weeks prior to the start of the meet. Meet hosts shall have completed the sanction process and have their meets ready for posting on the LESI website no later than ten weeks prior to the date of their meets.
  - (1) If the meet information is not posted within nine weeks of the meet, a fine of \$50.00 shall be levied against the meet host.
  - (2) If the meet information is not posted within eight weeks of the meet, a fine of \$100.00 shall be levied against the meet host.
  - (3) Thereafter, the fine against the meet host will increase by \$100.00 per week if the meet information is not ready for posting.
- B.** **Deadline for Non-Scheduled Meets:** Application for sanction for meets not listed on the published LESI meet schedule, including dual meets, should be submitted to the LESI Sanction Chair as soon as possible prior to the meet. Late fees shall be assessed for applications submitted less than two weeks prior to the meet date. Late fees shall be made payable to LESI and shall be passed on to the LESI Sanction Chair.
  - (1) 10-13 days in advance – late fee \$10.
  - (2) 8-9 days in advance – late fee \$15.

- (3) 5-7 days in advance – late fee \$25.
- (4) 1-4 days in advance – late fee \$100.
- C. Requirements of Sanction:** Sanctions are issued, withheld, or withdrawn in accordance with Article 202.2 of USA Swimming Rules and Regulations. Additionally, all reports must be filed by the prescribed deadlines and the following must be included with the application for sanction and the entry information:
  - (1) A sanction application;
  - (2) Meet entry information in an electronic text file;
  - (3) Relevant sections of the LESI scratch rule;
  - (4) A copy of the schedule of events and associated electronic event file for export to TM (event file not required for non-schedule meets);
  - (5) A verification of registration form;
  - (6) Emergency evacuation plan; and
  - (7) The names of the officials secured for a non-scheduled meet.
- .2 Changes to Entry Information:** Any change(s) to the sanctioned meet information involving change in time standards, venue, events, awards, entry limitations, or date must be submitted to the Board of Directors or its designee(s) for approval. Approved changes shall be forwarded to the Sanction Chair by the Board and a new sanction will be issued. Minor revisions to meet information including typos, meet personnel, etc. must be submitted in writing to the Sanction Chair.
- .3 Conditions of Sanction:** Any event for which a sanction is granted is subject to the conditions set forth in Article 202.3 of USA Swimming Rules and Regulations and the following:
  - A.** The assigned sanction number must appear on the published entry information and final results.
  - B.** Conduct of the sanctioned event must conform in all respects to all current LESI technical and administrative rules.
  - C.** Meet Host shall verify current coach membership of all persons acting in a coaching capacity at the meet.
- .4 Sanction Fees**



- A.** For all meets where an entry fee is charged, except distance meets, the sanction fee shall be 20% of the entry income as defined by the number of splashes and scratches multiplied by the published entry fee.
  - B.** For all meets where no entry fee is collected, there shall be a flat sanction fee of \$5.00, and no swimmer surcharge.
  - C.** For distance meets (meets in which the only events offered equal or exceed 200 yards/meters) the sanction fee shall be
    - (1) \$10.00 for open water or a meet where the total entry is limited to 100 or fewer splashes per four-hour session;
    - (2) \$25.00 for a meet where the total entry is limited to 200 or fewer splashes per four-hour session; or
    - (3) 15% of the entry income for a meet where the total entry is not limited to 200 or fewer splashes per four-hour session.
  - D.** At its discretion, the Board may waive any or all of the sanction fee.
- .5 Reports and Remittances**
- A.** Entry (pre-meet): A complete meet backup from the meet management software shall be furnished by the meet host to the LESI Membership/Registration Coordinator at least three (3) days prior to the start of the meet.
  - B.** Entry (post-meet): A complete meet backup from the meet management software shall be furnished by the meet host to the LESI Membership/Registration Coordinator within five (5) days of the conclusion of the meet.
  - C.** Registration: The on-deck USA Swimming registration information and fees taken by the meet deputy registrar shall be sent to the LESI Membership/Registration Coordinator within one (1) day of the conclusion of the meet. Failure to comply will result in a penalty of \$50.00 to the meet host.
  - D.** Surcharge: A meet surcharge of \$2.00 per swimmer and the Surcharge Report shall be mailed to the LESI Treasurer or designee within fourteen (14) days of the conclusion of the meet. Failure to submit the monies and surcharge report within fourteen (14) days will result in an additional monetary penalty in the amount of 10% of the total owed.
  - E.** Financial Statement: The financial statement, sanction work sheet, and sanction fee balance shall be mailed to the LESI Treasurer or designee within forty-five (45) days of the conclusion of the meet.

- F. Reports of Occurrence:** Reports of Occurrence shall be mailed to USA Swimming, the USA Swimming insurance carrier, and the LESI Safety Committee Chairman as soon as possible after the conclusion of the meet.

**G. Final Results**

- (1) Final results in the form of a Meet Manger back-up file shall be provided to the LESI Membership/Registration Coordinator within one (1) day of the conclusion of the meet to be posted to the Lake Erie Swimming website and must include all relay lead off splits recorded by electronic timing.
  - (2) Final results will not be mailed out at the conclusion of any meets. Teams may request the electronic files from the meet director at the meet. Results will be posted on the Lake Erie website for no less than the course of the season.
  - (3) Final results must include the complete name (first and last), age, and team affiliation of each swimmer. Exception: First initial may be used in lieu of first name where meet software is designed to accept only the first initial or where the meet is conducted without benefit of meet management software.
  - (4) Final results shall be in the format prescribed by the LESI Records Committee.
- .6 Officials:** For a club to be granted sanction for a meet listed on the approved LESI schedule, the club needs to have at least one certified or in-training official that is attached or will be attached to the club during the Short Course or Long Course season.

**5.3 Approvals**

- .1** Approvals may be issued to USA Swimming member clubs, LSCs, non-member clubs, or organizations for meets conducted in accordance with USA Swimming technical rules.
- .2** A list of meet officials must be submitted to the LESI Officials Chair for approval at least one week prior to the start of the event.
- .3** Application: Application for approval must be submitted in accordance with Article 202.4 of USA Swimming Rules and Regulations. An approval fee deposit of \$50.00 shall accompany the application.

- A.** **Deadline:** Application for approval should be submitted to the LESI Sanction Chairman at least 8-10 weeks prior to the meet.
  - B.** **Requirements for Approval:** Approval of competition may be issued, withheld, or withdrawn by LESI in accordance with Article 202.4 of USA Swimming Rules and Regulations.
- .4** **Conditions of Approval -** The assigned approval number must appear on the published entry information and final results.
- .5** **Approval Fee**
  - A.** For all meets where an entry fee is charged, the approval fee shall be 20% of the entry income as defined by the number of splashes and scratches multiplied by the published entry fee.
  - B.** For all meets where no entry fee is collected, there shall be a flat approval fee of \$5.00 and no swimmer surcharge. An initial \$50.00 deposit will not be required.
  - C.** At its discretion, the Board may waive any or all of the approval fee.
- .6** **Reports and Remittances**
  - A.** The financial statement, approval worksheet and approval fee balance shall be mailed to the LESI Treasurer within forty-five (45) days of the conclusion of the competition. Failure to submit the financial statement, approval worksheet and approval fee balance within forty-five (45) days will result in an additional monetary penalty in the amount of 10% of the total owed.
  - B.** Final results shall be available on the Lake Erie Website.

#### **5.4 Observed Swims**

- .1** An observed swim is defined as a swim observed by assigned USA Swimming officials for conformance with USA Swimming technical rules in a meet conducted under other than USA Swimming rules.
- .2** **Arranging for Observed Swims**
  - A.** **At Season-Culminating Championship Meets**
    - (1)** **Application:** A request to have LESI officials at a meet for the purpose of having individual swims observed for conformance to USA Swimming technical rules must be submitted to the LESI General Chairman at least

ten (10) days prior to the meet. Exception: OHSAA District and State Meets shall be observed without application each year.

- (2) Requirements: The conditions established by the LESI NTV Chairman and those in Article 202.5 of USA Swimming Rules and Regulations must be met. The USA Swimming observers must be officials certified in LESI; this requirement may be waived by the LESI Officials Chairman.
- .3 **Fees:** The individual fees of any USA Swimming observers shall be in accordance with the fees listed in Appendix B and paid by the meet host.

**A. At Other Meets**

- (1) Application: A request for USA Swimming observers must be made to the LESI NTV Chairman at least 35 days prior to the competition. The LESI NTV Chairman must then apply to Program Operations for approval.
- (2) Requirements: The conditions established by the LESI NTV Chairman and those listed in Article 202.5 of USA Swimming Rules and Regulations must be met. The USA Swimming observers must be officials certified in LESI; these requirements may be waived by the LESI Officials Chairman.
- (3) Fees: The individual fees of any USA Swimming observers shall be in accordance with the fees listed in Appendix B and paid by the meet host.

## 5.5 Officials

- .1 All competitions sanctioned in LESI shall be officiated by officials certified by LESI, unless waived by the LESI Officials Chair. Officials certified in any other LSC may be assigned to deck positions at the discretion of the Meet Referee.
- .2 The minimum number of certified officials per session at any meet sanctioned by LESI shall be determined by the LESI Officials Chair based on the entry, facility, format, and events for that meet.
- .3 No more than 50% of the deck officials at a meet or time trial sanctioned by LESI shall be affiliated in any manner with the host club (as an officer, relative of swimmer or coach, or otherwise) unless sufficient numbers of other officials are unavailable.
- .4 The LESI Officials Chair shall assign certified officials to meets listed on the published LESI Meet Schedule. Before meet assignments are made prior to the start of the season, the Meet Director may contact the LESI Officials Chair for the purpose of participating in the selection of officials for the meet.

- .5 Meet Hosts shall be responsible for finding their own officials for meets not listed on the published LESI Meet Schedule. The number and certification levels of the officials required for the meets shall be determined by the LESI Officials Chair.
- .6 Fees: Each certified assigned official shall be paid by the meet host at the end of the meet or at the conclusion of the official's duties at the rate approved by LESI. (See Appendix B.)

## **5.6 LESI Championships**

- .1 LESI championship competitions shall be determined by the Board in accordance with 205.7 of USA Swimming Rules and Regulations.
- .2 LESI may host the competitions or may solicit bids from LESI group members.
- .3 The meets shall be conducted according to guidelines established by LESI.
- .4 Eligibility
  - A. Only athlete members of LESI shall be eligible for entry into LESI championship meets. For any meets that are combined LSC championships, only member athletes of those LSCs shall be eligible.
  - B. All swimmers must have met qualifying time standards for the specific events in which they compete.

## **5.7 Conduct of Sanctioned Competitions**

- .1 All meets sanctioned by LESI shall be conducted in accordance with the rules and regulations of USA Swimming (Parts One, Two, and Three of USA Swimming Rules and Regulations).
- .2 Camera Zones: Meet Management shall designate and inform the public of "Camera Zones" at each swim meet where still photography or video photography of swimmer, a race, or a competitor in a race may be taken. Acceptable "Camera Zones" may include, but are not limited to the side courses of a pool, team gathering areas, concession area, turn-end of competition course when not in use as a "start-end," etc. Meet Management shall also designate "Non-Camera Zones." Under NO circumstances will Camera Zones include the area immediately behind the starting blocks at either end of the racing course(s) while they are in use for "race starting purposes" during competition and warm-up, locker rooms, restrooms, or any other dressing area. Those failing to abide by this rule may be removed from the venue.
- .3 All hosts of meets sanctioned by LESI shall verify coach membership requirements by implementing the following procedure:

- A.** Meet Host shall conduct coach registration at the meet at which time coaches shall sign in, have their coaching credentials verified, and receive a deck pass designed for that meet. Those without coach membership cards shall be required to sign a statement certifying that they are current coach members.
  - B.** Meet Host shall require that all persons acting in a coaching capacity at the meet display the deck pass designed for that meet. Such deck passes shall be furnished by LESI.
  - C.** Meet Host shall monitor the deck and remove any persons without authorized deck passes.
  - D.** Meet Host shall send to the LESI Registration Chair within two days of the conclusion of the meet the coach sign-in sheet and all coach membership certification statements.
  - E.** Any coach receiving a deck pass for the meet who shares that deck pass or otherwise allows it to be displayed by an unauthorized individual shall be subject to a fine of \$500 and loss of USA Swimming membership.
- .4** Warm-up shall be conducted in accordance with the guidelines published by the LESI Safety Committee.
  - A.** No diving shall be permitted during warm-up except in those lanes designated for sprint starts or relay exchange practice. Swimmers must enter the pool feet first in a cautious manner with one hand in contact with the pool edge.
  - B.** A minimum of four (4) warm-up marshals per course in addition to the Meet Safety Director shall be in position before warm-up may begin.
  - C.** Continuous Warm-up
    - (1) A minimum of one warm-up marshal must be in position during continuous warm-up.
    - (2) During competition, where a course is set up to allow continuous warm-up and warm-down, a lifeguard may function as a warm-up marshal if the lifeguard is under the supervision of the Meet Safety Director and has been properly instructed about LESI warm-up rules and procedures.
    - (3) There shall be no diving during continuous warm-up. Swimmers must enter the pool feet first in a cautious manner with one hand in contact with the pool edge.
  - D.** Length of Warm-up
    - (1) Where continuous warm-up is not available, a warm-up period of at least ten (10) minutes shall be provided prior to the swimming of individual

events 400 yards/meters or longer, excepting those meets where only individual events 400 yards/meters or longer are offered.

- (2) Warm-up for timed finals sessions or preliminary sessions shall be split by team, age group, gender, or other means when the average number of swimmers per lane is scheduled to exceed 15 swimmers per lane for Short Course and 30 swimmers per lane for Long Course, into a minimum of two groups, in which case warm-up shall be a minimum of thirty (30) minutes per group for swimmers age 14 and under, or a minimum of forty (40) minutes per group for swimmers age 15 and over. The meet referee may begin competition before the scheduled conclusion of warm-up if athletes have completed their warm-up and all scheduled swimmers for the first heat are available. General warm-up may be conducted concurrent with the competition where a continuous warm-up is available.
  - (3) Warm-up for any finals session shall be a minimum of thirty (30) minutes.
  - (4) The Board or its designees may waive requirements for length of warm-up.
- E.** Upon request, the Meet Safety Director shall assign a coach to supervise swimmers who do not have a coach present during warm-up.
- F.** An announcer shall be on duty at all times during warm-up.
- G.** Coaches must supervise their swimmers at all times. Any coach who does not comply with the coach's responsibilities after a warning from the Meet Referee or designee may be penalized by the Meet Referee who is authorized to unattach the swimmers on that coach's team for the entire meet.
- H.** Conduct of Specific Warm-up – The final 20 minutes of a 45 minute warm-up or the final 15 minutes of a 30 minute warm-up shall be conducted as follows:
- (1) For a 10 lane pool:
    - (a) Lanes 1 & 10 push/pace from the start end of the pool (or general warm-up at the discretion of Meet Referee or his/her designee).
    - (b) Lanes 2 & 9 sprint lanes for racing starts from the starting block end of the pool, one length only and exiting the pool
    - (c) Lanes 3-8 general warm-up, no diving or racing starts. Any or all of these lanes may be converted to sprint lanes at the discretion of the Meet Referee or his/her designee.

(2) For an 8 lane pool:

- (a) Lanes 1 & 8 push/pace from the start end of the pool (or general warm-up at the discretion of the Meet Referee or his/her designee).
- (b) Lanes 2 & 7 sprint lanes for racing starts from the starting block end of the pool, one length only and exiting the pool
- (c) Lanes 3-6 general warm-up, no diving or racing starts. Any all of these lanes may be converted to sprint lanes at the discretion of the Meet Referee or his/her designee.

(3) For a 6 lane pool:

- (a) Lane 1 push/pace from the start end of the pool (or general warm-up at the discretion of Meet Referee or his/her designee).
- (b) Lanes 2 & 5 sprint lanes for racing starts from the starting block end of the pool, one length only and exiting the pool.
- (c) Lanes 3, 4, and 6 general warm-up, no diving or racing starts. Any or all of these lanes may be converted to sprint lanes at the discretion of the Meet Referee or his/her designee.

.5 Time Standards

- A. Meets sanctioned in LESI may establish qualifying time standards that swimmers must have achieved before entering events.
- B. For meets with “slower-than” time standards, swimmers may not compete in an event in which they are faster than the listed time standard as of the meet entry deadline.
- C. For meets with “faster-than” time standards,
  - (1) Swimmers should enter the event only if they have achieved the listed time standard for that event.
  - (2) Teams of swimmers who fail to achieve the qualifying time at the meet will receive a notice of those times that cannot be verified in the SWIMS database. Teams shall submit proof of time or a fine of \$10.00 for each swim listed in the notice. Failure to resolve time verification issues within one week of receipt of notice shall result in a debit to the team’s account in the amount of the fine. Unattached swimmers will receive similar notice. **Effective September 1, 2014:** Such fines are issued by the LSC and paid to the meet host.



- (3) Qualifying times for 50 yards/meters events shall be waived for swimmers with a disability. At the discretion of the meet referee, a swimmer with a disability may swim a lesser yardage event combined with a longer event within the same age group and gender if that swimmer's time for the lesser yardage satisfies the qualifying time standard for the longer event.
  - (4) **Effective September 1, 2014:** A meet host is not permitted to waive the time standards for swimmers from its own team; fines for violations of swimmers from the meet host shall be paid to LESI. Exception: if the meet has not closed prior to the entry deadline, the meet host then may enter its own swimmers who have not achieved the time standards.
- .6 Entry Deadline: The due-date for entries electronic or otherwise for meets sanctioned by LESI shall be no earlier than two Mondays prior to the first day of the scheduled competition.
- .7 Entry Fees: Meet sponsors may set their own entry fees for individual and relay events. A handling fee may be imposed by the meet host for team entries not submitted electronically. A \$2.00 surcharge per swimmer per meet shall be assessed, \$1.00 of which shall be designated for the LESI Zone fund, \$1.00 for the general fund, unless waived by the Board. No additional surcharges or any other per swimmer fee may be added by meet hosts without prior consent of the Board.
- .8 Event and Session Start Times
  - A. Fifteen (15) minutes must elapse between the end of the first session and the start of warm-up for the second session, except where the first session is trials and the second session is finals. This requirement may be waived by the Meet Referee and Meet Safety Director if, in their opinion, canceling the 15-minute break would help to alleviate a safety concern.
  - B. There shall be a minimum of ninety (90) minutes between the conclusion of the last event of the preliminary session and the start of finals competition.
  - C. Except as noted under exceptions below, there shall be a minimum time interval of fifteen (15) minutes between the conclusion of a specific age group event and the start of the next event of the same age group. (Where "open" is a replacement classification for older age groups, it shall be considered to be an age group.) Exceptions:
    - (1) Where it can be demonstrated that no swimmer is involved in consecutive age group events;
    - (2) Following events of 50 yards/meters or less;
    - (3) Where a majority of coaches in attendance at a meet agree;

- (4) Prior to relays, except at championships or "A"-level meets.
- .9 Length of Competition** – It is mandated (USA Swimming Rules and Regulations 205.3.1F), that with the exception of championship meets, all age group competition be planned to allow the events for swimmers 12 years and younger to be completed in four (4) hours or less for a timed finals session or in a total of eight (8) hours or less per day for a preliminaries and finals meet. Meet hosts in violation of the mandated limits shall be referred to the LESI Board of Review which may censure, fine, or deny further sanctions to the meet host. It is further recommended that all sessions, regardless of the age of competitors, be limited to four (4) hours or less.
- .10 Timing:** Each meet host shall be responsible for obtaining timing equipment and hiring personnel for its operation, and for providing timers for each lane.
- .11 Awards:** Meet hosts shall be responsible for purchasing and distributing their own awards at their meets in accordance with the following limitations:
- A.** Meet hosts and swimmers should be aware that a swimmer's present or future school athletic eligibility to compete could be affected by prize cost or value.
  - B.** No individual high point awards shall be awarded in the 8-under age group.
  - C.** No medals shall be awarded in those events in which the entry is limited to swimmers who are slower than the National-A time standard, unless waived by the Board.
- .12 Seeding:** A positive check-in shall be required for all relay events and for all individual events 400 Y/M or longer. Any relay team or individual failing to check in shall not be seeded.
- .13 Scoring:** 8-under events shall not be scored for team or individual points.
- .14 Admissions/Heat Sheets:** The price of admissions and the price of heat sheets shall be determined by the meet host.
- .15 Individual/Relay Scratch Rule:** Each swimmer/relay team shall be aware of the meet starting time and shall report to the proper meet authorities promptly upon call.
- A.** Pre-Seeded Meets: Each swimmer/relay team shall report promptly to the Clerk of Course or starting blocks prior to the race in which the swimmer/relay team is entered. Any swimmer/relay team not reporting for or competing shall not be penalized.
  - B.** Events Seeded on the Deck

- (1) Events seeded on the deck shall be closed for seeding no earlier than thirty (30) minutes prior to the start of the session. Host may provide alternate methods of check-in (such as email, phone, and fax) for swimmers who do not plan to arrive before the scratch deadline.
- (2) Any swimmer who has checked in for an individual event 400 yards/meters or longer must swim in the event unless the swimmer notifies the Clerk of Course or Administrative Official before the seeding of the event has begun that the swimmer wishes to scratch; failure to scratch prior to seeding and not swimming the event will result in a fine of \$25.00 to the swimmer's club or to the unattached swimmer, except as noted in "Exceptions for Failure to Compete" (below). A declared false start or deliberate delay of the meet in events 400 yards/meters or longer is not permitted and will be regarded as a failure to compete.
- (3) Any agent of a team (coach, parent, swimmer, etc.) who checks in a swimmer for any event when that swimmer is not present at the meet may cause a fine of \$2.00 per swimmer per day to be levied against that team.
- (4) Events seeded on the deck and swum as a timed final with one or more heats swimming with finals shall provide the swimmer the opportunity to indicate their desire to swim only during the preliminary session by indicating this desire by placing a "P" next to their name on the sign in sheet. Any swimmer failing to indicate this desire who does not compete during the finals session shall be subject to a fine of \$25.00, except as noted in "Exceptions for Failure to Compete" (below).

#### C. Scratching from Bonus Finals, Consolation Finals and Finals

- (1) Any swimmer qualifying for a C, B, or A (bonus and consolation final or) final race in an individual event who fails to compete in said final race shall be barred from further competition for the remainder of the meet, except as noted below in "Exceptions for Failure to Compete." If such failure to compete occurs on the swimmer's last day of the meet, the swimmer's club shall be fined twenty-five dollars (\$25.00) by LESI. If the swimmer is not a member of a USA Swimming member club, the swimmer shall be fined \$25.00. A declared false start or deliberate delay of meet is not permitted and will be regarded as a failure to compete.
- (2) In the event of withdrawal or barring of a swimmer from competition, the Referee shall fill the consolation final or final when possible with the next qualified swimmer(s). First and second alternates shall be announced along with the final qualifiers. These alternates shall not be penalized if unavailable to compete in the finals.

- (3) When consolation finals have not yet been swum and a barring or withdrawal is known to the Referee, the Referee shall re-seed the consolation final and the final, if necessary, to insert the alternate(s) in the appropriate lane(s), filling all lanes in the final.
- (4) If a consolation final has already been contested, the final shall be swum without reseeding for the empty lane(s).

**D. Exceptions for Failure to Compete:** No penalty shall apply for failure to withdraw or compete in an individual event if

- (1) The Referee is notified in the event of illness or injury and accepts the proof thereof.
- (2) A swimmer qualifying for a consolation final or final race following preliminaries notifies the Referee or designee within thirty (30) minutes after the announcement of the qualifiers for that race that the swimmer may not intend to compete. The swimmer must declare within thirty (30) minutes following his last individual preliminary event a final intention to scratch or swim.
- (3) It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.

**5.8 National Time Verification Certification (NTV):** Times qualifying a swimmer for national competition must be certified through the issuance of an NTV by an NTV official.

- .1** An NTV official of the LSC in which the qualifying time is achieved must submit the NTV to the SWIMS database.
- .2** Qualifying times swum in LESI – All times achieved at a LESI sanctioned or approved meet are to be submitted by the meet host to the NTV Chair for inclusion in the SWIMS database.
- .3** Observed Swims – In order for meets that are not sanctioned or approved to have observations of swims for National or U.S. Open qualifying times, the following process must take place:
  - A.** A written request for observation must be made prior to the meet in accordance with Article 202.5 of USA Swimming Rules and Regulations and Sections 5.4 of Lake Erie Swimming Policy and Procedures.
  - B.** An NTV will be issued if the qualifying time is achieved and approved by the USA Swimming observers.

- C. The proper paperwork in the form of a request for observation must be filed prior to the swim (or following the swim, if the time was for an individual freestyle event) at meets that are not under blanket observation.
- D. The meet host must submit meet management data files and documentation for all observed swims to the NTV chair.
- E. Any observed but not approved swim for conformance to USA Swimming technical rules will have no NTV issued.
- F. Requests for NTVs from observed meets must be made at or within two weeks of the conclusion of the meet. Requests made more than two weeks after the conclusion of the meet must include a \$5.00 administrative fee (to Lake Erie Swimming, Inc.) for each requested swim.

## **SECTION 6 RECORDS AND SWIMMER RECOGNITION**

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### **6.1 LESI Event Records**

- .1 An event record may be achieved by any athlete member of USA Swimming or his/her nation's FINA-member organization who swims the time at a competition sanctioned or approved in LESI, or at any meet approved for USA Swimming observation in LESI where the swim is observed and approved for conformance to USA Swimming technical rules, provided that the swimmer is a member of USA Swimming or his/her nation's FINA-member organization at the time of the swim.
- .2 Times achieved in a freestyle event are recorded as freestyle only, even if another stroke is performed.
- .3 Record times may be achieved in initial splits of individual swims and lead-off legs of relays, provided that the official split is recorded by automatic timing or by three (3) hand-held watches and is observed by the officials for a legal finish
- .4 Records will be maintained for all events in yards and LC meters in the following categories: Girls and Boys 10-under, 11-12, 13-14, 15-16, 17-18, and Open.
- .5 Times achieved by a swimmer or relay group in an open or expanded age group will revert to the swimmer's or relay group's appropriate age group. The open record will always reflect the fastest time swum in that event in LESI, regardless of whether it is achieved in an open or age group event.

### **6.2 LESI Swimmer Records**

- .1 A swimmer record may be achieved by any athlete member of LESI who swims the time at any competition sanctioned or approved by any LSC or at any meet approved for USA Swimming observation where the swim is observed and approved for conformance to USA Swimming technical rules, provided that the swimmer is a member of LESI at the time of the swim. Times achieved outside the boundaries of LESI must be submitted to the LESI Records Chairman and proven by final results.
- .2 Times achieved in a freestyle event are recorded as freestyle only, even if another stroke is performed.
- .3 Record times may be achieved in initial splits of individual swims and lead-off legs of relays, provided that the official split is recorded by automatic timing or by three (3) hand-held watches and is observed by the officials for a legal finish.
- .4 Records will be maintained for all events in yards and LC meters in the following categories: Girls and Boys 10-under, 11-12, 13-14, 15-16, 17-18, and Open.
- .5 Times achieved by a swimmer or relay group in an open or expanded age group will revert to the swimmer's or relay group's appropriate age group. The open record will always reflect the fastest time achieved in that event by an athlete member(s) of LESI, regardless of whether it is achieved in an open or age group event.

### **6.3 LESI Top 10 Times**

- .1 Times achieved by member athletes of LESI in any sanctioned or approved competitions shall be considered for inclusion in Top 10. Times achieved in competitions outside the boundaries of LESI must be submitted to the Top 10 Coordinator and proven by final results. Times achieved at meets approved for USA Swimming observation shall not be considered for inclusion in Top 10.
- .2 Times achieved in a freestyle event are recorded as freestyle only, even if another stroke is performed.
- .3 Times may be achieved in initial splits of individual swims and lead-off legs of relays, provided that the official split is recorded by automatic timing or by three (3) hand-held watches and is observed by the officials for a legal finish.
- .4 Top 10 listings will be maintained for all events in the following categories: Girls and Boys 10-under, 11-12, 13-14, 15-16, 17-over.
- .5 Times achieved in an open or expanded age group will revert to the swimmer's age group.

- .6 Top 10 listings will be published at the conclusion of the short course season (May 1 of the previous year through April 30 of the current year) and at the conclusion of the long course season (September 1 of the previous year through August 31 of the current year).

#### **6.4 LESI Swimmer Recognition Awards**

- .1 Member athletes of LESI competing for the first time in an individual event at a USA Swimming national-level meet (Junior Championships, USA Swimming Spring Championships, National Championships, U.S. Open, Olympic Trials, and Disability Championships) shall receive a towel from LESI.
- .2 Girls' Age Group Swimmer of the Year and Boys' Age Group Swimmer of the Year shall be recognized annually based on the criteria established by the Board.
- .3 Women's Senior Swimmer of the Year and Men's Senior Swimmer of the Year shall be recognized annually based on the criteria established by the Board.
- .4 Swimmer of the Year shall be recognized annually based on criteria established by that year's selection committee, which shall be comprised of coaches of senior swimmers.
- .5 Where qualified candidates are available, awards shall be presented to Disability Swimmer of the Year and to Open Water Swimmer of the Year (Male and Female).
- .6 Certificates shall be awarded annually to LESI swimmers establishing LESI event and/or swimmer records.

#### **6.5 LESI Records Committee**

- .1 The Committee shall include the Records Chairman who shall serve as chairman, LESI Times Database Chair, NTV Chair, and others as deemed necessary to carry out its duties.
- .2 The Committee shall
  - A. Maintain a list of those swimmers who have received a towel from LESI for participation in an individual event at a national meet and be responsible for the procurement and distribution of the towels;
  - B. Annually publish current Swimmer Records and Event Records and distribute certificates to qualifying swimmers;
  - C. Provide information as requested by the LESI Treasurer or designee, the Awards Committee, meet directors, media, or others;
  - D. Compile Girls' and Boys' Top 10 listings; and

- E. Maintain sets of final results from all meets sanctioned or approved in LESI as well as national meets.

## **SECTION 7 LESI ALL-STAR TEAMS**

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- 7.1 Arrangements concerning all-star teams representing LESI shall be with the approval of the Board and under the direct supervision of the LESI Age Group Vice-Chair.
- 7.2 All chaperons, team managers and trainers shall satisfactorily complete the background screening as administered by USA Swimming.
- 7.3 All swimmers, coaches, chaperons and others involved shall be required to sign and adhere to the LESI Code of Conduct.
- 7.4 Funding for all-star teams other than Zone Team shall be determined by the Board.
- 7.5 Only swimmers with year-round USA Swimming memberships will be contacted for inclusion on any LESI all-star teams.
- 7.6 Swimmers and/or coaches who are delinquent in payment of any monies and/or fees due to LESI and/or who otherwise do not meet any of the certification/registration requirements of LESI are not eligible for inclusion on any LESI all-star team.
- 7.7 **Conduct of specific events**
  - .1 LESI Zone Team
    - A. The Zone Team shall consist of properly qualified members of LESI as set forth in the Central Zone Handbook and in the meet entry information.
    - B. Prior to January 1, the Board shall annually name the Head Zone Coach(es) who, in turn, will select the remainder of the coaching staff, subject to the approval of the Zone Team Committee.
    - C. The Zone Team Committee shall be responsible for administering the affairs of the Zone Team, including but not limited to arranging for uniforms, transportation, lodging, meals and team entry.
    - D. The Zone Team shall be funded by LESI by the monies collected through a \$1.00 swimmer surcharge, by donations, and by participant fees, in the amount of \$140 for each Pool Swimmer and \$45 for each Open Water Swimmer.
    - E. The Zone Team Chairman or designee shall be the only person permitted to submit entries for LESI.
    - F. The preferences of the swimmers shall be given highest priority when selecting and entering individual events.



**G.** All 11 and Over swimmers and coaches of the Zone Team must travel, lodge and eat with the Zone Team until withdrawal from the Team or the conclusion of the Zone Team trip. All 10 and Under swimmers may travel with their families, stay with their families at the team hotel and cover their own meals. LESI Board may grant exceptions to this policy with the agreement of the Zone Committee,

- .2** LESI Quad and Buckeye Bowl Teams: Swimmers will be selected based on times achieved from September 1 of the current short course season through the deadline established by the planning committee. The previous season's times will not be used for selection purposes unless, in the judgment of the team coach and planning committee, qualified swimmers from the current rankings are not available.

**7.8 Discipline of Members of LESI All-Star Team:** The following procedure shall apply to any violation of an Honor Code or the USA Swimming Code of Conduct by an athlete, member coach, trainer, manager, and administrator or official that occurs during an LESI All Star/Zone Team trip where the penalty is to be assessed during the trip.

- .1** The All Star/Zone Team Director shall designate a staff member of the traveling team to investigate the violation.
- .2** Upon completion of the investigation, the Team Director shall decide whether to proceed with the complaint and, if so, what penalty to seek. If the Team Director elects to seek a penalty, which includes an athlete's being scratched from an event or sent home, the individual shall be notified of the penalty sought, provided a copy of these procedures and notified that he/she has a right to an expedited hearing pursuant to these procedures.
- .3** Any athlete is entitled to ask an adult to serve as his/her advocate. If an athlete does not select an advocate, the Team Director shall assign an advocate on his/her behalf.
- .4** If, after such notification, the individual elects to accept the penalty, the Team Director shall enforce the penalty and no hearing shall be held. If the individual requests a hearing, a hearing panel of three members shall be formed by the Team Director. The panel shall include at least one athlete member and shall not include either the investigating staff member or the Team Director.
- .5** The Team Director and/or the investigating staff member, on behalf of LESI, shall present the facts of the violation to the hearing panel. Both LESI and the individual shall have the opportunity to present any additional evidence considered relevant by the panel and may call witnesses. After hearing the relevant facts and testimony, the hearing panel shall determine if the individual did in fact violate the Honor Code or Code of Conduct and, if so, shall assess the penalty deemed appropriate by the panel.

- .6 The decision of the hearing panel shall be provided to the Team Director and the individual. The Team Director shall be responsible for enforcing the penalty.

## SECTION 8 REIMBURSEMENT FOR NATIONAL MEETS

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- 8.1 **Philosophy:** to support those swimmers who have developed within the LESI system and/or those who have become active members of LESI and the LESI coaches who attend competitions with them; to encourage LESI officials to travel to national championships certification meets, thereby improving the level of officiating within LESI.
- 8.2 Application forms for reimbursement shall be completed using the guidelines included with the application. All applications must be received within two (2) weeks of the last day of the meet. Failure to submit any application for reimbursement by this deadline shall result in 50% reimbursement unless extenuating circumstances are presented to the Board. Reimbursement applications submitted more than 45 days from the last day of the meet will not be reimbursed.
- 8.3 **Basis for Reimbursement**
  - .1 Teams: Teams shall be issued a per diem for the purpose of a rental car as follows for the duration of any meet listed in Article 207 of USA Swimming Rules and Regulations:
    - Coach and up to 3 athletes - \$50 per day of competition.
    - Coach and up to 6 athletes - \$70 per day of competition.
    - Coach and 7 or more athletes - \$85 per day of competition.
  - .2 Coaches: The base amount on which percentage for reimbursement is determined for any meet listed in Article 207 of USA Swimming Rules and Regulations or for U.S. Paralympic Open Championships or NCSA Junior Nationals shall be travel cost as defined in .5 below or \$50 per day for which a Coach has a swimmer in competition whichever is greater. When a national meet is held within two days of the conclusion on another national meet in the same location, coaches who remain for the second meet shall receive an additional \$150.00. Teams sending a different coach for the second meet shall have the new coach reimbursed the average airfare. The base amount for USA Swimming Sectional or Grand Prix Meets shall be \$70.00 per coach. Airline purchases shall be made at least 21 days prior to the start of the meet. Airline purchases made less than 21 days prior to the start of the meet by anyone who has already qualified, may be removed from the calculation of the average airfare at the discretion of the Board.

- .3 Athletes:** The base amount on which percentage for reimbursement is determined for any meet listed in Article 207 of USA Swimming Rules and Regulations, U.S. Paralympic domestic-national level meets as listed on the U.S. Paralympic web site, NCSA Junior Nationals, or for USA Swimming Sectional Championships or Grand Prix Meets shall be defined in A-F below. Airfare reservations for meets requiring travel by air shall be made at least 21 days prior to the start of the meet. Airline purchases made less than 21 days prior to the start of the meet by anyone who has already qualified may be removed from the calculation of the average airfare at the discretion of the Board.
- A. USA Swimming Sectional, Grand Prix Meets or Paralympic Domestic Regional Meets:** teams shall be reimbursed at a flat dollar rate of \$70.00 per swimmer. Unattached individuals shall be reimbursed similarly. In order to be reimbursed, the swimmer must compete in the meet. Relay-only swimmers will be considered to be  $\frac{1}{2}$  of a swimmer. Travel reimbursement for Sectional or Grand Prix Meets shall be given only to teams or unattached swimmers whose base practice pool or permanent residence is located 45 miles or more from the meet site as determined by current MapQuest routing and mileage. A swimmer shall be reimbursed for only one meet (Sectionals or Grand Prix) in the same season.
  - B. Junior Nationals, NCSA Junior Nationals or Paralympic Domestic National Meets:** \$150.00 or travel cost plus \$50.00, whichever is greater. When Junior Nationals are held within two days of the conclusion of another national meet in the same location, swimmers who are competing in both meets shall receive an additional \$100, but not a second travel cost. When USA Swimming Junior Nationals and NCSA Junior Nationals are held within one month of each other, a swimmer shall be reimbursed for only one meet (USA Swimming Junior Nationals or NCSA Junior Nationals).
  - C. National Championships, U.S. Open:** \$175.00, or travel cost plus \$150.00, whichever is greater;
  - D. Olympic Trials or U.S. Paralympic Trials:** travel cost plus \$200.00.
  - E. Open Water Championships (5k, 10k):** travel cost plus \$50.00.
- .4 Officials:** The base amount shall be travel cost as listed in .5 below or \$50.00 per day for each day of competition, whichever is greater.
- A.** An official may receive funding from LESI for this purpose up to two times per calendar year.
  - B.** The official must be available to work all sessions of the meet for which funding is provided.

- C. Any official already receiving funding from USA Swimming or the meet host shall not receive funding from LESI for that meet.
- D. No funding shall be available for meets conducted within the geographic boundaries of LESI unless an official's permanent residence is 45 miles or greater from the meet site as determined by current MapQuest routing and mileage.
- E. Funding shall apply only to Olympic Trials, USA Swimming National Championships, U.S. Open, Junior Nationals, Sectionals, Grand Prix, Open Water National Championships, and Central Zone Championships, provided the meet is a qualifying meet for national certification.
- F. Funding for officials may be suspended or limited by the Board if insufficient funds are available or if athlete travel reimbursement is jeopardized.
- G. Travel cost per meet for all candidates, including individuals traveling to a meet from a location outside LESI, will be established by 1) averaging the incurred round trip airfares of all eligible candidates traveling coach class from an LESI regional airport to a meet area airport, or 2) multiplying the current allowable IRS charitable mileage rate by the round trip mileage between Cleveland and the meet city. Which mode of transportation is to be used to compute the base amount will be determined by the Board to reflect what is reasonable for the distance and time of year.
- H. To protect the financial stability of LESI, the basis for reimbursement may be reduced by the Board, subject to approval by the House.

#### **8.4 Eligibility**

- .1 Those swimmers representing LESI member clubs or competing UN-LESI shall be eligible for reimbursement.
- .2 Those coaches who are current coach members in LESI and representing one or more swimmers eligible for reimbursement shall be eligible for reimbursement. Reimbursement shall not exceed one coach per six swimmers.
- .3 Officials must be currently certified and registered in LESI and have worked a minimum of ten sessions at LESI meets in the previous year.

**Effective date for 8.4.4 and 8.4.5: March 1<sup>st</sup>, 2015**

- .4 In order to be eligible for reimbursement for meets other than Olympic Trials, an athlete must have satisfied the following participation requirements:
  - A. competed in an LESI Championship Meet within the twelve months preceding the meet for which the reimbursement is being requested,

- B. competed in at least one additional LESI sanctioned meet in the twelve months preceding the meet for which the reimbursement is being requested,
- .5 In order to be eligible for reimbursement for Olympic Trials, an athlete must have competed in at least one LESI meet in the twelve months preceding Trials.

## 8.5 Percentages allowed

- .1 Coaches: Up to two coaches representing one or more swimmers eligible for reimbursement shall receive 100% of the established base amount for coaches. Reimbursement for additional coaches, not exceed one coach per six swimmers, shall be at 50% of the established base amount for that meet.
- .2 Athletes: The percentage basis for reimbursement (defined in the following charts) is determined by the following two factors:
  - A. Events swum
  - B. Number of consecutive years of registration immediately prior to the meet.
- .3 Officials: The percentage of reimbursement shall be 100% of the base amount.

**PERCENTAGE OF BASE AMOUNT ALLOWED FOR MEETS**

# of Events	Consecutive Years of Registration Immediately Prior to the Meet		
	Less than 1 Year	Less than 2 Years	2 or More Years
Relay Only	25	50	100
1 Individual	50	75	100

- 8.6 CAUTION:** A swimmer should not accept total reimbursement amounts from all sources in excess of the actual out-of-pocket expenses which the swimmer has personally incurred for that particular meet. To do so could jeopardize the swimmer's ability to compete in future high school, college, or other amateur competition.

## SECTION 9 ELAINE MILLER FUND

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- 9.1 The purpose of the Elaine Miller Fund is to provide funds to those LESI swimmers who otherwise would be unable to continue in competitive swimming or to attend special swimming events.
- 9.2 The Elaine Miller Committee shall consist of three (3) members appointed by the General Chairman with advice and consent of the Board. At least two (2) of these members must be members of the Board.

- 9.3** Application for aid may be filed by the swimmer or by the swimmer's club and must be signed by the swimmer's coach or club official, and by the parent or guardian, if the swimmer is under eighteen (18) years of age.
- 9.4** Applications shall be reviewed and awards determined by the Elaine Miller Committee.
- .1** Awards may be granted for club dues, USA Swimming registration, meet entry fees, expenses associated with special swimming events, or for any other necessary purpose.
  - .2** A swimmer may receive aid more than once in a single calendar year, but may not receive a total amount greater than \$500 per year.
  - .3** Awards will be based upon the judgment of the Committee and the availability of funds.
  - .4** Names of swimmers requesting aid shall remain strictly confidential.

## **SECTION 10 OFFICIALS**

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### **10.1 Officials Committee**

- .1** Members: The members of the Officials Committee shall be the Officials Chairman, who shall serve as chairman, and all certified officials of LESI who are current non-athlete members of LESI. (See Article 607.3.5 of the Bylaws.)
- .2** Duties and Powers: The duties and powers of the Officials Committee shall be in accordance with those listed in Article 607.4.4 of the Bylaws.
- .3** Meetings: The Officials Committee shall meet at least once a year with any meetings to be scheduled and conducted in accordance with Article 607.7-607.16 of the Bylaws.

### **10.2 Officials Chairman:** The duties and the powers of the Officials Chairman shall generally be those listed in Articles 607.2.2B and 607.5. In addition, the Officials Chairman shall

- .1** Attend the annual meeting of USA SWIMMING for the purpose of attending all meetings relevant to rules interpretation and officiating, when funding is provided by LESI;
- .2** Designate an Officials Committee member to attend any USA Swimming rules/officials clinics sponsored by USA Swimming;
- .3** Apply for approval for National Certification of officials at qualifying meets sanctioned in LESI;

- .4 Store and maintain LESI officiating and timing equipment and administer any rental or usage fees associated with same; and
- .5 Assign meet officials to work at LESI sanctioned competitions.

### **10.3 Certification of Deck Officials**

- .1 Requirements
  - A. Qualifications: Officials must be at least 18 years of age and non-athlete members of LESI and satisfactorily complete background screening established by USA Swimming and paid for by LESI.
  - B. Testing: Officials must complete and pass the appropriate USA Swimming Officials tests with a minimum score of 85%, corrected to 100% for any certified-official position in accordance with the procedures established and published by the LESI Officials Committee.
  - C. Apprenticeship: On-deck apprenticeship will be required for all relevant areas of certification in accordance with the guidelines, standards, and procedures established and published by the Officials Committee.
- .2 Certification shall be granted in accordance with the standards and procedures established and published by the Officials Committee.

### **10.4 Certification of Referees**

- .1 Requirements
  - A. Testing: Referees must complete and pass both the USA Swimming test for referees and the LESI meet administration/rules test with a minimum score of 85%, corrected to 100%.
  - B. Apprenticeship: Referees must apprentice on deck in accordance with the guidelines, standards, and procedures established and published by the Officials Committee.
- .2 Certification: Certification shall be granted in accordance with the standards and procedures established and published by the Officials Committee.

- 10.5 Recertification shall be determined and administered in accordance with the guidelines, standards, and procedures established and published by the Officials Committee.

## **SECTION 11 LESI PUBLICATIONS AND COMMUNICATIONS**

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- 11.1** Bylaws shall be updated as required and will be available for download from the LESI website.
- 11.2** Handbook (includes Policy and Procedures, Directory, and Records) shall be published annually in an electronic format and available on the LESI website. Online publications may be censored to protect the privacy of its members. Members of LESI may request a full printed version of the handbook at no cost by filling out the online request form located on the LESI website.
- 11.3** Newsletters shall be published as needed and distributed to all club contacts and to others as appropriate.
- 11.4** Top 10 listings shall be published in accordance with Section 6.3.6 and posted on the LESI website.
- 11.5** Website shall be maintained at lakeeriewimming.com.

## **SECTION 12 LESI EQUIPMENT**

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- 12.1** The Finance Committee shall maintain an inventory of all physical property of LESI.
- 12.2** LESI shall be responsible for the initial purchase of any equipment and for the cost of all subsequent routine maintenance and repair of equipment. It shall be the responsibility of the officer or committee chairman in possession of LESI equipment to oversee its necessary maintenance. The officer or committee chairman shall return all LESI equipment in their possession to LESI within 30 days of leaving office.
- 12.3** LESI shall maintain a library of materials such as books, videos, etc. and post a listing of available materials on the LESI website.

## **SECTION 13 FUNDING OF LESI REPRESENTATIVES AT USA SWIMMING ANNUAL MEETING**

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- 13.1** The Board shall determine the selection of individuals to be funded to attend the USA Swimming Annual Meeting in accordance with the budget and needs of LESI.
- 13.2** To be eligible for funding, Board Members must attend 70% of required meetings held between June 1 and May 31 during the year preceding the USA Swimming Annual Meeting. The Board may waive these attendance requirements only if there are extenuating circumstances.
- 13.3** Funding to any individual may be in whole or in part for travel expenses, hotel, registration and meals.



**SECTION 14 COMPLAINT RESOLUTION**

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- 14.1** At the discretion of the General Chair and/or the Chair of the Board of Review, a panel may be assigned to investigate any matter brought to their attention by the submission of a written complaint.
- 14.2** The investigative panel shall determine if there is sufficient merit to justify a hearing by the LESI Board of Review and shall notify the Chair of the Board of Review of their finding. The Chair of the Board of Review shall either schedule a hearing in accordance with Article 610 of the Bylaws of Lake Erie Swimming or shall notify the complainant in writing of the decision to dismiss, i.e., not to hear the matter. Any decision of the Chair of the Board of Review to dismiss a matter shall be binding on the whole LSC Board of Review and may be appealed to the National Board of Review in accordance with Article Four of the USA Swimming Rules and Regulations.
- 14.3** Where appropriate, an investigative panel may work with the complaining party to broker a solution to a problem. Where a satisfactory solution cannot be effected, the complaint shall continue through the Board of Review process in accordance with Article 610 of the Bylaws.

**APPENDIX A: LESI MEMBERSHIP FEE SCHEDULE*****2014 Registration Year***

MEMBERSHIP TYPE	TOTAL
*GROUP MEMBER	\$125
SEASONAL CLUB (MAY 1-AUGUST 31)	\$60
ATHLETE – REGULAR	\$55
ATHLETE – SEASONAL	\$32.50
ATHLETE – SINGLE MEET OPEN WATER	\$10
NON-ATHLETE – INDIVIDUAL (OFFICIAL, COACH, ADMINISTRATOR, OTHER)	\$58
NON-ATHLETE – FAMILY (HUSBAND & WIFE RESIDING IN SAME HOUSEHOLD)	\$108
LIFE MEMBERSHIP	\$1008

\* \$125 New Club Member  
 \$100 Received by 11/30/13  
 \$125 Received by 12/31/13  
 \$150 Received after 12/31/13

**APPENDIX B: FEE SCHEDULE FOR LESI OFFICIALS**

**Meet Referee:** \$8.00/hour (start of duties to end of duties) plus \$10.00 (minimum pay of \$45).  
**Meet Admin:** \$8.00/hour (start of duties to end of duties) plus \$10.00 (minimum pay of \$45).  
**Deck officials:** \$8.00/hour (start of meet to end of meet) (minimum pay of \$35).  
**Invigilator:** \$8.00 fee.  
**Timer's Meeting:** \$4.00 fee.

Where the facility charges for parking, meet host shall reimburse or provide passes.

**Note:** Minimum pay applies to any meet with consecutive sessions or to each session where the sessions are non-consecutive. Sessions are considered to be non-consecutive when the end of one session is 90 minutes or more before the start of the warm-up for the next session. Where the referee or admin for non-consecutive sessions are the same person(s) as the previous session, the minimum pay for the second session shall be \$35.

