



OREGON SWIMMING

Policy and Procedures/Standing Rules

Updated: March 2021

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POLICY AND PROCEDURES

Matters not specifically covered by the Bylaws of Oregon Swimming, Inc may be governed by the Policies and Procedures. Additions, deletions, or modifications of these Policies and Procedures may be made by simple majority vote of the Oregon Swimming, Inc (OR) Board of Directors or the House of Delegates. In any case where a conflict exists between these Policies and Procedures and those provisions of USA Swimming, Inc Rules and Regulations, the latter shall take precedence (refer ARTICLE XVIII—AMENDMENTS)

Article I – SWIM CALENDAR

Section I – Scheduling Chair

A. The General Chair shall appoint the Scheduling Chair.

Section II – Scheduling Chair Duties

- A. The Scheduling Chair shall announce the deadline and process for the submission of meet request and bids for championship meets at the OSI House of Delegates meeting a minimum of thirteen (13) months prior to the calendar year. Any meet request not submitted prior to the deadline will incur a fifty dollar (\$50) fine and must be approved by any club who has a meet on the OSI calendar on the date (s) propose, prior to a sanction being issued.
- B. The scheduling Chair shall receive all requests for regular calendar meets in writing (on the form provided by OSI) or via the OSI website, prior to the deadline.
- C. The Scheduling Chair is responsible for reviewing the calendar submissions for non-OSI Championship meets, and resolving any conflicts with the clubs concerned.
- D. The new OSI Meet Calendar will be posted on the website when all conflicts have been resolved.
- E. If no bids are received for an OSI Championship meet before the deadline, the Scheduling Chair shall be responsible for soliciting a bid(s) and awarding the Championship meet concerned.

Section III – Championship Meet Bids

- A. All bids to host an OSI Championship meet must be submitted in the proper manner prior to the announced deadline.
- B. Championship Meet Bids must include:
 - 1. The specific Championship to be hosted.
 - 2. Location and host teams(s)
 - 3. Number of pool lanes, width, and if a separate warm-up pool is available.
 - 4. Any special charges, including but not limited to
 - a. Equipment rental
 - b. Spectator entry fee or surcharge to offset facility fee
 - 5. If dive starts are possible from both ends of pool.
- C. Once the submission deadline for Championship meets has passed, all bid application packets, ballots, and the date voting will be closed (normally two (2) weeks following the mailing) will be made available to each club (one (1) vote per club).

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1. E-mail and/or on-line publication of the bid application packets and voting may be substituted for regular mail.
 2. In the event that no championship bid receives a majority (50% plus 1) the bid with the lowest number of votes will be dropped and a re-vote will occur
- D. No single facility may host the same Championship meet more than two (2) consecutive years unless no other facility has requested the meet.
- E. See Article IX, Section IV for required equipment

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Article II – SANCTIONS

Section I – Sanctions Chair

The Sanction Chair shall be appointed by the General Chair. USA Swimming, Inc, through the OSI Sanctions Chair, issues sanctions and approvals according to the procedures listed below. All requests shall be directed to the sanctions chair.

Section II – Procedures

- A. All competitive swimming events must be sanctioned by USA Swimming through the OSI Sanctions Chair. AB Long Course meets are open meets, not an invitational. This includes Open Water competitions.
- B. Time trials shall be sanctioned separately and shall be run in conjunction with a Sanctioned Competitive swim meet.
- C. Non-competitive swimming events (Camps, Clinics, etc..) must be sanctioned and shall be publicized one week in advance.
- D. Approvals may be granted, in lieu of sanction, to non-member clubs/organizations or members clubs hosting non-member competitors for meets conducted in accordance with USA Swimming technical rules.
- E. A maximum of one meet per season shall be sanctioned for closed inter-squad meets and all applicable rules for sanctioned meets must be observed. **COVID AMENDMENT: Until June 30, 2021** a maximum of one meet per **month** shall be sanctioned for closed inter-squad meets and all applicable rules, including USA Swimming COVID rules for sanctioned meets must be observed
- F. Sanctions requests for meets shall include the name of the designated Meet Referee approved by the Officials Chair and the Administrative Official. Changes to the Meet Referee position must be sent to the Sanctions Chair.
- G. AB+ time standards are required by AB Long Course Meets.
- H. A sanction and compliance with all relevant OSI procedures, is required to accept results for OSI Top 5, USA Swimming Top 10, all Records and National Verifiable Times for National qualifying times.
- I. Oregon Swimming will not sanction a meet if the charge for individual or relay events, or the OSI surcharge fee exceeds the maximum published by Oregon Swimming.
- J. Oregon Swimming will not sanction a meet if the hosting club has outstanding financial obligations to Oregon Swimming (greater than 30 days in arrears) and/or the Club and at least one coach are not registered with USA Swimming.
- K. Any league wanting to host a League Championship Meet pays for the \$150 league fee prior to the sanction.
- L. For Open Meets, the host team may choose which teams are entered in the meet based on the number of officials that they will be providing. For Invitational Meets, teams hosting invitationals are encouraged to put the suggested standard for the number of officials in the meet information. The Sanction packet will include the details on these policies for clubs.

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M. COVID AMENDMENT: Virtual Meets, in lieu of in-person meets, may be sanctioned under current Policies and Procedures. Current USA Swimming COVID Sanctioned Meet Rules apply. This will be good through June 30. 2021.

Section III – Fee

- A. The Sanction fee is \$30 per day and is applicable for each day on which events are scheduled for the meet, regardless of the meet format.
- B. The Time Trial Sanction fee is \$25 per day, and is applicable for each day of the event which time trials are scheduled for the meet.
- C. The Sanction fee is waived if no entry fee (OSI surcharge and splash fees) is charged. Host may charge a facility use surcharge.
- D. The Blanket Sanction Fee, for a series of dual meets, is \$25 per season.
- E. **COVID AMENDMENT:** OSI will charge 50% of the current sanction fees through June 30.2021.

Section IV – Submission for Sanction

- A. The Scheduling Committee must approve a meet before submitting a sanction application.
- B. The Host club is responsible for obtaining the Sanction Application from the OSI website.
- C. The **Oregon Swimming Office** must receive sanction applications at least 45 days prior to the first day of the meet for which application is submitted. For dual meets and closed intersquad meets, Sanction Applications must be received at least seven (7) days before the meet.
- D. Sanction applications must include
 - 1. Completed Sanction Application including written or electronic approval from the Meet Referee.
 - 2. Proposed meet information, in recommended format, including schedule of events in accordance with USA Swimming Rules and Regulations.
- E. Meet information will be reviewed by the Sanctions Chair
- F. Upon approval of the Sanction, the Meet Information, including the assigned sanction number(s) will be posted on the OSI website and emailed to the applicant, the Officials Chair, the Area Officials Chair and the Meet Referee at least 30 days prior to the first day of the meet, and must bear the wording “Sanctioned by USA Swimming, Inc.”, excluding dual meets & intersquad meets
- G. The team will be invoiced the appropriate sanction fees.
- H. The Officials Chair will add the meet to the Officials Tracking System (OTS)

Section V – Request for Observation

- A. This procedure is used to request the observation of swims at High school, Collegiate, Masters or other association season-culminating Championship meets.
 - 1. The meet referee must complete a Form B request for Observation (available on the OSI web site). The Completed form must be received by the SWIMS chair or designee a minimum of ten (10) days prior to the start of competition.
 - 2. The number of Association official must meet the minimum requirements as provided in USA Swimming Rules and Regulations. In addition, there must be a minimum of two (2)

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OSI/USA Swimming certified and registered officials (one at each end of the course) who will note compliance with USA Swimming Technical Rules.

3. The meet referee (based on the number of swims that may be requested and available officials) will determine if all individual swims will be observed, any requested swims, or only one session (i.e. Finals only). This will be determined on the request form.
 4. Meet management should make an effort to encourage all teams to include USA Swimming ID numbers in the database.
 5. Meets that will observe by request (usually when there are fewer than 10 swims expected to make such request) shall make an effort to provide a USA Swimming ID number with such request.
 6. Any relays comprised of four (4), registered swimmers from the same club team must request observation prior to competition (even for meets where all individual swims are observed)
 7. The meet referee or designee will be responsible to collect and collate conforming/non-conforming swims information from the officials.
 8. The meet referee (or direct meet management) will provide meet results to the SWIMS Chair within 24 hours of meet completion. These results must be a Hy-Tek meet back-up.
 9. The meet referee will communicate notice of compliance and any relay results requested for entry to SWIMS Chair within five (5) days of meet completion.
- B. Results will be entered into the SWIMS database as follows:**
1. For meets approved for observation of all individual swims
 - a. Individual event results for swimmers registered for the current registration year will be entered to the best of our ability
 - b. Any relay results that were requested, ~~as well as relay lead-off request~~ will be entered.
 2. For meets approved for observation by request
 - a. Requested observation of individual events, relays, and relay lead-off swims (including freestyle) for swimmers registered for the current registration year will be entered.
 3. For meets approved for observation of all individual swims, swimmers not registered at the time of swim may request their time be entered into SWIMS once registration is complete.
 4. Any questions from coaches and/or swimmers about times must include: swimmer name, school, which meet (district/state) and USA Swimming ID number.

Section VI – Post Meet Requirements

- A.** Upon the meet's conclusion, the Meet Director and/or the Meet Referee shall email the MM database to the Oregon Swimming office. The Oregon Swimming office will create the Entry Fee report, and invoice the host club through an applicable accounting software such that the meet fees (surcharge and splash fees) shall be collected within 30 days.

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Article III – TIME STANDARDS

Section I – Procedures

- A. Chair – The Time Standards Chair shall be appointed by the OSI General Chair.
- B. Duties – The Chair shall formulate the time standards for “A” and “B” and “B+” classes of competition.
- C. Function – Competition in all classes and age groups shall be regulated by time standards, and except as provided by eligibility rules, swimmers may not participate in events when their best time exceeds the maximum time standard or fails to equal the minimum time standard.
- D. Derivation – the “A” time standard for each gender and age-group are derived by averaging the 24th place time (18th place if Championship meet held in a 6 lane pool) over the past three years, with the standard never to become slower. “B” time standards are derived by multiplying the “A” time standard by 1.1. B+ Derivation: half way between “A” and “B” Time Standards.

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Article IV – RECORDS

Section I – Eligibility

- A. OSI will maintain record performances in all recognized Senior, Age Group and Disability events for:
1. Swimmers currently registered with OSI.
 2. All relay teams composed of registered swimmers currently registered and attached to the same OSI club.

Section II – Qualification Requirements – All Records

- A. Must be set in sanctioned competitions. (Records set in properly sanctioned time trials will be recognized)
- B. Must be set in the corresponding event in competition.
- C. May be set in meets outside of the boundaries of OSI.

Section III – Information Requirements

- A. Final results, or a completed summary sheet, with first and last names of all swimmers participating in individual events and relays, their club code and ages, signed by the Meet Referee.
- B. Final results for meets outside of the OSI LSC must be submitted for record verification.
- Note: It is the responsibility of the swimmer, or their representative, to submit the proper documentation to verify a record performance.

Section IV – Oregon Swimming, Inc. Records

- A. To be maintained and reported annually in this guide for the following courses: 25 yard, 25 meter and 50 meter, and the following age groups: 8 & Under, 9-10, 11-12, 13-14, 15-16, 17-18 and Open

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Article V – OREGON SWIMMING INC. TRAVEL FUND

Section I – Establishment of the Travel Fund

- A.** A portion of monies received by OSI from swim meets held under its jurisdiction will be reserved in the OSI Operating fund and designated as Travel Fund. Prior to 2016, excess Travel Funds were deposited into the Travel Endowment. Effective 2016, excess Travel Fund monies remain in the OSI operating fund and under the control of the Executive Committee, shall be used for OSI initiatives.
- B.** 95% of the earnings from the Travel Endowment shall be transferred for use in the budget 2 years forward. This is effective with the 2015 year-end earnings for use in the 2017 budget.
- C.** Reimbursement for expenses to the USA Swimming Convention, with the exception of attending Athletes Representatives, will be paid from the General Fund.

Section II – USA Swimming National, Open Water, Futures, Zone and Disability Championships

- A. Purpose –** To reimburse part of the travel costs of OSI swimmers, and coaches competing in/attending USA Swimming Senior/Junior National, Olympic Trials/World Trials, Open Water Nationals, Futures, Western Age Group Zones and Disability Championships or members of OSI clubs who are members of USA teams in international competition when said championships are outside OSI boundaries.
- B. Allocation and Distribution of Funds**
 - 1. Allocation –** Funds for Championship travel shall be derived from the swimmer surcharge portion of individual/relay entry fee(s) collected from OSI sanctioned competitions, plus any funds or donations obtained for the specific purpose of supporting authorized Championship. OSI may elect to allocate additional funds from other sources, including all fines collected for proof of time penalties, late reports, etc...
 - 2. Distribution –** The ratio of reimbursement shall be calculated so that JR meet participants receive approximately 75% of the amount allocated for SR meets, adjusted for location factors. Members of OSI clubs who are members of USA teams in international competition shall be reimbursed at the SR rate. Open Water Nationals will be reimbursed at the SR rate. WZ Meet participants will receive lesser amount as shown in the table below. Notwithstanding anything to the contrary in Article V, Section II, c, 6; for Relay Only swimmers each club will receive 25% of the reimbursement listed in the table following Section II, b, 2 for each relay only swimmer who competes at the meet, up to a maximum of four relay only swimmers in the meet.
- C. Eligibility**
 - 1.** The swimmer/coach must be an OSI athlete/coach member.
 - 2.** The swimmer/coach must compete in an individual event and the coach requesting reimbursement must directly coach an athlete at one of the following USA Sanctioned meets: Olympic Trials, US Open, Open Water Nationals, National Disability Championships, USA Jr. Nationals, Western Age Group Zone Championships. Relay only swimmers are subject to the conditions outlined elsewhere in this section.
 - 3. Clarification**

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- a. Funding will be available for a single meet within a given season except in Olympic years when funding will be available to athletes and coaches who compete at Trials and Nationals within the same season.
 - b. Members of OSI clubs who are members of USA teams in international competition may not receive payment for the international meet and any other championship meet in the same season.
 - c. The swimmer must represent an OSI club at the qualifying meet. If unattached in the OSI LSC, the Board of Directors shall determine eligibility for reimbursement.
4. A swimmer who registers in another LSC or country and then returns to Oregon will begin the process as if they are entering Oregon Swimming for the first time. These athletes are not swimming consecutive seasons. Except: Consecutive seasons for NCAA college swimmers is considered to be the previous long course season, due to NCAA rulings.
5. For short course reimbursement, swimmers shall compete in a minimum of three (3) OSI sanctioned meets, not including dual meets, during the current short course season. For long course reimbursement, swimmers shall compete in two (2) OSI sanctioned meets during the current long course season. The long course Sectional Championships may count as one of the two long course meet requirements. An athlete must have swum at least one individual event at the meet for which reimbursement is requested. Coach must attend the meet with the athlete. One coach per club is eligible for reimbursement.
6. Participants on the Age Group All Star Teams, Zone Teams or OSI selected Age Group teams are eligible for 100% allocation of the reimbursement amount in their first season affiliated with OSI.
- D. Reimbursement – is based upon the swimmer's time in the OSI LSC. The winter (short course) season is September 1 thru April 15. The summer (long course) season is May 1 thru August 31. The reimbursement guideline listed below is applied to the dollar amounts in the Distribution table (see link).
- | <u>Registration status</u> | <u>Nationals/Olympic Trials</u> |
|----------------------------|---------------------------------|
| First season in Oregon | No reimbursement |
| Second consecutive season | 50% of allowable |
| Third consecutive season | 100% allowable |
| Coach attending | 100% allowable |
- E. Allowable reimbursement dollar value is listed in the table following Section II, b, 2.
- F. Exceptions/Appeals – OSI clubs, on behalf of a member athlete(s), unattached swimmers, may request an exemption to the above requirements. Requests shall be made, in writing or by personal appearance, to the OSI Board of Directors or Executive Committee. To insure a timely decision requests should be received 30 days before but not later than 10 days prior to the initial deadline of the meet for which reimbursement is requested.
- G. Payment – Requests for reimbursement shall be submitted to the OSI business office, on the official form, prior to May 15 (winter) and September 15 (summer). Reimbursement requests after the deadline must be approved by the Board of Directors. Following verification of eligibility, payment will be made to the club. Reimbursement for unattached swimmers will be made to the club with which the athlete is training.

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Section III – All Star Teams

- A. Purpose** – To fund and pay part of travel costs and entry fees for OSI All-Star teams competing in specified meets.
- B. Allocation of Funds** – the allocation listed in TABLE 1 will be subtracted from the amount each swimmer must pay (as approved by the OSI Board of Directors or the Executive Committee) to participate on an OSI All-Star Team.

Section IV – Senior All-Star Camp

- A.** The OSI Senior All-Star Camp will take place annually with OSI funding \$18,000 of the camp. The Senior Chair is responsible for this camp. The Camp may consist of travel, training (in and out of the water), competition and team activities.

Section V – Athlete representation to the Annual USA Swimming Convention

- A. Purpose** – To reimburse Senior and Junior Athlete Representatives for travel expenses to the USA Swimming Convention.
- B. Eligibility** – Athlete Representative must be:
 - 1. An OSI athlete member.
 - 2. On the OSI Board of Directors.
- C. Reimbursement Criterion**
 - 1. 100% of airfare, shared (50%) lodging and ground transportation
 - 2. \$100 towards non-travel expenses

Section VI – OSI Officials Travel and Education

- A. Purpose** – To promote the training and growth of OSI officials' officiating skills as well as achievement of and advancement in the National Officials Certification (N2/N3). The Officials education budget is to be used at the discretion of the OSI Officials chair.
- B. Allocation of Funds** – Funds shall be used to pay the costs of bringing evaluators from other LSCs to OSI Officials Qualifying Meets (OQM), to reimburse OSI evaluators who evaluate at OSI meets, and may be used to fully or partially fund an OSI Official's travel to specified meets outside the LSC.
 - 1. Total allocation of funds available for OSI officials travel in the current fiscal year will not exceed the amount represented by 10% of the total funds distributed from the Travel Fund (excluding any amounts distributed to Officials under this section) in the period from January 1 to December 31 of the prior year.
 - 2. Additional funding for travel and accommodation expenses for the OSI Officials Chair to officiate at one USA Swimming sanctioned meet of their choice each year outside of OSI in order to educate and promote OSI within USA Swimming will also be provided, but will not be included in the above 10% limitation stated above.
- C. Eligibility for Reimbursement**
 - 1. Meets eligible for reimbursement are USA Swimming Nationals, US Open, Junior Nationals, Olympic Trials and National Disability Championships. In addition, the Officials

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Chair has the authority to fund reimbursement for other meets in order to provide a specific learning opportunity.

2. Officials must apply to the OSI Officials Chair and Receive approval for reimbursement prior to attending the meeting. Eligibility will be determined by the OSI Officials Chair, subject to budget constraints. Reimbursement will be paid upon submission of receipts to the OSI office.
 3. Officials must have been certified for at least 3 years.
 4. Must be currently registered as an OSI officials and worked a minimum of 20 sessions (8 sessions at BC meets) at OSI meets in the last year.
- D. Reimbursement Amount** – The officials Chair will determine the maximum amount of reimbursement to be authorized for each official prior to them attending the meet, based upon the following criteria.
1. Swim meet to be attended.
 2. Officials current certification level.
 3. Training and certification needs of OSI.
 4. Verification that the experience will advance or retain the official's current level of certification.
 5. The amount reimbursed to an official may vary from a specified amount through to full reimbursement of travel and accommodation costs incurred.
- E. Oversight** – The Officials Chair will report to the subsequent OSI Board of Directors meeting; the official's name, the meet attended, and the level of reimbursement approved.

Section VII – OSI Championship Meets

- A. OSI shall reimburse the Meet Referee** and, if applicable, the Administrative Referee for lodging expenses incurred at meets listed in Article VIII, Section I, b. Meets, subject to the following:
1. Submission of receipts for reimbursement to the OSI office within 14 (fourteen) days of the conclusion of the meet;
 2. Only actual lodging expenses based upon receipts submitted shall be reimbursed;
 3. Maximum lodging reimbursement shall be \$150 per day per official.

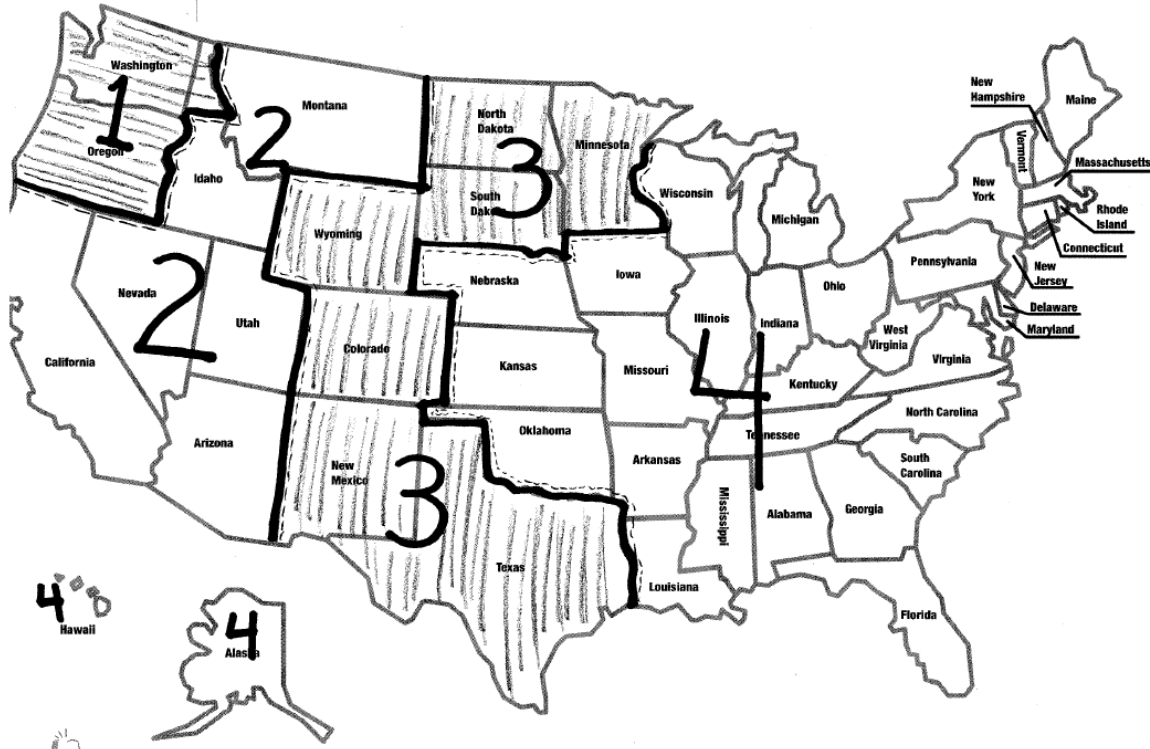
Section VIII – Representatives to Meetings Outside Oregon

- A. Purpose** – To provide funds to assist those members of OSI who have received appointment or been elected to a committee or official position by USA Swimming.
- B. Distribution of Funds** – Assistance requests shall be made to the Board of Directors prior to the meeting. Approval of funding is subject to budgetary considerations, the benefit to OSI, and the nature of the activity.

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Oregon Swimming, Inc
Travel Fund Map Zones



Travel Fund Table

Zone	SR	JR	Futures	Age Group Western Zones
1	\$500.00	\$400.00	\$300.00	\$250.00
2	\$600.00	\$500.00	\$400.00	\$350.00
3	\$700.00	\$600.00	\$500.00	\$450.00
4	\$800.00	\$700.00	\$600.00	\$550.00
Zone – except when expenses are paid by USA swimming or other organizations. Total reimbursement from all sources it not to exceed actual costs.				
SR – US trial and Selection meets, Senior Nationals, US Open, Open Water Nationals, National Disability Championships and *International Meets				
JR – USA Swimming Junior Nationals				

*International meet reimbursement thru the Travel Fund is limited to athletes who are members of OSI and selected by USA Swimming to represent Team USA in international competitions that are not paid for by USA Swimming

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Article VI – USA SWIMMING CONVENTION

Section I – Representation to the Annual USA Swimming Convention

- A. Purpose** – To reimburse a portion of the travel expenses, registration fees, and lodging for eligible delegates.
- B. Eligibility** – OSI delegates must meet the following criterion to receive reimbursement;
1. Must be an OSI member.
 2. Must attend all meetings at the convention pertinent to their respective position, or as assigned by the General Chair.
 3. OSI Board Members must attend a minimum of 2/3rds of the Board of Director meetings during the twelve-month period prior to the convention.
 4. Attend scheduled pre-convention delegate meetings and take active part in the OSI activities and caucuses at the convention.
 5. The General Chair may choose to appoint a substitute delegate should a voting OSI delegate be unable to attend except when the Coaches Representative cannot attend. The Coaches Representative shall appoint their own substitute or authorize the General Chair to do so.
- C. Reimbursement Criterion** – Reimbursement (subject to budgetary consideration) is as for Travel and shared lodging as follows;
1. **100% Reimbursement** – The following people shall receive full reimbursement for travel and shared accommodation from OSI 1) General Chair 2) Administrative Chair 3) Senior Chair 4) Age Group Chair 5) Coaches Representative 6) Technical Planning Chair 7) Senior and Junior Athletes Representatives 8) Executive Director 9) Treasurer or Finance Vice Chair 10) Safe Sport chair 11) any OSI member holding a Convention vote.
 2. **50% Reimbursement** – The following position(s) shall receive 50% reimbursement for travel and shared accommodation from OSI 1) USA Swimming National Committee members who are OSI members.
- D. Registration Fee** – OSI will pay the registration fee for any OSI member who attends the Convention.
- E. Non-Coach Delegates** – Oregon Swimming non-coach delegates will receive \$200 to cover convention expenses. Delegates must be members, in good standing, of the Oregon Swimming Board of Directors.
- F.** Subject to budget constraints, the General Chair may elect to schedule caucuses at the Convention during the lunch hour, and provide lunch, at OSI expense, for those OSI delegates present.
- G.** Delegates unable to attend the convention shall reimburse OSI for expenses incurred unless waived by the OSI Board of Directors.
- H.** If a delegate chooses to take alternative methods of transportation to convention other than what is arranged by the OSI office, the amount of travel reimbursement shall not exceed the amount of the average air carrier ticket purchased for the remaining delegates.

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Article VII – OFFICIATING

Section I – Officials Organization

- A. Officials Chair** – The officials Chair is responsible for overall supervision of the OSI officiating program, shall be appointed by the General Chair, shall serve for two years, and will be limited to the same term limits as outlined for elected board members in the OSI bylaws.. A nominating committee, consisting of the Officials Committee and the General Chair, shall select up to three interested and qualified candidates for submission to all certified OSI Officials. An electronic advisory ballot shall be held each election year starting Sept 1st 9 with the ballots due to the OSI office by Sept 22nd. The new Official’s Chair shall be 10 announced by the General Chair at the HOD meeting in October. The new Official’s Chair 11 shall be appointed on January 1st. A transition period of approximately 3 months (October 12 through December) will allow the new Official’s Chair to become familiar with the duties 13 and responsibilities of the position. **Only the General Chair and Office Manager will know the results of the election.**
- B. Officials Committee** – Members include each of the Area Officials Chairs, the Head Electronic Timer, the immediate past Officials Chair, and is chaired by the current Officials Chair. The committee meets a minimum of two times a year.
- C. Officials Membership** – OSI Officials must be currently registered as a non-athlete member of USA Swimming and have current Athlete Protection and Background Checks. Includes USA Swimming Rules & Regulations.
- D. Clinics** – A preliminary requirement for training in a given officiating position is attendance at the appropriate clinic. Clinics are held at each annual House of Delegates meeting, and at such times as may be requested by clubs or individuals. Clinics may be conducted by the Officials Chair, by Area Officials Chairs, or by appropriate individuals listed in the Trainers List.
- E. Certification as an OSI Official** – Procedures, requirements and documentation for certification are established by the Officials Committee and shall be consistent with guidelines established by the USA Swimming Officials Committee. Certification and USA Swimming membership are required for deck officials (times not included)
- F. National and National Championship Certification** – following certification as an OSI official, persons officiating at LSC Championship, Regional Championship, or Zone Championship competition may be eligible for certification as a National level official. Fulfilling the minimum requirements by officiating at a National Championship meet entitles an official to certification at the National Championship level. For additional information, contact the OSI Officials Chair.

Section II – Swim Meet Officials

- A. Deck Officials** – The certification levels and number of officials shall follow USA Swimming Rules and Regulations and shall follow additional requirements set by OSI.
- B. Uniform** – Recommended for deck officials: white shirt or blouse, black pants or skirt, black socks and black shoes. At the discretion of the meet referee, special uniform requirements for championship level meets maybe specified.

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Section III – Officiating Procedures

- A. Enforcement – all sanctioned meets shall be officiated in accordance with current USA Swimming Rules & Regulations. Such procedures not specifically regulated by USA Swimming shall be established by OSI, published in this guide and enforced accordingly.

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Article VIII – COACHES COMMITTEE

Section I - Membership and Fees

- A. All coaches who are currently registered with, and have met all the requirements to be in good standing with Oregon Swimming as a coach member of USA Swimming shall be eligible to vote in the annual election for the members of the Oregon Swimming Coaches Committee.
- B. In addition to the USA Swimming membership fee, Oregon Swimming coaches shall pay a \$20 annual fee that supports Coaches Committee activities. The \$20 annual fee shall be collected at the same time as the USA Swimming membership fee. Honorary members' annual Coaches Committee fee is waived, but not the USA Swimming membership fee.
- C. The additional annual fee collected by Oregon Swimming will be kept and accounted for separately for the exclusive use of the Coaches Committee. (See Section VI – Finances)

Section II – Committee Positions

- A. The Coaches Committee shall have a Chair, Vice-Chair, Secretary, two committee members and an athlete representative.
- B. All members of the Coaches Committee must be currently registered with, and have met all the requirements to be in good standing with Oregon Swimming as a coach member of USA Swimming, with the exception of the athlete representative, who must be in good standing as a registered athlete member of Oregon Swimming.
- C. The Chair shall serve as the Coaches Representative on the Oregon Swimming Board of Directors.
- D. The Chair, Vice-Chair, and Secretary shall be elected, in even number years at the Oregon Swimming House of Delegates by coaches present who are eligible to vote (Refer Section I – Membership and Fees).
- E. The remaining members of the committee shall be elected, in odd number years at the Oregon Swimming House of Delegates by coaches present who are eligible to vote.
- F. Each of the committee positions shall serve two-year terms or until such time as they are replaced by a vote of the Coaches Committee members
- G. In the event the Vice-Chair or Secretary resigns or is removed from office, the Chair shall appoint an interim Vice-Chair or Secretary until the next Oregon Swimming House of Delegates meeting where a new member is elected.
- H. In the event the Chair resigns or is removed from office, the Vice-Chair shall assume the Chair position and appoint an interim Vice-Chair until the next Oregon Swimming House of Delegates meeting where a new Chair is elected.
- I. In the event that the Chair, Vice-Chair, and Secretary resign or are removed from office, the OSI Board shall appoint the positions until the next Oregon Swimming House of Delegates meeting when new positions are elected.

Section III – Position Duties

- A. Chair

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1. Serve on the Oregon Swimming, Inc. Board of Directors as the Coaches Representative and attend required meetings.
 2. Act as liaison between USA Swimming and the Coaches Committee.
 3. Attend USA Swimming Annual Convention with the Oregon Delegation (paid by Oregon Swimming) and submit a report to the Oregon Swimming Board and the Coaches Committee at the annual committee meeting. Chair shall designate a replacement if unable to attend.
 4. Attend annual ASCA convention (paid by the Coaches Committee) and submit a report to the Coaches Committee and the Oregon Swimming Board at the annual meeting. Chair shall designate replacement if unable to attend.
 5. Chair all meetings of the Coaches Committee meetings
- B. Vice-Chair
1. Perform all duties assigned by the Chair
 2. Present a report on revenue and expenses at the annual Coaches Committee meeting
 3. Ensure all payments made by Oregon Swimming on the behest of the Coaches Committee (Refer Section VI – Finance) are properly documented and reported at the next scheduled meeting of the Coaches Committee.
 4. Coordinate and bring in speakers for the Annual Coaches Committee clinic
 5. Chair meetings in the absence of the Committee Chair
- C. Secretary
1. Take minutes at Coaches Committee meetings and distribute in a timely manner.
 2. Chair meetings in the absence of the Chair or Vice-Chair

Section IV - Nomination Committee for Coach of the Year and Swimmer of the Year Awards.

- A. The Coaches Committee shall form an Awards Nomination sub-Committee - comprised of the Coaches Committee Chair, Oregon Swimming Senior Chair, Oregon Swimming Age Group Chair, the past Coaches Committee Chair, and past Oregon Swimming Senior Chair. The Nominations of all Coaches and Athletes shall be done by the Awards Nomination sub-Committee.
- B. All Coaches Committee members shall select the person/persons annually to be awarded the following:
 - a. Male Swimmer of the Year,
 - b. Female Swimmer of the Year,
 - c. Collegiate Athlete of the Year,
 - d. Senior Coach of the Year
 - e. Age Group Coach of the Year

Section V – Meetings

- A. The annual Coaches Committee meeting shall be held in connection with the Oregon Swimming, House of Delegates meeting or as otherwise determined by the Chair of the Coaches Committee

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- B. Only active and retired members shall have the right to vote on Coaches' Committee matters.
- C. The Coaches Committee Chair may call special meetings of the Coaches Committee. Committee members must be notified of special meetings by email at least ten days beforehand.
- D. Club members of Oregon Swimming, Inc. not sending a coach representative to the annual Coaches Committee meeting held prior to the Oregon Swimming House of Delegates shall be fined \$50 per occurrence.
- E. Honorary members shall not be fined for not attending the annual Committee meeting.
- F. The Coaches Committee shall grant eight educational scholarships per year. (See Scholarship Section below)
- G. Annual Coaches Committee meeting expenses shall be paid from Coaches Committee Fund (Refer Section VI – Finances)

Section VI – Finances

- A. The additional annual fee collected from the members of the Coaches Committee shall be kept and accounted for separately from the Oregon Swimming funds by the Oregon Swimming Treasurer. (Henceforth referred to as the Coaches Committee Fund)
- B. All funds collected by the Coaches Committee from grants or other sources of income not due to Oregon Swimming shall be deposited into the Coaches Committee Fund
- C. A request for any payments from the Coaches Committee Fund shall be made to the Oregon Swimming Treasurer (or their delegate) in writing and signed/authorized by a minimum of two of the following committee members:
 - 1. Chair
 - 2. Vice Chair
 - 3. Secretary
- D. Upon receipt of the completed request for payment, the OSI Treasurer (or their delegate) shall make the requested payment providing the request for payment does not exceed the balance of the of Coaches Committee Fund.
- E. If sufficient funds are not available in the Coaches Committee Fund to cover a request for payment, the request shall not be honored and will be returned immediately to the Chair of the Coaches Committee with an explanation attached.
 - A. The final decision on all amendments to the P&P shall reside with the Oregon Swimming Board.

Section VI I– Mentorship Grants

- A. The Coaches Committee is responsible for applying for USA Swimming Mentorship Grants.
- B. All funds from USA Swimming Mentorship grants shall be deposited in the Coaches Committee Fund (Refer Section VI – Finances)
- C. The Coaches Committee shall review all applications and have the final decision on which applications are successful and authorize payment for all mentorship grants.

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Section VIII – Educational Scholarships

To assist all clubs in Oregon Swimming, the Coaches Committee awards educational scholarships on a rotating basis according to the following criterion:

- A. At the annual Coaches Committee meeting, the Coaches Committee shall approve the clubs to be eligible for their scheduled \$350.00 scholarship. If a club listed is not present, that team forfeits their scholarship and moves to the end of the list.
- B. Scholarships are available for one year from the date of selection. Receipts are to be turned into the Coaches Committee Vice-Chair for approval for reimbursement up to \$350.
- C. To receive reimbursement, the Club and Coach(s) shall be a member in good standing with Oregon Swimming with no outstanding financial obligations to Oregon Swimming.
- D. Scholarship funds shall be used to defray the costs of educational activities (i.e. expenses related to attend clinics) or educational materials (i.e. books or videos). Scholarship funds may not be used for equipment (kick boards, stopwatches, Vasa Trainers) or entertainment.
- E. This year’s Educational Scholarship with future tentative years also listed.
- F. Funds must be used within 12 months (before the next annual Coaches Committee meeting) to qualify for reimbursement

Coaches Committee Educational Scholarship Rotation Order						
(effective Jan 2020)						
2020	2021	2022	2023	2024	2025	2026
SCAT	THSC	LCSC	WSC	SHRK	SYD	LOSC
AAA	SLST	OCST	BASN	BACW	BCAC	DDAC
BEND	TDPS	VSC	TDST	CA	YTS	HEAT
HRST	MAV	NST	FSSP	SW	GPS	KWSC
MSC	BLAZ	RRSC	TY	TOR	CAT	MHA
MST	MPY	SSS	GCST	NCRD	VSST	NCSC
RYST	CB	SUM LEAQ	LHST	BDST	SGAL	PAC
TEAM	EA	TTSC	STRY	NCPS		RACE

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Article IX - COMPETITIVE SWIM PROGRAM

Section I - Introduction

- A. General** - The OSI competitive swimming program provides a variety of meet formats, distances, classification, age-group events, etc. to fulfill the needs of every swimmer.
- B. Strokes** - Breaststroke, Butterfly, Backstroke, Freestyle, and Individual Medley are the competitive strokes/events. The rules and definitions are described in USA Swimming Rules and Regulations.
- C. Seasons** - The swimming year is generally divided into two seasons. The short-course (winter) season, October through April, normally consists of competition in 25-yard or 25-meter courses. The long-course (summer) season, mid-April through August, normally consists of competition in 50-meter courses. These designations are general and meets might not be held in the indicated pool lengths.
- D. Age of Swimmer** - A participant's age group is determined by their age on the first day of the meet and shall normally govern for the full meet. Participants must swim in their respective age group except as noted in USA swimming Rules and Regulations. A contestant may participate in only one age group, corresponding to the swimmers age. For more detailed information, see USA Swimming Rules and Regulations.
- E. Qualifying Swimmers** - A swimmer will qualify for a given event when the swimmer has met or bettered the time standard for that event. Swimmers may qualify in any sanctioned, approved or observed competition.
- F. Time Limits**
- 1. Eight Hour Rule** - A meet day length may not exceed eight hours of competition, which is determined from the beginning of the first heat of the first event to the conclusion of the last heat of the last event. This applies to actual competition. The scheduling committee will evaluate those meets exceeding the eight-hour rule.
 - 2. Four Hour Rule** - In any competition, a session (defined as a group of events) with swimmers 12 years old and younger shall be planned to finish within four hours. This shall not apply to championship meets.
- G. Inclusion of Swimmers with Disabilities**
- 1.** Swimmers with a disability shall be permitted to enter any meet sanctioned by Oregon Swimming, Inc.
 - 2.** When time standards are used, the time standard for a swimmer with a disability shall be the published meet time standard multiplied by a factor determined by dividing the National Disability Championship time standard for the applicable disability class for the event by the National Championship time standard for the event.
 - 3.** The meet referee shall determine an appropriate method of seeding the athlete into events that does not negatively affect the meet timeline.
- H Outreach Membership** - To qualify for outreach membership registration fees in OSI a swimmer's family must provide proof of low-income status to their club. Proof of low-income status can be provided by the following ways:
- 1.** SNAP card letter with date of eligibility
 - 2.** OHP – Medicaid letter of approval with date of eligibility

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3. Y or Parks and Rec Low Income membership letter with date of eligibility
4. Low Income – most current year tax return needed to validate income is equal to or less than the Annual Federal Poverty guidelines table.

Section II - Types of Competition

A. General - a competition may consist of any combination of meet categories, types of meets, and classification of swimmers.

B. Meet Categories

1. **Open** - All registered swimmers may enter. (LCM AB meets are open meets)
2. **Invitational** - Only those swimmers or teams specifically invited may submit entries. (Long Course BC or ABC)
3. **Dual Meet** - Normally consisting of two teams. Variations include double duals (three teams competing, with each team being scored against one another), or three-way duals (four teams).
4. **Closed Meet** - Open only to members of one team.

C. Types of Meets

1. **Age Group Competition** - Age group swimmers compete in groupings of similar capability with each age group defined; see USA Swimming Rules and Regulations Article 205.
2. **Senior Competition** - The senior program is composed of senior classifications and has no age restriction.
3. **Special Competitions**
 - a. Each year - These may include relay, sprint, distance, pentathlon, sextathlon, etc. and may involve unlimited combination by age and gender.
 - b. Conditions - These meets are generally conducted in accordance with this manual, although special meets with distinctive, selected, or limited formats may be held and awards may vary. Special rules for entry, awards and participation shall be included in the Meet Information.
4. **Out of LSC Competitions**
 - a. General - Athletes are encouraged to participate in such competitions outside of OSI LSC to further their progress in the sport. Qualifying for Regional, Sectional, Zone and National level meets are part of the progression in competitive swimming.
 - b. Sanctions/results - When competing outside the OSI LSC, it is the team/athlete responsibility to ensure all events are properly sanctioned and arrange for full electronic meet results to be sent to OSI.

D. Classification of Swimmers

1. Introduction - Age group swimmers are classified by gender, age, stroke, and ability.
2. Definition - Within each gender/age group, ability classifications are defined by time, for four divisions; "A", "B", "B+", "C" for each stroke. Classifications are defined by establishing time standards for each stroke, distance and pool size.
3. Classification requirements
 - a. General - a swimmer is classified as an A, B, or C swimmer in each stroke according to their fastest time in that event, compared to the time standards for their age group. A swimmer making a B time remains a B swimmer in that event until equaling or bettering the A time standard. Upon changing age groups, classification is determined by the time standards for the new age group.

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- b. **Reclassification** - A swimmer must swim in the class they have qualified for. Once the swimmer has achieved the time standard for the next higher class in an event, the swimmer must compete in the new class in that event at successive meets. If entries have been submitted for a future meet, the entry times must be revised. The swimmer shall notify the meet director prior to the meet. If heat sheets have already been prepared, the swimmer shall be placed in the first heat of the proper event. Entry fees shall be refunded to any swimmer who no longer qualifies for a meet due to their new classification, provided the request is made in writing to the Meet Director.
- c. **Failure to reclassify** - Any swimmer who has not been properly reclassified and places in an event will be denied their award and placing, and swimmers placing below will move up to fill the vacancy. The time will be official.

E. Events Offered

- 1. **Senior "A" Meets** - Senior "A" meets shall offer, at a minimum, all events, which are included in the schedule of events for USA Swimming National Championships.
- 2. **Age Group "A" Meets** - Age Group "A" meets shall include all events for which the USA Swimming National Age Group times are maintained. (See USA Swimming Rules and Regulations, Article 102.1.2)
- 3. **The Following events (as a minimum should be offered):** 8/U Short Course; 25 Yards each stroke, 50 yards freestyle, 100 yards individual medley and 100 yards freestyle and medley relays. 8/U Long Course; 50 meters each stroke, 100 meters freestyle, 200 meters individual medley and 200 meters free and medley relays. For all other age groups see Article 204.4, USA Swimming Rules and Regulations.

F. Time Standards - The appropriate "A", "B", "B+" or "C" time standards all apply.

- 1. **Senior Meets** - The OSI 15-18 age group time standards shall be used.
- 2. **Age Group Meets** - OSI age group time standards shall be used.

G. Meet Format

- 1. **Senior Meets** - May consist of preliminaries and finals or timed finals and are subject to the eight-hour rule.
- 2. **Age Group Meets** - May consist of preliminaries and finals which are subject to the eight-hour rule. 13 & O timed finals events are subject to the eight-hour rule. 12 & U timed finals events are subject to the four-hour rule. All relay, 800/1000 freestyle and 1500/1600 freestyle events shall be timed finals.

H. Entry Fees - \$3.00 surcharge per swimmer, maximum of \$4.50 entry fee per individual event and \$12.00 entry fee per relay. The \$3.00 surcharge per swimmer, \$.50 of the individual entry fee and \$2.00 of the relay entry fee are paid to Oregon Swimming and allocated to the Travel Fund.

I. Awards - The value of awards must conform to Article 205.5 USA Swimming Rules and Regulations

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Article X - OREGON SWIMMING CHAMPIONSHIPS

Section I - Oregon Swimming Championships

- A. Discrepancy** - If a discrepancy exists between the Swim Guide and championship meet information, the meet information shall prevail.
- B. Meets** - OSI shall conduct the following championship meets:
1. Short Course 10 & Under AG Championship conducted in February.
 2. Short Course 11 - 14 AG Championships conducted in February.
 3. Short Course Senior Championships conducted in March.
 4. Long Course 10 & Under AG Championships conducted in July.
 5. Long Course 11 & Over AG Championships conducted in July.
- C. Eligibility** - Open to all OSI swimmers who qualify. Senior Championships are open to athletes registered with USA Swimming/LSC's within Region XII.
- D. Finals No Shows** - If a swimmer is eligible for a final event on Sunday night, does not scratch and is a no show, a \$100 fine per event is imposed on the swimmer's club.
- E. Time Standards** - For Age Group Championships, OSI "A" standards shall apply. For /Region XII Winter Championships, OSI 14 age group "A" time standards shall apply. Non-verified times will not be accepted. If online meet entry (OME) is used, entry times must be in the USA Swimming SWIMS database.
- F. Qualifying Period** - The short course season qualifying period is from February 1 of the previous year through the entry deadline. The long course season qualifying period is from July 1 of the previous year through the entry deadline.
- G. Entry Fees** - Surcharge (\$15.00 per swimmer); Individual event entry fee (\$4.00 per individual event); Relay entry fee (\$10.00 per relay). Facility Use Fees charged by the Aquatic Center may be added.
- H. Sponsorship** - OSI championship meets are sponsored jointly by OSI and the hosting club. Surcharges and entry fees are the property of OSI. Upon satisfactory completion of post meet requirements, host club will be reimbursed \$1.50 per individual event entered, and \$4.00 per relay event entered. Additionally, OSI reimburses host club for printing, other meet expenses, and pool use fees, if any.
- I. Scoring** - Scoring of prelim/final events and relay events will reflect the number of lanes swum. The 10 & Under Championship will not be scored.
- J. Course** - All available lanes shall be used for both prelim and final events.
- K. Relays** - For the 200 Medley and 200 Freestyle relays, entry times shall be accepted for teams achieving either the applicable 200 or 400 relay standard. Priority for seeding the 200 relays shall be given to those teams entered with a corresponding 200 relay time followed by those teams entered with a corresponding 400 relay entry time.
- L. Results** - If OME is not used for entry purposes, any swimmer or relay who does not attain the qualifying time for an event swum during a championship meet must submit proof of their qualifying time for that event within fourteen (14) days of the completion of the meet. Failure to do so will result in a \$100 fine for each non-qualifying time to be paid by the swimmer's club.
- M. Awards** - Value is subject to USA Swimming Rules and Regulations Article 204.6 & 205.5

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N. Events - Shall follow the following format.

1. Short Course 10 & Under AG Championships to offer the following meet format:

- a. Open to all 10 & Under swimmers registered in Oregon Swimming, Inc. who have achieved Oregon Swimming "A" times.
- b. Swimmers may enter six (6) individual events for the meet, but not more than five (5) individual events per day and two (2) relays.
- c. Medals are awarded for 1st through number of lanes swum depending upon the pool size. In a six-lane pool, ribbons for 7th through 12th and for an eight lane pool ribbons for 9th through 16th. There shall be no team awards.

2. Short Course 11 - 14 AG Championships to offer the following meet format:

- a. Open to all OSI 11 - 14 swimmers who have achieved OSI "A" times.
- b. Swimmers may enter six (6) individual events for the meet, but no more than three (3) individual events per day including time trials.
- c. All events 400 yards and longer and all relays will be deck seeded.
- d. Scratches will be per Article X, Section VII, Oregon Scratch Rule.
- e. A patch and gold medal are awarded for each swimmer placing 1st in an individual event (limit one patch per swimmer per championship meet). Medals are awarded for 2nd through the number of lanes swum, depending on pool size. Relays are awarded medals for 1st through 3rd, ribbons for 4th through the number of lanes swum, depending on pool size. High point awards for male/female in each age group will be presented. Team awards are presented for the top eight (8) teams.

3. Short Course Senior Championships format:

- a. Open to all swimmers registered within Region XII, who have achieved Oregon Swimming "A" times for the 14 year-old age group.
- b. Swimmers may enter six (6) individual events for the meet, but no more than three (3) individual events per day including time trials.
- c. All events will be deck seeded.
- d. Scratches will be per Articles X, Section VIII, Oregon Scratch Rule.
- e. A patch and gold medal are awarded for each swimmer placing 1st in individual events (limit on patch per swimmer per championship meet.) Medals are awarded for 2nd and 3rd place. Ribbons are awarded for 4th though the number of lanes swum. Relays are awarded medals for 1st through 3rd. Team awards are presented for the top three (3) teams.

4. Long Course 10 & Under Championship to offer the following meet format:

- a. Open to all OSI 10 & Under swimmers who achieved OSI "A" times.
- b. Swimmers may enter six (6) individual events for the meet, but no more than five (5) individual events per day and two (2) relays.
- c. Medals are awarded for 1st through the number of lanes swum depending upon the pool size. In a six-lane pool, ribbons for 7th through 12th and for an eight lane pool ribbons for 9th through 16th. No team awards.

5. Long Course 11 & Over Championships meet format:

- a. Open to all 11 and over swimmers who have achieved OSI "A" times.
- b. Swimmers may enter six (6) individual events for the meet, but no more than three (3) individual events per day including time trials.

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- c. All individual events 200 meters and longer for all ages will be deck seeded and 50 and 100 meter events will be pre-seeded.
- d. All relays will be deck seeded and are timed finals.
- e. Coaches must provide a positive scratch for swimmers not desiring to compete for all deck seeded events by the stated deadlines. There is a penalty for being a no show after checking in for the deck seeded events.
- f. Thursday, Friday and Saturday scratches are due 30 minutes after start of warm-ups. Sunday 400M Free Relay scratches are due by the end of Saturday finals, 1,500M scratches are due by the end of the relays.
- g. For Sunday, positive check-in must be made no later than 30 minutes following the start of Finals on Saturday.
- h. Relay Check-in: If names are submitted at the time of original entry and there are no changes to the names or order, the coach only need submit a slip that says "as submitted with original entry" or "no changes from original entry".
- i. Swimmers younger than 15 years can only be entered in open relays if your team cannot field a relay team in the 13-14 age groups.
- j. OSI Scratch Rules, Safety Guidelines and Warm-up Procedures apply.
- k. A patch and gold medal are awarded for each swimmer placing 1st in individual events (limit one patch per swimmer per championship meet). Medals are awarded for 2nd through number of lanes swum depending upon the pool size. 13-14 and 15 & Over.
- l. Preliminary events will be seeded 13 & Over. Finals will be two heats of 13-14 and two heats 15 & Over. 400+ Events swum as timed finals.
- m. Combined team plaques will be presented for 1st through 8th place. High point awards for male and female will be awarded in each age group.

Section II - Other Championships

- A. A sanction will be granted for Championship meets not sponsored by OSI if the meet:
 - 1. Is sponsored by a League currently registered with USA Swimming.
 - 2. Was added to the OSI Swim Calendar at the OSI House of Delegates.
 - 3. Is not held the same day(s) as Championship meets sponsored by OSI, unless:
 - a. A swimmer shall not compete in events in which they have Oregon A times.
 - b. A swimmer shall not compete in a relay in which they would swim a stroke and distance in which they have an Oregon A time. (Oregon A times made at the meet, prior to the relay, apply to this prohibition).

Section III - Special Meet Competition

- A. **Special Competitions or Events** - may be approved by Scheduling Committee, Sanctions Chair, and Board of Directors. Conditions, specifications and schedule of events must be included in the meet information and conform to all applicable USA swimming Rules & Regulations and OSI policy.
- B. **Open Water Competition** - Any USA Swimming registered athlete wishing to compete in Open Water Competition will do so at their own risk and without the benefit of USA Swimming insurance coverage unless such competition is sanctioned by USA Swimming.

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Open water events hosts may apply to OSI for sanction. The \$20.00 per day sanction fee applies, but no portion of any surcharges or entry fees will be collected by OSI.

Section IV - Meet Equipment

A. REQUIRED equipment for OSI Championship meets.

1. Electronic Timing

- a. Primary cable with a pad and two (2) buttons per lane at the start/finish end of the pool.
- b. At the turn end of 50m pools there shall be a primary cable with a pad and a minimum of two (2) buttons. This is not required if dive starts are permitted from the turn end of the pool.
- c. Minimum of one (1) remote strobe - This is available from the OSI office.
- d. Reader board with at least one line to display finish times.
- e. Spare pads, buttons and microphone.

2. Speaker/PA System

- a. Minimum of one (1) remote speaker connected to the starting system opposite the starter.
- b. A PA system that can be heard in all parts of the competing area.
- c. An announcer using the OSI Championship guidelines.

3. Labeling

- a. 4" high number, visible from both sides of the pool on the starting platforms.
- b. Sign indicating the Clerk of Course.

4. Duplicating Equipment

- a. Copy machine/high-speed printer for all deck seeded or prelim-finals format meets.

5. Radios required for prelim/finals championship meets

- a. Minimum of sixteen (16) two-way radios with headsets for use by assigned officials as determined by meet referee.

B. The following equipment is recommended for OSI Championship meets.

1. Electronic Timing

- a. Reader board or display for each lane and a strip to display event and heat.
- b. Spare starting console and meet computer.

2. Speaker/PA System

- a. Additional speaker(s) at the turn end of the pool.

3. Additional Equipment

- a. Internet access to allow on-line results.

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Article XI - CONDUCTING A MEET

Section I - Introduction

- A. General** - All OSI meets shall be conducted in accordance with USA Swimming Rules and Regulations. This chapter provides details of specific OSI rules for conducting meets. It is intended as a guide to all officials, meet personnel, coaches, and parents to explain the processes involved. More complete information may be found in the USA Swimming Rules & Regulations booklet.
- B. Spectator Fees** - Host clubs may charge a spectator fee. This charge shall not apply to any swimmer, official or coach. The entire amount of spectator fees collected shall be the property of the host club.
- C. Concessions** - The host club may sell food, drink, and other products (i.e. T-shirts, etc.) Host club may not prevent individuals from providing their own food and drink, so long as reasonable restrictions are observed. All receipts from such sales are the property of the host club.
- D. Hospitality** - The host club shall normally provide the following:
1. Drinks and snacks for officials.
 2. Drinks (as a minimum) for timers.
 3. If possible, reserved parking for officials.
 4. If available, a designated rest/hospitality area for officials.
- E. OSI Fees** - The surcharges for all meets are the property of OSI. Entry fees for OSI Championship Meets as described in Article VIII, Section I(g) and I(h) are the property of OSI. Entry fees for other meets will be as per Article VII, Section II(h).
- F. Restrictions** - Alcoholic beverages, tobacco products of any kind, and glass containers are prohibited in the swimming venue. No recording devices in locker rooms.
- G. Equipment** - All equipment used in competitive swim meets shall be approved by OSI and comply with USA Swimming Rules & Regulations.
- H. Membership Requirements**
1. **Athletes**
 - a. All athletes competing in an OSI sanctioned or approved competition shall be athlete members in good standing of USA Swimming or FINA affiliated organization(s).
 - b. Athletes competing in OSI Championships must be USA Swimming athlete members registered in OSI.
 - c. Registration forms and fees must arrive in the OSI office prior to an athlete's participation in an OSI Sanctioned or Approved meet.
 - d. Athletes competing in Senior Sectional Championships, Western Zone Championships, or any USA Swimming Championship level competition shall be full year athlete members. (i.e., not seasonal)
 - e. Certification of racing starts - The meet announcement shall include the following statement: "Any swimmer entered in the meet must be certified by a USA Swimming member coach as being proficient in performing racing starts or must start each race from within the water. When unaccompanied by a member-coach, it is the

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responsibility of the swimmer or swimmer's legal guardian to ensure compliance with this requirement."

2. Non-Athletes

a. Officials

1. All officials serving in an officiating capacity (timers not included) are required to be currently certified under the provisions of the OSI officials' certification program, or that of another LSC, and be current non-athlete members of USA Swimming or FINA affiliated organization.
2. Enforcement - It is the responsibility of the meet referee, or their designee, to insure that officials display their current officials identification badge (if used), and current year USA swimming non-athlete membership cards.
3. Penalties - Officials not meeting the criteria specified above will not be assigned and/or permitted access to the portion of the deck specified for athletes, coaches and meet management. (timers excepted)
4. All referees shall have certified concussion training (See Article XIV, Section I).

b. Meet Directors

1. All meet directors shall be non-athlete members of USA Swimming (Art. 202.3.3) to serve in that capacity during a sanctioned OSI competition.
2. Enforcement - The OSI Sanctions chair will verify membership during the sanctioning process.
3. Penalties - The host club may be fined up to \$100.00 if the meet director was not registered prior to the beginning of the competition.

c. Coaches

1. Coaches serving in a coaching capacity at an OSI sanctioned competition are required to have current USA Swimming coach membership or FINA affiliated membership, with current acceptable certifications in CPR, First Aid, Safety Training for Swim Coaches and USA Swimming Background Screening, Athlete Protection Training and Concussion Training (see Article XIV, Section I).

2. Enforcement

- a. Meet hosts shall require that each participating club prove, prior to pick-up of the team packet, that each participating coach from that club is currently registered.
- b. To enter restricted deck areas, coaches shall display, in a visible affiliated membership coach membership card.
- c. It shall be the joint responsibility of the meet host and the meet referee, or their designees, to enforce these provisions.

3. Penalties

- a. Coaches not able to prove current coach membership will be asked to leave the restricted deck area.
- b. In addition to the provision of par. A. & B. above, OSI shall impose a fine, upon each coach who is determined to be in violation of this requirement, of \$150.00 for the first offense, and up to \$300.00 for subsequent offenses. The fine is due within 30 days, or December 31, whichever is sooner.

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- c. Clubs with outstanding fines imposed under the provisions of the section will be denied club membership renewal privileges until such time that outstanding fine(s) are paid.

Section II - Meet Preparation

A. Sanction - See Article I.

B. Meet Information/Announcement

1. Format - Meet announcement shall constitute the invitation for qualified swimmers and /or clubs to submit entries for the meet. The form shall include the recommended configuration as shown below, with master entry forms, and an entry summary sheet, if applicable. Specific instructions regarding event entry procedures shall be included. (i.e. whether entry cards are used, etc.)

Required Form of Meet Announcement

Heading - Meet Name, Meet Type, Dates Facility
Statement - Held under the Sanction of United States Swimming, Inc. Restrictions

Host/Sponsor/On Deck Changing Prohibition
Location
Time Standards
Eligibility Statement
Rules
Disability Statement
Safety Procedures
Entry Deadline
Bull Pen (if applicable)
Entry Limit
Awards
Entry Fees
Scoring (if applicable)
Entry Address
Meetings
Entry Instruction
Meet Referee w/phone and Admin Official
Check-in (if applicable)
Invitation to Officials
Invitation/instructions for timer
Recording devices in locker rooms
Photography is not allowed behind blocks during starts and relay exchanges

Z This section shall contain the statement “No on-deck registrations shall be permitted.”

NOTE: *Using the above form for meet announcements assists in establishing uniformity and consistency. Items not applicable may be omitted. Each sanction package contains more detailed instructions for meet information.*

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- 2. Change of Format** - Any change from the approved format shall be submitted for approval to the Schedule Committee and the General Chair a minimum of two months prior to the meet. All changes must be approved prior to issuance of sanction.
- 3. Mailing** - Meet announcement shall be mailed to invited Clubs/Swimmers and the OSI office thirty days prior to beginning of meet.
- 4. Officials** - A certified Meet Referee is assigned to all sanctioned meets and must include their name on the sanction application. Meet Referees should be included in the review process for the meet announcement and meet planning.
- 5.** The use of cameras and any other recording device (including cell phones) is not permitted in locker rooms at any time.
- 6.** On-deck changing is not permitted at any time

Section III - Entry Procedures

A. Entry process - Entry forms, provided by the host club, Hy-Tek CommLink electronic entry file, or entry cards, at the discretion of the host club, may be required to properly enter swimmers and relay teams in a meet. If Hy-Tek entry file is used, all information that would be included on the Master Entry Form and Relay Entry Form shall be included in the Hy-Tek entry file.

1. Required Information

- a.** Eligible Swimmers - Any swimmer (including "relay only") listed on the Master Entry Form or in Hy-Tek or Team Unify entry file is eligible to compete in any relay unless prohibited by gender, age, or other limitations provided in the Meet Announcement. The swimmers' complete names, USA swimming registration numbers, ages and club affiliation must appear on the Master Entry Form.
- b.** Relay Entry Forms- When relay entries are submitted using a Relay Entry Form, the Relay Entry Form must accompany the Master Entry Form and must contain the relay team designation, affiliation, event number, distance, stroke, and correct entry time. It may also contain name of the swimmers and alternates eligible to swim in that event. If the Relay Entry Form indicates at least four (4) swimmers eligible to compete in a relay, a Relay Entry Card will be prepared by the Meet Management and delivered to the Head Lane Timer prior to the event. If the Relay Entry does not indicate at least four names, the team coach or representative must complete a Relay Entry Card, indicating the swimmers' names and order of competition, and deliver it to Meet Management prior to the stated relay entry deadline.
- c.** Changes in swimmers competing, or in the order in which the swimmers compete, may be made with the Head Lane Timer until the heat is called to the blocks. Any athlete listed on the Master Entry Form may be utilized.

2. Entry Summary - If entry forms are used, a summary sheet, showing number of swimmers entered in each age group, the surcharge, and entry fee, and a total of relay teams entered shall accompany the entry forms, along with a check for the correct amount. Sample forms are available through the OSI office.

B. Entry Times

- 1.** In general, entry times shall be the best time made by the swimmer in that event in this or the preceding swim season. The purpose of entry times is to provide a basis for seeding

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swimmers at their current capabilities. Therefore, the meet announcement may specify times for a pool distance other than that in which the meet is held. This sometimes occurs at the beginning of a season, when it is anticipated that best times may have occurred at the conclusion of the previous season.

2. Swimmers without times in competition. If a meet or an event has no qualifying time standards, a swimmer who has no official time for an event may enter that event with no submitted time (“NT”). Meet hosts may specify in the meet announcement that swimmers must submit estimated times if they have no official times.

C. Entry Submissions

1. **Entry Fees**, as specified above, shall accompany the entry forms.
2. **Submission** - Entries and fees shall be hand delivered, mailed by first class postage or sent electronically early enough to arrive by the entry deadline to the person designated in the meet information.
3. **Certification of Registration** - With submission of entries, the coach/team representative attests that all swimmers entered are registered with USA Swimming.
4. **Late Entries** - may be accepted or rejected, as specified in the meet information.
5. **Entry Corrections** - As a general rule, administrative errors by the host club, as verified by correct entry submittal, will be remedied. Entry submittal errors by the participating club may be remedied, at the discretion of the Meet Referee.

D. Verification of Entries

1. Invitational or Open meets - Seven (7) days prior to the meet start date the host team is required to submit a back-up of the meet to the OSI office to verify all athletes are registered with USA Swimming.
2. Dual meets - Three (3) days prior to the meet start date the host team is required to submit a back-up of the meet to the OSI office to verify all athletes have registered with USA Swimming.
3. Teams that have entered athletes, or athletes entering alone, that are not registered will be notified and have until 24 hours prior to the start of the meet to comply with the registration requirements. Athletes that are not registered 24 hours prior to the start of the meet will not be allowed to participate in the meet and no fees will be refunded.
4. If the host team does not submit a back-up to the OSI office prior to the meet and unregistered athletes are on record as participating in the meet the host team shall be fined \$50 per offense and the offending club/athlete shall be fined \$100 per swim.
5. Coaches/teams entering swimmers with disabilities that require accommodations shall notify the meet director in writing prior to the entry deadline.

Section IV - Event Preparation

A. General

1. Pre-seeded Meets/Events - The host club shall prepare a heat sheet, listing each event, with swimmers seeded as per Article 102.5, USA Swimming Rules & Regulations. Coaches shall be provided with a copy and a minimum of one copy posted on the pool deck for viewing by competitors.
2. Deck-seeded Meets/Events - For meets or specific events which are to be deck-seeded, the host club shall prepare a “psych sheet”, listing all entered swimmers by time, fastest to slowest. Competitors check-in for, or scratch from, their events according to the procedure specified in the meet information.

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- B. Seeding** - This process places swimmers with similar entry times in the same heat. The swimmers with the fastest times are in the last heats of a given event. In meets/events where a prelims/finals format is used, the last three heats are "circle seeded." This process distributes the fastest swimmers equally throughout the last three heats.
- C. Prelims/Finals Format** - For championship level meets, each day of competition consists of two sessions; a preliminaries session, in which swimmers compete for a place in the finals session and the finals session normally consists of two heats (a consolation final, and a championship final). For example, in an eight-lane pool, the swimmers achieving the 9th through 16th fastest time in prelims swim in the consolation final and the swimmers achieving the 1st through 8th fastest times swim in the championship final.
- D. Timed Finals Format** - Swimmers compete once (in a given event), which ranks them, by time achieved, with all other competitors in the same event. Heats are normally arranged in order of slowest to fastest. For exception, see Article 102.5.7 USA Swimming Rules & Regulations.
- E. Scratches and No-Shows** - See Section IX - Oregon Scratch Rule (below)

Section V - Conduct of Events

- A. Opening Ceremonies** - It is recommended that the pledge of allegiance or the national anthem be used at the beginning of each day's competition. Additional ceremonies are dependent on the nature of the meet. Acknowledgment of sponsors, advertisers, contributors, or other special recognition may be made at the beginning, or periodically during, the meet.
- B. Schedule of Events** - As specified in the meet announcement, the schedule of events may not be changed except as specified in Article 102.8, USA Swimming Rules & Regulations. For OSI Championship meets, the meet referee shall ensure that events are not swum earlier than the published timeline.
1. The following procedures will be utilized if the 11 & Over Long Course Championship meet schedule is too long.
 - a. Start one-half hour earlier each day.
 - b. 15 & Over 400 Free and 400 IM's are timed finals only. Put either one or two heats in finals.
 - c. Eliminate 200 relays.
 - d. Swimmers entered in six (6) events will be scratched from one (1) or more of their events if the meet has too many entries.
- C. Officiating**
1. The Meet Referee assumes control of the meet from the beginning of the warm-up period (as specified in the meet announcement), and assures that officials are properly briefed and in position.
 2. The number of officials shall be in accordance with USA Swimming Rules & Regulations.
 3. Teams shall notify meet director or meet referee of the availability of officials from their team (the meet director shall forward official information to the referee) to work the meet.
 4. At least one week prior to the meet, the meet director shall confirm with the referee the number of officials available for the meet. If this number is below the minimum set by

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USA Swimming, the meet director (or their designee) shall contact additional officials (VIA the OSI website officials list, contacting the team attending the meet, etc.)

5. In the event that there are not enough officials:
- a. The meet referee will notify coaches at the coaches meeting.
 - b. The session will be conducted - results will be produced only for the purpose of awards for the session.
 - c. At the end of the session, the referee shall ensure that any results for the session are purged from the meet.
 - d. At the conclusion of the meet, the meet referee shall notify the OSI office and records chair that the meet contained a session that did not meet the requirements for the minimum number of officials and the results of the session were purged.

D. Results - Which include all competitors in the event, shall be posted promptly in a location accessible to spectators and competitors.

Section VI - Awards

A. General - All awards presented at OSI meets are subject to USA swimming Articles 204.6 and 205.5.

B. Meet Awards

1. **Types** - The types of awards to be presented shall be indicated on the meet information as submitted for sanction and may not be changed thereafter.
2. **Duplicate Awards** - Duplicate awards shall be presented for all ties.
3. **Places** - The number of places to be presented awards is normally determined by the number of working lanes, except that at the host clubs' option, additional places and or "B" flight awards may be presented. See Article VIII, Section V of these policies and procedures for awards for OSI Championship meets.
4. **Protests** - Until final action is determined, results of any race conducted under protest, or of any protested race, shall not be announced, and no awards presented, or scoring points allowed until the protest is officially withdrawn.

Section VII - Post-Meet Requirements

- A. Complete final results, including names of relay swimmers, time trials, and the results of swim offs, shall be sent within 10 days. A \$25.00 fine will be levied to clubs not mailing acceptable results within 10 days.
- B. Results shall be sent to the following places:
 1. An electronic copy for each club interested in the meet.
 2. An electronic copy for inclusion in the OSI Qualifiers database, SWIMS database, records chair, and web site to Oregon Swimming.
- C. A financial report, included with the sanction package, shall be completed and mailed to the OSI office not later than 30 days after the last day of the meet. Reports not mailed within 30 days are subject to a \$10.00 fine.
- D. The meet surcharge and the OSI portion of entry fees (surcharges & all entry fees for designated OSI championship meets) shall be mailed to the OSI office not later than 30 days

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after the last day of the meet. Fees not mailed within 30 days are subject to a fine of \$10.00 or 10 percent of the amount due, whichever is greater.

- E. Meet evaluation forms, (distributed to coaches, officials, swimmers, and parents) shall be collected, reviewed by the meet director, and forwarded to the OSI Office.
- F. Fines levied under a., b., or c. above apply to the OSI Travel Fund. Failure to comply with provisions of these sanctioning and reporting procedures may result in withholding of future event sanctions.

Section VIII - Oregon Scratch Rule

A. Individual Scratch Rule - The Oregon scratch rule shall be used for all Oregon Swimming, Inc. championship meets. Each swimmer shall inform him/herself of the meet starting time and shall report to the proper met authorities promptly upon call.

1. Pre-Seeded Meets - Each swimmer shall report promptly prior to the start of each race in which they are entered. Any swimmer not reporting for or competing in an individual timed final event or a preliminary heat when finals are scheduled shall not be penalized

2. Deck Seeded Events

- a. Scratches prior to seeding of heats shall be confirmed by properly filling out and depositing a scratch card in the scratch box.
- b. The scratch deadline shall be thirty (30) minutes after the start of warm-ups for the respective day of the meet.
- c. In all events where preliminary heats are necessary, after the heats have been seeded, any swimmer who fails to compete in an individual event in which the swimmer entered and has not been scratched in accordance with sub-paragraphs A and B above will be barred from all further individual and relay events for the day. Additionally, that swimmer shall not be seeded in any individual events on succeeding days unless that swimmer declares an intent to swim prior to the close of the scratch box for that day's events.
- d. Seeding - Positive check-ins is required for all swimmers in deck seeded events.
 - 1. The seeding deadline shall be thirty (30) minutes after the start of warm-up for the respective day of the meet.
 - 2. Distance events may have separate positive check-in and scratch deadline to be announced at the meet.
 - 3. Heat sheets will be published as soon as possible following the positive check-in and scratch deadline.

3. Scratching from finals

- a. Any swimmer qualifying for a C, B, or A (bonus and consolation final or) final race in an individual event who fails to compete shall be barred from further competition for the remainder of the meet, except as noted in Article IX, Section VIII, a. 4. A declared false start under 101.1.3F or deliberate delay of meet under 101.1.5 is not permitted and will be regarded as a failure to compete.
- b. In the event of withdrawal or barring of a swimmer from competition, the Referee shall fill the C, B or A (bonus and consolation final or) final, when possible, with the next qualified swimmer(s). First and second alternates shall be announced along with the

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final qualifiers. These alternates shall not be penalized if unavailable to compete in the finals.

- c. Where C and B (bonus and consolation) finals have not been swum and a barring or withdrawal is known to the Referee, the Referee shall reseed the C, B and A (bonus final and consolation final and the) final, if necessary, to insert the alternate(s) in the appropriate lane(s) filling all lanes in the final.
 - d. If the C and B (bonus and consolation) finals have already been contested, the (championship) final shall be swum without reseeding for the empty lane(s).
- 4. Exceptions for failure to compete** - No penalty shall apply for failure to withdraw or compete in an individual event if:
- a. The Referee is notified in the event of illness or injury and accepts the proof thereof.
 - b. A swimmer qualifying for a C, B, or A (bonus or consolation final;) final race based upon the results of the preliminaries notifies the Referee within thirty (30) minutes after announcement of the qualifiers for that race that they may not intend to compete and further declares their final intentions within thirty (30) minutes following their last individual preliminary event.
 - c. It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.

B. Relay Scratch Rule

- 1. Pre-Seeded Meets** - Any relay team entered in a pre-seeded relay event that fails to compete in or report for that event shall not be penalized.
- 2. Deck Seeded Relays** - Any relay team seeded in a deck seeded event that fails to compete in or report for that event shall not be penalized. The following information will be included in the meet information for all OSI Championship meets:

The Oregon Scratch rule will be in effect. The Oregon scratch rule is the same as the USA Swimming scratch rule (207.12.6) except that the scratch deadline in 207.12.6, A and B, shall be thirty (30) minutes following the start of warm-ups for the respective day's events. Additionally, the check-in for seeding (207.12.7) for all deck seeded events shall be thirty (30) minutes following the start of warm-ups for the respective day's events.

Section IX - Safety Guidelines and Warm-up Procedures

A. Warm-up Procedures

- 1. General Warm-up (First 30-45 minutes)**
 - a. NO head first entries or BACKSTROKE STARTS allowed from the blocks or edge of pool. Swimmers must enter the pool feet first in a cautious manner, with at least one hand in contact with the pool deck or gutter.
 - b. Head first entries are NOT allowed during this general warm-up session.
 - c. All lanes to be used for general warm-ups.

2. Specific Warm-ups (last 30-45 minutes)

	RECOMMENDED LANE USE		
Pool	Push/Pace	Racing Starts	General Warm-up
6 Lane	2 & 5	1 & 6	3 & 4

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8 Lane	2 & 7	1 & 8	3, 4, 5 & 6
9 Lane	2 & 8	1 & 9	3, 4, 5, 6 & 7
10 Lane	2 & 9	1 & 10	3, 4, 5, 6, 7, & 8

- a. **Push/Pace Lanes** - Push off one or two lengths from the starting end. Circle swimming only. No diving or backstroke starts.
- b. **Racing Starts** - Only designated lanes for diving racing starts from the blocks or for backstroke starts at specified times. In long course meter pools where the depth allows starts from both ends racing starts may occur from both ends with swimmers exiting the water before mid-pool (at Referee's discretion).
- c. **General Warm-up Lanes** - NO Head first entries or BACKSTROKE STARTS. Circle swimming only.
- 3. This section may be modified at the Referee's discretion.

B. Safety Guidelines

- 1. Coaches Responsibilities
 - a. Coaches shall instruct their swimmers regarding safety guidelines and warm-up procedures as they apply to conduct at meets and practices.
 - b. Coaches shall actively supervise their swimmers at meets and at all practices.
- 2. Host Team Responsibilities
 - a. Marshaling
 - 1. A minimum of four (4) marshals, who report to, and receive instructions from the Meet Referee and/or Meet Director, shall be on deck during the entire warm-up session and any warm up breaks to enforce these Safety Guidelines and Warm-up Procedures.
 - 2. Marshals shall wear identifying attire.
 - 3. Marshals shall have the authority to remove any swimmer who is in violation of safety guidelines or warm-up procedures.
 - 4. For continuous warm-up pools, lifeguards from the host facility may serve as Marshalls, if they are currently certified by Red Cross in Lifeguarding and agree to enforce the warm-up procedures as instructed by the Meet Referee and/or Meet Director.
 - b. Host teams shall post signs at each lane at both ends of the pool, which indicate the designated use during warm-ups.
 - c. Warm-up times and lane assignments shall be published in the meet information and posted at several locations around the pool area.
 - d. The following statement shall appear in the meet information: "Oregon Swimming Safety Guidelines and Warm-up Procedures are in effect at this meet."
 - e. An announcer shall be on duty for the entire warm-up session to announce lane and/or time changes and to assist with the conduct of the warm-up.
 - f. Hazards in locker rooms, on the deck area, or in areas used by coaches, swimmers, spectators, or officials shall be removed or clearly marked.
 - g. **Safety Policy:** USA Swimming's report of accident occurrences shall be completed for all accidents by the host team. The form shall be sent to the Oregon Swimming, Inc. office, USA Swimming, and Risk Management Services. The host team shall keep a copy in

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their records. The safety Chair or his/her delegates shall compile an annual report of all occurrences and submit the report at the annual House of Delegates meeting.

3. Miscellaneous

- a. Training equipment is NOT allowed during warm-ups.
- b. Backstrokers shall not start at the same time as a swimmer on the blocks.
Swimmers shall not step on the block if there is a backstroke waiting to start.
- c. Swimmers are required to exit the pool upon completion of their warm-up to allow other swimmers adequate warm-up time.
- d. Warm-up procedures shall be enforced during the scheduled breaks.
- e. Swimmers shall not enter the pool to stop another swimmer on a recalled start.

Section X - Protests

- A.** Protests against the judgment decisions of starters, stroke, turn, place, and relay take off judges can only be considered by the Referee and the Referee's decision shall be final.
- B.** The Referee may appoint a meet jury to consider protests lodged at the meet. The meet jury shall consist of not fewer than three (3) and not more than five (5) persons, at least one of who shall be a coach and one an athlete.
 - 1.** Protests made prior to the race contesting the eligibility of a swimmer to compete or represent an organization shall be made to the Referee in writing. If a protest is not resolved, the Referee or the meet jury shall allow the swimmer to compete under protest and it shall be so announced before the race.
 - 2.** All competition-related protests, including protests concerning eligibility and representation, must be made to the Referee and submitted in writing within 30 minutes after the race in which the alleged infraction occurred.
 - 3.** Written protests must be accompanied by fifty dollars (\$50), which shall be refunded if the protest is upheld.

NOTE: Host clubs may, with the consent of the Meet Director and/or the Meet Referee, modify the time schedule or recommend lane assignments depending on pool configuration, number of swimmers, or other factors, as long as safety considerations are not compromised. Any such changes shall be announced, and/or posted prominently in the pool area.

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Article XII - COMMITTEES

Section I - Duties and Powers of Standing Committees and Coordinators

- A. Budget Committee** - The Budget Committee is authorized and obligated to consult with the officers, committee chairs and coordinators to prepare and present a proposed budget for consideration and approval by the Board of Directors and the House of Delegates. The officers, committee chairs and coordinators shall provide financial information (current and projected) and budget proposals as the budget Committee may request. The proposed budget may contain alternatives.
- B. Membership/Registration Chair** - The Membership/Registration Chair is authorized and obligated to conduct the registration of Group and Individual Members and supervise the transmission of registration information to USA Swimming and assist in the preparation of the reports required by the Section 608.6, together with such additional reports as may be requested by USA Swimming, the Board of Directors, the Administrative Vice-Chair or the Finance Vice-Chair.
- C. Officials Committee** - The Officials Committee is authorized and obligated to recruit, train, test, certify, evaluate, retest, recertify and supervise officials for OSI and such other activities as may be necessary or helpful in maintaining a roster of qualified, well-trained and experienced officials of the highest caliber.
- D. Personnel Committee** - The Personnel Committee shall comprise of the General Chair, Senior Chair, Admin Chair, Finance Committee chair, along with one member at large whom the General chair will appoint as required. The Personnel Committee is authorized and obligated to negotiate and set wages, compensation and other terms of employment of OSI's staff (whether employees or independent contractors) within established, budgetary guidelines and policies and to review and approve the scope of duties delegated to the staff.
- E. Operational Risk Coordinator** - The Operational Risk Coordinator shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA Swimming safety education information to all Group Members, athletes, coaches, and officials of OSI. The Operational Risk Coordinator shall develop safety education programs and policy for OSI and make recommendations regarding those programs and policies and their implementation to the applicable division Vice-Chairs and Board of Directors. When approved by the Board of Directors, the Operational Risk Coordinator shall be responsible for the coordination of their implementation by the Club Members. The Operational Risk Coordinator shall prepare and transmit the reports required pursuant to Section 608.7.
- F. Technical Planning Committee** - The Technical Planning Committee shall be responsible for long-range planning for the swimming programs conducted by OSI and for advice regarding the technical aspects of those programs and of the sport of swimming generally.
- G. Audit Committee** - The Audit Committee is authorized to, and it shall be its duty, to conduct the annual audit of the books of OSI pursuant to Section 608.5 and present the results thereof to the Board of Directors and the House of Delegates and make recommendations to the Board of Directors with regard thereto.
- H. Safe Sport Coordinator will:**

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1. Assist in fostering a fun, healthy, and safe environment for all members.
2. This assistance will include providing resources to create policies, best practices, and procedures to create and maintain a healthy and safe environment for all.

I. Finance Committee

A. **CHAIR** - The chair shall be the Finance Vice-Chair.

B **MEMBERS** - The members of the Finance Committee shall be the Finance Vice-Chair, the Treasurer, 2-3 other OR members in good standing, and a sufficient number of athletes to constitute at least twenty percent (20%) of the voting membership of the Committee.

C **DUTIES** -

- i. To develop, establish where so authorized, or recommend to the Board of Directors, and supervise the execution of policy regarding the investment of OR's working capital, funded reserves and endowment funds, within the guidelines, if any, established by the Board of Directors or the House of Delegates. The Finance Committee shall also regularly review OR's equipment needs (both operational and office) and the various methods available to finance the acquisition of any needed equipment and make a determination and recommendation of the best financing method.
- ii. To conduct a review or audit or recommend an independent auditor to conduct the required annual review or audit of the books of OR. If conducted internally, a minimum of three (3) committee members with a sufficient number of athletes to constitute at least 20% of the voting membership, must conduct the review or audit. The Treasurer cannot be a member of the group performing the audit, but can be present to provide clarification, information and answer questions.
- iii. To submit the review or audit and other reports and make recommendations to the Board of Directors with regard thereto.
- iv. To consult with the officers, committee chairs and coordinators and prepare and present a proposed budget for consideration and approval by the Board of Directors and the House of Delegates. The officers, committee chairs and coordinators shall provide promptly such financial information (current and projected) and budget proposals as the Finance Committee may request. The proposed budget may contain alternatives.
- v. To complete and submit any state and local reports and filings.

J. Athletes Committee

A. **CHAIR** - The Senior Athlete Representative or his/her designee shall be the chair of the committee.

B. **MEMBERS** - The Athletes Committee shall consist of the OR Junior and Senior Athlete Representatives and the OR Athlete At-Large Board members.

C. **DUTIES** - The Athletes' Committee shall aid in the business and affairs of the Athletes of OR, and shall undertake such activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the Committee as being in the best interests of the Athlete Members, OR, USA Swimming and the sport of swimming

K. Nominating Committee

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- A. **CHAIR** - The Chair shall be elected annually by the Nominating Committee from among its own members.
- B. **MEMBERS** - The House of Delegates shall annually elect at least (5) individuals to the Nominating Committee to serve a one-year term, with a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee. Terms shall commence at the conclusion of the meeting at which members were elected and end when their successors assume office. If any member of the Nominating Committee resigns or otherwise becomes unable to participate in its affairs, the General Chair, with the advice and consent of the Board of Directors, shall appoint a successor to serve until the next meeting of the House of Delegates. No individual shall be eligible to serve more than six (6) consecutive years on the Nominating Committee until after a lapse of two years. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of the successive term limitation. In no case shall the General Chair serve on the Nominating Committee.
- C. **QUORUM** - A quorum for any meeting of the Nominating Committee shall consist of a majority of its voting members.
- D. **DUTIES** -
- i. To nominate Board members, to be elected by the House of Delegates consistent with the matrix of skills, demographics, and talents needed.
 - ii. To publish the slate of candidates to the OR membership at least twenty (20) days prior to the election. Additional nominations may be made from the floor of the House of Delegates by voting members of the House of Delegates.

L. Governance Committee

1. **DUTIES** - It shall be the duty of the Governance Committee to:
 - i. Assist in periodic evaluation of the mission and vision statements, policy and procedures and the Bylaws of OSI;
 - ii. Aid in the development of operating policies regarding conflict of interest (Board and staff), document retention, ethics, whistle-blower, procurement, contract review, grievance and other employment-related practices;
 - iii. Aid in the development of personnel practices procedure including job descriptions and annual review of staff;
 - iv. Assist in shaping the Board's agenda based on the strategic plan;
 - v. Aid in the development of expectations and processes for accountability of Board members;
 - vi. Develop criteria for the qualities and required characteristics of Board officers;
 - vii. Lead Board succession planning by working with the Nominating Committee to assess current and anticipated needs for Board composition;
 - viii. Design and implement Board orientation and an ongoing program of Board education and development; and
 - ix. Lead periodic assessment of the Board's performance (as a whole and of individual members) and make recommendations to enhance Board effectiveness.

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Article XIII - PRIVACY POLICY

Section I - OSI Privacy Policy

- A.** It shall be OSI policy that only the following information (name, age in years, club affiliation, time and place achieved in a meet, and any awards or honors received by the athlete), shall be acceptable for publication in any form and in any publicly viewed document, regarding any OSI member without the express written authorization from the athlete (if 18 years of age), the athlete's parent/guardian, (if under 18 years of age): or the non-athlete member.
- B.** It shall be OSI Policy that USA Swimming membership statistics and "trouble lists" (either registration or monetary) shall not be published in any publicly viewed location

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Article XIV - HOUSE OF DELEGATES BID REQUIREMENT

Section I - Facilities for HOD, Coaches Clinic, Official's Clinic

A. Friday

1. Room for 30-35 coaches
2. Room for 100 (evening only)
3. Pool for safety training (evening only)

B. Saturday

1. Room for 100 people (officials)
2. All day: 4 rooms for 30 people each (officials)
3. All day: 2 rooms for 100 people each (coach clinic, athlete/parent program)
4. All day: pool (coaches' clinic)
5. A/V for all rooms: LCD projector (VGA and HDMI cables) and screen power

C. Sunday

1. Room for 125 people (House of Delegates)
2. Coffee, tea, juice
3. LCD projector and screen, power, sound system

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Article XV - OTHER AGENCY COMPLIANCE

Section I - Youth athletic team safety, 2013-Oregon Senate Bill 721

- A.** All coaches (both paid and volunteer) and referees shall receive annual training to learn how to recognize the symptoms of a concussion and how to seek proper medical treatment for a person suspected of having a concussion. Each coach and referee shall provide proof of completion of an approved training program to the OSI Office.
- B.** Each OSI team/club shall be responsible to provide annual concussion education materials to participants 12-17 years of age, as well as parents or legal guardians.
- C.** Each participant (12 and over) and parent or legal guardian for participants under 18 must acknowledge receipt of training materials annually.

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Article XVI – ANTI-RECRUITING POLICY

Active recruiting - the solicitation of an athlete of one USA Swimming member club by another USA Swimming member club - is contrary to the best interest of Oregon Swimming, Inc. and its more than 6000 athlete members.

USA Swimming member clubs within Oregon Swimming, Inc., shall be prohibited from directly or indirectly soliciting or encouraging an athlete of another USA Swimming member club to leave his or her existing member club to join the soliciting club. This anti-recruiting policy shall prohibit a USA Swimming member club officer, employee, or coach from directly or indirectly initiating contact with an athlete from another USA Swimming member club in Oregon Swimming, Inc. or the athlete's family, with the intent that the athlete join the soliciting club. Inappropriate conduct includes, but is not limited to, contact on Facebook, MySpace, and texting between athletes in different programs suggesting a program, relay, or performance would be better if that swimmer was on it.

The intent of this anti-recruiting policy is to prevent organized and club-sanctioned efforts to persuade a member of one USA Swimming member club to leave his or her member club to joining the other member club. It is not the intent of this anti-recruiting policy to prevent athletes or parents of athletes of one member club from initiating contact with coaches, officials or athletes of another member club for the purpose of inquiring about joining the other member club. Once such contact is initiated, the restrictions of this anti-recruiting policy shall not apply to any contact with that athlete or family by that member club. Not is it the intent of this anti-recruiting policy to prevent athletes or parents of athletes from different clubs from discussing any aspect of their respective USA Swimming member clubs, or incidental contact, such as may occur at a competition when a coach, parent, or athlete of one club offers to congratulate an athlete from another club. However, any such activities which are shown to have been promoted, encouraged or facilitated by a USA Swimming member club officer, employee or coach with the intent of recruiting shall be in violation of this anti-recruiting policy and subject the member club and/or its coach to the sanctions of this anti-recruiting policy.

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

Violation of this anti-recruiting policy shall be reported to the Oregon Swimming, Inc. Board of Review which, upon review of the complaint, shall conduct hearings under the by-laws of Oregon Swimming, Inc. Any USA Swimming member club or USA Swimming member coach found to have violated this anti-recruiting policy shall be suspended from Oregon Swimming, Inc. for up to one year for a first offense and for up to two years for a second or subsequent offense. Suspension of a member coach for a violation of this anti-recruiting policy shall prohibit that coach from being on deck for any USA Swimming competition sanctioned by Oregon Swimming, Inc. during the period of suspension. Suspension of a USA Swimming

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member club for a violation of this anti-recruiting policy shall not prohibit their registration of the club, athletes or coaches, but shall prohibit the member club from competing as a team in USA Swimming competition sanctioned by Oregon Swimming, Inc. including all but championship competition during the period of suspension. Athletes registered with any such suspended club may compete in any USA Swimming competition sanctioned by Oregon Swimming, Inc. but may do so only as an unattached athlete.

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ARTICLE XVII – OFFICERS TERMS, DUTIES AND POWERS

Section I – Terms of Office

- A. The terms of office of the General Chair, Administrative Vice-Chair, Senior Vice-Chair, Age Group Vice-Chair, Secretary, Technical Planning Chair, Officials Chair and Treasurer shall be two (2)-years.
- B. Commencement of Term - Each person elected to a position shall assume office upon January 1st following the election and shall serve until a successor takes office.
- C. Consecutive Terms Limitation - No individual Member who has been elected by the House of Delegates and served two, successive two-year terms or in the case of the nominating committee six successive one-year terms shall be eligible for re-election to the same position until a lapse of two years. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of this successive term limitation.
- D. The offices of General Chair, Senior Vice-Chair, Secretary, Finance Vice Chair and Technical Planning Chair shall be elected in the odd numbered years. The offices of Administrative Vice-Chair, Age Group Vice-Chair and Treasurer shall be elected in the even numbered years.

Section II – Duties and Powers

The duties and powers of the officers and other Board Members shall be to attend and participate in all meetings of the House of Delegates and the Board of Directors and as follows:

A. General Chair:

- 1. The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of OR, and general supervision over its officers and agents; shall call meetings when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in these Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chairs and members for standing and special committees or coordinators as may be necessary to permit OR to effectively, efficiently and economically conduct its affairs.
- 2. The General Chair shall report to the Board of Directors all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of OR.

B. Secretary:

- 1. The Secretary, or a delegate, shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors and shall perform the other duties incidental to the office of Secretary. The Secretary, or the staff of OR's permanent office, shall be custodian of the records of OR, and attest the execution of all duly authorized instruments.
- 2. The secretary shall cause to be kept at OR's permanent office copies of all minutes, official correspondence, meeting and other notices, and any other records of OR.

C. Treasurer:

- 1. The Treasurer shall be the principal receiving and disbursing officer of OR. Except as otherwise directed by the Finance Committee or the Board of Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of OR and pay all bills, salaries,

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expenses and other disbursements approved by an authorized officer, committee chair, coordinator, the Finance Committee, the Board of Directors or the House of Delegates, or required to be paid pursuant these Bylaws.

2. When authorized by the Board of Directors, income and expense may be received and paid by a division, officer, or committee or coordinator, provided that the division, officer or committee or coordinator promptly submits to the Treasurer an itemized report, duly attested by the division, officer, or committee chair or coordinator and either within the approved budget of such division, officer, or committee or coordinator, or authorized by the Board of Directors or the House of Delegates. The Treasurer shall issue a monthly report listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the preceding month and for the fiscal year to date, together with such other items as, the Finance Committee, the General Chair or the Board of Directors may direct. The Treasurer shall, with the assistance of the OR Executive Director:
3. Have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of OR;
4. Cause the moneys, securities and other financial instruments of OR to be deposited in the name and to the credit of OR in such institutions as shall be designated by the Board of Directors or to be otherwise invested as the Finance Committee or the Board of Directors may direct;
5. Cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts;
6. Cause the funds of OR to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of OR, and obtain and preserve proper vouchers for all moneys disbursed;
7. Cause to be kept at OR's permanent office correct books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the monthly financial reports and the annual audited financial statement to be exhibited to any member of OR or USA Swimming;
8. Cause OR to be in compliance with the requirements of Section 608.4;
9. Have the power to require from the officers, committee chairs, coordinators, staff or agents of OR reports or statements giving such information as the Treasurer may determine to be appropriate or helpful with respect to any and all financial transactions of OR;
10. Make the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of OR and cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement and audit report and any federal tax return to the Secretary for submission to the Board of Directors and USA Swimming national headquarters in accordance with these Bylaws and as otherwise directed by USA Swimming;
11. Have the power to appoint one or more assistant treasurers and delegate to them one or more treasury functions, or parts thereof; and
12. In general, perform all the other duties incident to the corporate treasury function.

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13. Subject to approval of the Board of Directors, shall appoint an independent third party individual(s) or financial services organization to complete regular periodic reconciliation, at the direction of the Board of Directors, of OR financial accounts and shall cause the resulting reconciliation reports to be delivered to the Board of Directors.

D. Administrative Vice-Chair:

1. The Administrative Vice-Chair shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of a disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair. (See Section 606.9) The Administrative Vice-Chair shall chair, and have general charge of the business, affairs and property of the division that administers OR business and affairs. The Administrative Vice-Chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, and committee and coordinators.

E. Senior Vice-Chair:

1. The Senior Vice-Chair shall chair and have general charge of the affairs and property of the Committee that develops and conducts the senior swimming program of OR. The Senior Vice-Chair shall serve as the liaison to the Athlete Representatives and the Athletes Committee, and shall be responsible to see that the Athlete Representatives' elections are held in accordance with these Bylaws.

F. The Age Group Vice-Chair

1. The Age Group Vice-Chair shall have general charge of developing and conducting the age group swimming program of OR.

G. Athlete Representatives:

1. The athlete Representatives (Senior, Junior, At-Large) shall serve as the liaison between the athletes who are members of OR and the Board of Directors and House of Delegates.

H. Coach Representative

1. The Coach Representative shall chair and have general charge of the business, affairs and property of, the Coaches Committee, which shall undertake such activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the committee as being in the best interests of the Coach Members, OR and the sport of swimming.
2. The Coach Representatives shall serve as a liaison between the coaches who are members of OR and the Board of Directors and House of Delegates. The Senior Coach Representative shall chair the Oregon Swimming Coaches' Committee.

I. Risk Management Coordinator

1. The Risk Management Coordinator shall be responsible for coordinating risk management enhancement and training opportunities as needed and for the dissemination of USS Risk Management education information to all Group Members, athletes coaches and officials of OR.
2. She/He shall develop risk management education programs and policies for OR and make recommendations regarding same, and the implementation thereof, to the Senior Vice-Chair, the Administrative Vice-Chair and the Board of Directors.
3. The Risk Management Coordinator shall make the reports required pursuant to Section 608.7.

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J. Technical Planning Chair

1. The Technical Planning Chair shall chair, and have general charge of the business, affairs and property of the Technical Planning Committee, which is responsible for the long range planning regarding the swimming programs conducted by OR, the continuing review and development of the OR philosophy and for the advising other committees and divisions regarding the implementation of that philosophy in the context of OR's swimming programs.

K. Safe Sport Coordinator

1. The Safe Sport Coordinator shall be responsible for the implementation and coordination of, and serve as the OR liaison for, the Safe Sport Program established by USA Swimming. The Safe Sport Coordinator shall be a non-athlete member in good standing and shall work with the USA Swimming Safe Sport staff and the USA Swimming Safe Sport Committee to implement pertinent aspects of the national Safe Sport Program within OR. The Safe Sport Coordinator shall be a voting member of the Board of Directors and shall hold no other office or committee chair position in OR during his or her term. The Safe Sport Coordinator will:
 2. Serve as the primary contact for OR to coordinate and oversee the implementation of effective safe sport educational programs for all athlete members, their parents, coaches, volunteers and clubs, as provided by USA swimming;
 3. Be trained regarding the complaint reporting structure and refer all reports of a violation of the Athlete Protection policy directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority;
 4. Participating in workshops as provided by USA swimming, collect and share information about what USA swimming and other LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices;
 5. Serve as an information resource for OR clubs and membership, and will help to identify and connect them with local educational partners and resources;
 6. Receive feedback and suggestions on the Safe Sport policies and programs from the OR clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff;
 7. Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members.

L. Officials Chair

1. The Officials Chair shall chair the Officials Committee which is responsible for recruiting, training, certifying and supervising officials for OR.
2. The Officials Chair shall be a referee certified by OR and each member of the Officials Committee shall be a certified official of OR.

M. Diversity/Equity/Inclusion/Disability Chair

1. The Chair shall be responsible for the identification of swimmers with disabilities within the LSC and shall maintain OR records for swimmers with disabilities, develop the A, B+, and B time standards, and make a determination as to the status of any disability or potential disability.
2. The Chair shall also be responsible for developing a program to encourage the inclusion of underrepresented swimmers in programs within the LSC.

N. At-Large Board Members

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1. In addition to their inherent powers and duties as members of the Board of Directors, the at-Large Board Members shall have such powers and duties as may be delegated to them by the OR policies and Procedures Manual, the General Chair, the Board of Directors or the House of Delegates.

Section III - OR Delegates to USA Swimming House of Delegates

A. Officer and Representative Delegates

1. It shall be the duty and privilege of the General Chair, the Administrative Vice-Chair, the Age Group Vice-Chair, the Senior Vice-Chair. The Senior Athlete Representative and the Senior Coach Representative to attend the USA Swimming annual meeting as the representatives of OR and voting delegates to the USA Swimming House of Delegates.

B. Officer Delegate Alternates

1. If any of the other officer delegates is unable to attend their elected alternates, if any, shall attend in their places. In the event that there are no elected alternates or the elected alternates are unable to attend, then the General Chair, with the advice and consent of the Board of Directors, shall appoint alternates who shall attend the USA swimming annual meeting as delegates representing OR.

C. Athlete Representative Alternates

1. If an athlete delegate is unable to attend, the Athlete Representative next most senior in term of office shall attend. If seniority cannot be established or there remain no additional Athlete Representatives or alternates able to attend, then the General Chair, with the advice and consent of the Board of Directors, shall designate one or more Athlete Members to attend as a representative of OR.

D. Coach Representative Alternates

1. If the Senior Coach Representative is unable to attend the USA Swimming annual meeting, then the Senior Coach Representative, with the advice and consent of the General Chair and the Board of Directors, shall designate a Coach Member to attend as a representative of OR.

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Article XVIII – AMENDMENTS

Section I - Whistle Blower Policy

Oregon Swimming, Inc. forbids any form of retaliation against individuals for providing truthful information to a law enforcement official relating to actual or potential unlawful conduct.

Section II - Conflict of Interest Policy

A. In the event that any officer, or member of the Board of Directors, Executive Committee, or any other Committee has a financial interest in any contract or transaction involving the Corporation, such individual shall not participate in the Corporation’s evaluation or approval of such contract or transaction unless the material facts of the relationship or interest are disclosed or known to the other Directors or Committee members. If such disclosure is made the contracts or transaction shall not be voided if the Board or Committee in good faith authorized the contracts or transaction by the affirmative vote of the majority of the disinterested Directors or Committee members, and the contract or transaction is fair to the Corporation at the time it is authorized.

Section III - Declaration of conflict of interest. (To be read at the beginning of each Board meeting).

- A.** “Is any member aware of any conflict of interest (that is, of a personal interest or direct or indirect pecuniary interest) in any matter being considered by this meeting which should now be reported or disclosed or addressed under the USA Swimming Conflict of Interest Policy?”
- B.** If a Board member determines there to be a conflict of interest at any point during the course of the meeting when a specific subject is being discussed and / or action is being taken, a declaration of a conflict of interest should be made at that time.

Section IV - Voting

Except as otherwise provided in these Policies and Procedures, all motions, orders and other propositions coming before the House of Delegates shall be determined by a majority vote if notification to clubs is 30 days or more. If notification to clubs is less than 30 days, motions shall require a two-thirds ($\frac{2}{3}$) vote for passage.

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Article XIX – DOCUMENT RETENTION

Section I - Document Retention and Version Control

- A. Master Documents** - The Secretary shall be responsible for retaining the master copy of all documentation/manuals relating to the OSI structure and operation. This includes but is not limited to the By-laws, Policy & Procedures, and Board of Directors manuals.
- B. Updates** - The Secretary is responsible for making all updates to these master documents based on the approved minutes from OSI meetings. At the completion of each complete update, an updated version of the document will be distributed to the OSI Office and the OSI Web Master (if applicable).
- C. Distribution** - No electronic version of any master document which is capable of being changed will be distributed without the prior permission of the Secretary.
- D. Backups** - The Secretary shall ensure that sufficient precautions such as permanent back-ups of all electronic copies of the master documents are periodically secured and stored in a safe place.

Section II - Document Retention Policy

- A.** Oregon Swimming, Inc.'s General Chair shall be instructed to inform the staff and board members when document destruction (planned or otherwise) should be halted.
- B. The following records should be retained permanently:**
 - 1. Audit records.
 - 2. Bank reconciliations.
 - 3. Checks (for important payments and purchases).
 - 4. Contracts (still in effect).
 - 5. Correspondence (legal and important matters).
 - 6. Deeds, mortgages, and bills of sale.
 - 7. Depreciation schedules.
 - 8. Year-end financial statements.
 - 9. Insurance records, current accident reports, claims, policies, etc.
 - 10. Minute books, bylaws, and charter.
 - 11. Tax returns and worksheets.
 - 12. Trademark registrations and copyrights.
 - 13. Disciplinary activity.
 - 14. Board of Review proceedings.
 - 15. Potential Board of Review complaints.
 - 16. Records of volunteers (current) including dates of service and activities.
- C. The Following document should be retained for seven (7) years:**
 - 1. Accounts payable ledgers and schedules.
 - 2. Contracts, mortgages, notes, and leases (expired).
 - 3. Expense analysis/depreciation schedules.
 - 4. Invoices (to customers, from vendors).
 - 5. Payroll records and summaries.
 - 6. Personnel files (terminated employees).
 - 7. Time sheets.

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8. Withholding tax statements.
9. Records of volunteers (inactive) including dates of service and activities.

D. The following documents should be retained for three (3) years:

1. Bank statements.
2. Employment applications.
3. Insurance policies (expired).
4. Internal audit reports.

E. The following records should be retained for two (2) years:

1. Bank reconciliations.
2. Correspondence (general)
3. Correspondence (with customers and vendors)
4. Duplicate deposit slips.

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Article XX STANDING RULES FOR A VIRTUAL HOUSE OF DELEGATES

1. Log-In time. The meeting room will be open 20 minutes before the start of the meeting.
2. Delegates and Log-In. Club Member Representatives, Board Members, and At-Large House Members shall have both voice and vote. Delegates will log in by using the word "Voter" prior to their name, such as, "Voter Mary Smith."
3. Non-Delegates and Log-In. Affiliated Group and League Members shall have a voice, but no vote. These members will log in by typing the letters "NV" (indicating non-voter) prior to their name, such as, "NV Mary Smith."
4. Individuals and Guests Log-In. Individuals who are not members of the House of Delegates may be heard at the discretion of the presiding officer. Individual members and all others, not identifying as one of the above two groups, will log in by typing the word "Guest" prior to their name, such as "Guest Mary Smith."
5. Phone-In. Telephone participants will notify the Executive Administrator by Friday, October 2nd at 5:00 p.m. of the telephone number they will be using for the HOD. Upon calling in, technical support will rename the telephone number to identify the participant by name.
6. Decorum. Upon entering the meeting room, microphones and telephones/cell phones will be placed on mute and remain on mute, unless recognized to speak, and video will be turned off.
7. Assignment of the floor. To seek recognition a member shall raise the Zoom , and wait to be recognized. A member using a phone will wait until no one is speaking before addressing the presiding officer. When recognized, the member will state their name and office and/or delegate status.
8. Interrupting a member. Members wishing to make the interrupting motions Point of Order and Appeal from the Decision of the Chair, may unmute and interrupt the speaker, if necessary. No other motions will be allowed to interrupt.
9. Motions submitted in writing. A member intending to make a main motion or to offer an amendment, shall, before being recognized, email the motion to office@oregonswimming.org or enter it into the chat box on the Zoom meeting.
10. Display of motions. Main motions, or the pertinent part of main motions, amendments, and other documents currently before the assembly, shall be displayed, to the extent feasible, until disposed.
11. Debate Limits. Each speaker may speak no more than twice, and for no more than two minutes each time, on a debatable motion.
12. Reporting. Each oral report is limited to no more than five minutes.
13. Voting. The polling feature will be used for all computer voters. Telephone voters will vote by roll call.
14. Nominations. If there are two or more nominees for the same office, either the nominee or the nominator, but not both, may speak for no more than two minutes on the candidate's qualifications. There will be no speeches if the election is uncontested.
15. Elections and Ballot Votes. When there is only one candidate for an office, the election shall be declared by the presiding officer. Ballot votes, if required, shall be taken using ElectionBuddy.

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16. Minutes Approval. The Board of Directors will approve the minutes of the annual meeting of the House of Delegates.
17. Technical requirements and malfunctions. Each attendee is responsible for their own connection; no action shall be invalidated on the grounds that the loss, or poor quality, of an attendee's individual connection prevented them from participating in the meeting.
18. Forced disconnections. The presiding officer may cause or direct the disconnection or muting of an attendee's connection if it is causing undue interference with the meeting.
19. Parliamentary Authority. The rules contained in the 11th edition of Robert's Rules of Order Newly Revised shall govern the House of Delegates in all cases to which they are applicable and in which they are not inconsistent with the bylaws of Oregon Swimming, Inc., and these Standing Rules.