

OREGON SWIMMING, INC.
POLICIES AND PROCEDURES/RULES AND REGULATIONS

(Revised: November 2014)

Matters not specifically covered by the Bylaws of Oregon Swimming, Inc. may be governed by the Policies and Procedures. Additions, deletions, changes, or modification of these Policies and procedures may be made by simple majority vote of the Oregon Swimming, Inc. (OSI) Board of Directors or the House of Delegates. In any case where a conflict exists between these Policies and procedures, and those provisions of United States Swimming, Inc. (USA Swimming) Rules and Regulations, the latter shall take precedence. (Refer ARTICLE XII – AMENDMENTS on page 58).

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 receive all requests for regular calendar meets via in writing or via the OSI website, on the form provided by OSI, prior to the deadline.
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) proposed, prior to a sanction being issued.
- b. The Scheduling Chair shall announce the deadline and process for the submission of meet requests and bids for championship meets at the OSI House of Delegates meeting a minimum of thirteen (13) months prior to the calendar year.
- c. The Scheduling Chair shall be 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 mailed to each club as soon as 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 the OSI Championship meets must be submitted in writing on the correct form prior to the announced deadline.
- b. Championship Meet Bids must include:
 - 1. Location and host team(s).
 - 2. Number of pool lanes, width, and if a separate warm-up pool is available.
 - 3. Any special charges, including but not limited to:
 - a. Equipment rental.
 - b. Spectator entry fee or surcharge to offset facility fee.
 - 4. If diving 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 forwarded to each club [one (1) vote per club].
 - 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 one (1)] the bid with the lowest number of votes will be dropped and a revote 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 XIII, section 4 for required equipment.

Article II - SANCTIONS

Section I - Sanctions Chair

The Sanction Chair shall be appointed by the General Chair. United States Swimming, 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 if they involve swimmers from more than one club. AB Long Course meets are open meets, not an invitational.
- b. Time Trials must be sanctioned and shall be run in conjunction with a Sanctioned Competitive swim meet.
- c. Other non-competitive swimming events must be sanctioned, and shall be publicized one week in advance.
- d. Approvals may be granted, in lieu of sanction, for other swimming related activities that do not conform to items a. or b. above. A maximum of one meet per season for closed inter-squad meets are allowed following all applicable rules for sanctioned meets.
- e. Sanctions for meets bearing the “A” designation (including “AB”, “ABC”) shall be accompanied by the name of an OSI Certified Meet Referee, or other person approved by the Officials Chair, who is designated as the meet referee. Any change in the person so designated must be furnished to the Sanctions Chair.
- f. AB+ Time standards are required for AB Long Course Meets.
- g. A sanction, and compliance with all relevant OSI procedures, is required for acceptance of times for OSI Top 5, USA Swimming Top 10, all Records, and National Verifiable Times for National qualifying times.
- h. 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.

Section III - Fee

- a. The fee for a sanction is \$20.00 per day and is applicable for each day on which events are scheduled for the meet, regardless of single or dual split format for the meet.
- b. The fee for a time trial sanction will be \$25.00, 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 is charged.
- d. In the case where a blanket sanction is issued for a series of dual meets a single sanction fee of \$25.00 per season will be charged for sanctioning the dual meet schedule.

Section IV - Submission for Sanction:

- a. The Scheduling Committee must approve a meet before application for sanction is made.
- b. Applications for sanction, including instructions, are sent to the club hosting the meet 90 days prior to the meet.
- c. Sanction applications must be received at the OSI Office not later than 45 days prior to the first day of the meet for which application is submitted and not later than seven (7) days for dual meets and closed inter-squad meets.
- d. Sanction applications must include:
 - 1. Appropriate fee. (\$20.00 per day)
 - 2. Proposed meet information (in recommended format), including schedule of events.
 - 3. Completed sanction application form.
- e. Meet announcement shall be mailed to invited clubs, the Meet Referee, and the Oregon Swimming Office 30 days prior to the first day of the meet, and must bear the wording “Sanctioned by United States Swimming, Inc.” Entry forms, or an Entry Summary Sheet to be returned with entries, must bear

the following: "I have read the meet information, and attest that all competitors entered hereon are members of United States Swimming, Inc.", and be signed by the coach or an authorized team representative.

Section V – Request for Observations

- a. This procedure is used to request authorization for 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 officials must meet the minimum requirements as provided in USA Swimming Rules & Regulations. In addition there must be a minimum of two (2) 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 the all individual swims will be observed, only requested swims, or only one session (i.e., finals only). This will be indicated on 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. Medley relays that will be comprised of four (4) 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 will (or direct meet management) to provide meet results to the SWIMS Chair within 24 hours of meet completion. These results will need to be in the form of a Hy-Tek meet back-up.
 9. The meet referee will communicate written (e-mail, MSWord, or excel) notice of compliance and any relay lead-off requests as well as 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 need to include the following information:
 - a. Swimmer name, school, which meet (district/state), and USA Swimming ID number.

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 and make available for publication the time standards for "A" and "B" B+ classes of competition.
- c. **Function** - Competition in the various classes and age groups shall be regulated by time standards, and except as provided by the various rules for eligibility, swimmers may not participate in events for which 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 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 110%. B+ Derivation: half way between A and B Time Standards.

Article IV - RECORDS

Section I – Eligibility

OSI will maintain record performances in all recognized Senior, Age Group and Disability events for:

- a. **Swimmers** currently registered with OSI.
- b. **All relay teams** composed of registered swimmers currently attached to a registered OSI club.

Section II - Qualification Requirements - All Records

- a. Must be set in sanctioned competitions. (Records set in time trials, if properly sanctioned, 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 the boundaries of OSI 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

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.

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 deposited in the Travel Fund. Such funds shall be used, under the control of the Executive Committee, for the exclusive purpose stated herein.
- b. Monies for expenses to the annual USA Swimming Convention, with the exception of expenses for attending Athletes Representatives, will be paid from the General Fund.

Section II - USA Swimming National and Disability Championships

- a. **Purpose** - To fund and pay part of travel costs of OSI swimmers, coaches, and officials competing in USA Swimming National, Olympic Trials, and Disability Championships or members of OSI clubs who are members of USA teams in international competition when said championships are outside the boundaries of OSI.
- b. **Allocation and Distribution of Funds**
 1. **Allocation** - Funds for USA Swimming National and Disability Championships travel shall be derived from the swimmer surcharge and portion of entry fee collected from specified OSI sanctioned competitions, plus any funds or donations obtained for the specific purpose of supporting

USA Swimming National and Disability Championship travel. 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. WZ Meet participants will receive location 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 female relay only swimmer, who competes at the meet, up to a maximum of four relay only swimmers for the meet. The same distribution applies to male relay only swimmers.

Zone ^z		SR ^y	JR ^x	WZ Meet ^{wv}
1	Federal Way	\$400	\$350	\$250
2	California, Arizona	\$600	\$460	\$400
3	Texas, North Dakota, Colorado, Minnesota	\$700	\$550	\$450
4	Hawaii, Florida, Indiana, Tennessee, New York, Alabama	\$750	\$700	\$550

^z Except when expenses are paid by USA Swimming or some other organizations. Total reimbursement from all sources not to exceed actual costs.

^y SR: U.S. Trial and Selection meets, Senior Nationals, U.S. Open, National Disability Championships and International Meets (i.e. World Cup, Goodwill Games, etc).

^x JR: USA Swimming Junior Nationals.

^w WZ Meet: Western Zone meet

^v 15-Over swimmers would receive 100% reimbursement money their first two years for WZ competition, but would be eligible for only 50% reimbursement money if they choose to attend the Zone meet in subsequent years.

c. Eligibility

1. The swimmer must be an athlete member of USA Swimming and OSI.
2. The swimmer must meet the Qualifying time standard in, and compete in, an individual event at one of the following USA Sanctioned meets: Olympic Trials, Senior Nationals, US Open, National Disability Championships, USA Jr. Nationals, Western Zone Championships. Relay only swimmers are subject to the conditions outlined elsewhere in this section.
3. Clarification
 - a. Funding will be available for a single meet within a given season.
 - b. In Olympic years funding will be available to athletes who qualify and attend Trials and Nationals within the same season.
 - c. JR funding will be available for USA Junior Nationals.
 - d. Only one funding will be allowed during each season, with the exception of Article V, Section II, c, 3, b.
 - e. Reimbursement will only be paid for meets held outside OSI boundaries.
 - f. 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.
4. Must represent or be on the roster of an OSI club at the qualified meet. If unattached and not on a roster of an OSI club, eligibility shall be determined by the Board of Directors which shall determine whether the athlete is entitled to reimbursement.
5. A swimmer who transfers out of Oregon Swimming to compete in another LSC or country and then returns to Oregon will begin the process as if they were first entering Oregon Swimming. 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.
6. For short course reimbursement, swimmers shall compete in a minimum of three OSI sanctioned meets, not including dual meets, during the current short course season. For long course reimbursement, swimmers shall compete in two 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.
7. 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 of swimming in OSI.

- d. **Reimbursement** - For Nationals or National Disability Championships travel is based upon a percentage reimbursement system. A season is defined as follows: Winter (short course) season: begins September 1 and ends after the last National level meet (usually early April). Summer (long course) season: begins May 1 and ends after the last National level championships (normally in mid-August). The reimbursement percentage represents the level of reimbursement when applied to the dollar amounts in the Distribution table above. Reimbursement will be awarded based on the following guidelines:

<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% of allowable
Coach attending	100% of allowable

- e. **Actual allowable dollar value** or reimbursement is listed in the table following Section II, b, 2.
- f. **Exceptions/Appeals** - OSI clubs, on behalf of a member athlete(s), or individual swimmers competing unattached, 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 in advance of the meet for which reimbursement is requested, but not later than 10 days prior to the initial deadline of the USA Swimming competition for which reimbursement is requested.
- g. **Payment** - Requests for reimbursement shall be submitted to the OSI business office, on the official form, within 30 days of the last day of the meet. 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. Requests for reimbursement shall be submitted to OSI with the appropriate receipts.

Section III - Oregon 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. **Distribution of Funds** - shall be based on the allocations specified in TABLE 1 above and the recommendation of the Treasurer, with approval by the OSI Board of Directors or the Executive Committee.

Section IV - Altitude Camp

- c. **The OSI Altitude Camp** at the Olympic Training Center comprised of a Senior All Star group from OSI will take place EVERY OTHER year with an OSI budget of \$18,000. The Senior Chair of OSI will have the responsibility of putting this camp together.

Section V - Representation to the Annual USA Swimming Convention

- a. **Purpose** - To fund and pay travel expenses, registration fees, and lodging for eligible delegates.
- b. **Eligibility** - These criteria establish the basis for assistance to those serving as OSI delegates to the USA Swimming Convention.
 - 1. Delegate must be a member of USA Swimming and OSI.
 - 2. Must attend all meetings at the convention pertinent to their respective position, or as assigned by the General Chair.
 - 3. If an OSI Board Member, the delegate must have been actively involved in OSI and present at a minimum of 2/3rds of the meetings of the Board of Directors during the twelve-month period prior to the convention. Note: For delegates eligible for travel support whose principle residence is outside a 90 mile radius from downtown Portland, this requirement is waived contingent upon: 1) attendance at one OSI Board of Directors meeting in the twelve month period prior to the convention, 2) submission of a report, if required, for each OSI Board of Directors and Executive Committee meeting in said twelve month period, and 3) attendance at the OSI House of Delegates meeting immediately following the USA Swimming Convention.
 - 4. Attend scheduled pre-convention delegate meetings and take active part in OSI activities and caucuses at the convention.
- c. **Reimbursement** - The number of individuals who receive travel funds, subject to budgetary considerations, are described 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 & Junior Athletes Representatives, 8) Office Manager and 9) any person holding a vote to the Convention who is a member of OSI.
 - 2. **75% Reimbursement** – The following people shall receive 75% reimbursement for travel and shared accommodation from OSI: 1) Treasurer and 2) Officials Chair.
 - 3. **50% Reimbursement** - The following people shall receive 50% reimbursement for travel and shared accommodation from OSI: 1) USA Swimming National Committee members who are a current member of OSI.
 - 4. **Registration Fee** - This will be paid for any member of OSI who attends the Convention.
 - 5. **Athlete Representatives** - Junior & Senior Athlete Representatives shall also receive a per diem for meals and miscellaneous expenses.
 - 6. **Non-Coach Representatives** - Oregon Swimming non-coach delegates will receive a stipend of \$200 to cover expenses for attending the Annual USAS convention. Delegates must be members, in good standing, of the Oregon Swimming Board of Directors.
 - 7. **Should any of the above delegates decline** to attend the USA Swimming Convention, the General Chair may choose to appoint a substitute to attend the convention in their place, except for the Coaches Representative, who shall appoint their own replacement. If conditions prevent the Coaches Representative from appointing their replacement, the General Chair will appoint the replacement.
 - 8. **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.
 - 9. **Should a delegate agree to attend the convention** and then withdraw once airfares have been purchased, the delegate shall be responsible for the reimbursement to OSI of the full amount of the airfare, unless waived by the OSI Board of Directors.
 - 10. **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.

Section VI - OSI Officials Travel

- 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).
- b. **Allocation of Funds** – Funds shall be used to pay the costs associated with 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 Nationals, US Open, Junior Nationals, Olympic Trials and National Disability Championships. In addition, the Officials Chair has the authority to fund reimbursement for other meets in order to provide a specific learning opportunity.
 - 2. Officials must apply through the OSI Officials Chair and receive approval for reimbursement prior to attending the meet. Conditions of eligibility will be determined and periodically reviewed by the OSI Officials Chair, subject to budget constraints. Reimbursement will be paid to approved officials 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 official and must have 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 level of certification.
 - 3. Training and certification needs of OSI
 - 4. Proof of the official being accepted to a position which will advance or retain their current level of certification.
 - 5. Amount of funds available. The actual amount reimbursed to an official may vary from a one-time payment of 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. Officials seeking reimbursement shall submit 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** - Application for assistance shall be made to the Board of Directors. Approval of funding is subject to budgetary considerations, the benefit to OSI, and the nature of the activity.

Article VI - 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 may be appointed for a maximum of two additional consecutive two year term. 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 advisory ballot shall be held at the end of May of each election year with the ballots due in the OSI Office by the end of July. 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. Meets a minimum of two times a year.
- c. **Officials Membership** - A non-athlete membership in USA Swimming, plus a mandatory additional fee of \$10.00 is required. Includes USA Swimming Rules & Regulations and an official's identification card.
- d. **Clinics** - A preliminary requirement for training in a given officiating position is attendance at the appropriate clinic. Clinics serve to disseminate information on the interpretation, application, and techniques of technical rule enforcement. 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 on the Trainers List.
- e. **Certification as an OSI Official** - Procedures, requirements and documentation for certification are to be 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 (Timers 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 be in accordance with USA Swimming Rules and Regulations, and shall conform to additional requirements as may be imposed by OSI.
- b. **Uniform** - Recommended for deck officials: white shirt or blouse, navy blue pants or skirt, white shoes. For the meet referee, a navy blue shirt or blouse with white pants is recommended for ease of identification, however white shirt over blue pants or skirts are acceptable. At the discretion of the meet referee, special uniform requirements for championship level meets may be specified.

Section III - Officiating Procedures

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

Article VII - 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 type of swimmer. This Article will detail this program.
- b. **Strokes** - Breaststroke, Butterfly, Backstroke, Freestyle, and Individual Medley are the strokes/events used in competitive swimming. 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, traditionally October through March, normally consists of competition in 25-yard or 25-meter courses. The long-course (summer) season, mid-April through August, emphasizes competition in 50-meter courses. These designations are general and do not require all meets to be held in the indicated pool lengths.
- d. **Age of Swimmer** - The eligibility of a participant for a particular age group will be determined by their date of birth. Age on the first day of the meet shall normally govern for the full meet. Participants must swim in their respective age brackets except as noted in USA Swimming Rules and Regulations. A contestant may participate in only one age division, corresponding to the swimmer's age. For more detailed information, see USA Swimming Rules and Regulations.
- e. **Qualifying Swimmers** - A swimmer will qualify for a specific class meet in a given stroke and distance when he 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** - No day in a meet may exceed eight hours of competition, which is determined from the beginning of the first heat of the first event to 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, the group of events in a session in which swimmers 12 years old and younger are entered shall be planned to be completed 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. At meets where time standards exist, the time standard for a swimmer with a disability shall be the published meet time standard multiplied by a ratio. The ratio shall be determined by dividing the National Disability Championship time standard for the appropriate 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. **To qualify for outreach membership registration fees in Oregon Swimming**, a swimmer must be from a family that meets Oregon/Washington eligibility requirements for free and reduced lunch.

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. (Long Course 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 & 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 several special meets with distinctive, selected, or limited formats may be held and awards may vary. Special rules for entry, awards and participation are to be included in the Meet Information.

4. **Out of LSC Competitions**
 - a. **General** - Athletes are encouraged to participate in such competitions outside the boundaries of OSI as may enhance their progress in the sport. Qualifying for Regional, Sectional, Zone, and National level meets are part of the progression in competitive swimming.
 - b. **Sanctions** - Athletes are advised to ensure that all events are properly sanctioned.
 - c. **Results** – It is the responsibility of teams competing in out of LSC competitions to 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. This enables the swimmer to compete against others with similar capability and allows for a progression by the athlete and provides incentives to improve.
 2. **Definition** - Within each gender/age group, ability classifications are defined by four divisions; “A,” “B,” “B+” & “C” for each stroke, based on times. 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.
 - b. **Reclassification** - A swimmer must swim in the class for which they have qualified. Once achieving the time standard for the next higher class in a particular event, the swimmer must compete in the new class in that event for successive meets. If entries have already been submitted for a future meet, it is required that the times be revised. It is the swimmers’ responsibility to notify the meet director prior to the beginning of 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 who 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 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** - All such meets shall include all events for which USA Swimming National Age Group times are maintained. (See USA Swimming Rules & 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 & Regulations.
- f. **Time Standards** – The appropriate “A”, “B”, “B+” or “C” time standards shall 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** - Senior swim 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. Timed finals meets are subject to the eight-hour rule for 13 & Over events and to the four-hour rule for 12 & Under events. All relay, 800/1000 freestyle and 1500/1650 freestyle events shall be timed finals.
- h. **Entry Fees** - \$3.00 surcharge per swimmer, maximum of \$3.00 entry fee per individual event and \$10.00 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 forwarded to Oregon Swimming and are allocated to the Travel Fund.
- i. **Awards** - The value of awards must conform to Article 205.5 USA Swimming Rules & Regulations.

Article VIII – OREGON SWIMMING CHAMPIONSHIPS

Section I – Oregon Swimming Championships

- a. **Discrepancy** - If a discrepancy exists between the Swim Guide and championship meet information, the Swim Guide shall prevail.
- b. **Meets** - The following championship meets shall be conducted by OSI:
 1. Short Course 10 & Under AG Championship to be conducted in February.
 2. Short Course 11 - 14 AG Championships to be conducted in February.
 3. Short Course Senior Championships to be conducted in March.
 4. Long Course 12 & Under AG Championships to be conducted in July.
 5. Long Course 13 & Over AG Championships to be 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. The qualifying period for the short course season is from February 1 of the previous year through the entry deadline and for the long course season from July 1 of the previous year through the entry deadline. Any swimmer 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 levied on the club the swimmer belongs to.
- d. **Finals No Shows** – If a swimmer is eligible for a final event on Sunday night and does not scratch and is a no show, OSI will levy a \$100 fine per event to be paid by the swimmer’s club.
- e. **Time Standards** - For Age Group Championships, OSI “A” standards will be used. For Senior Championships, OSI 14 age group “A” time standards will be used.
- f. **Qualifying Period** - The qualifying period for the short course season is from February 1 of the previous year through the entry deadline and for the long course season from July 1 of the previous year through the entry deadline.
- g. **Entry Fees** - Surcharge, \$10.00 per swimmer; Individual event entry fee, \$4.00 per individual event; Relay entry fee, \$10.00 per relay. Possible facility charge.
- 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 \$.75 per individual event entered, and \$3.00 per relay event entered. Additionally, OSI reimburses host club for printing and mailing of meet information and final results, 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** - Relays not achieving a qualifying time will receive awards, but will not score team points.
- l. **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 no more than five (5) individual events per day and two (2) relays.
 - c. Awards - values of awards subject to conditions of Article 204.6 & 205.5 USA Swimming Rules & Regulations. 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. No team awards.

ORDER OF EVENTS -Short Course 10 & Under Championships									
Girls				Boys	Girls				Boys
EV #	Event			EV #	EV #	Event			EV #
Day One					Day Two				
1	10&U	200y	M.R.	2	33	8&U	100y	F.R.	34
3	8&U	100y	Free	4	35	9	200y	IM	36
5	9	200y	Free	6	37	8&U	100y	IM	38
7	10	200y	Free	8	39	10	200y	IM	40
9	8&U	50y	Breast	10	41	8&U	50y	Free	42
11	9	50y	Breast	12	43	9	50y	Free	44
13	10	50y	Breast	14	45	10	50y	Free	46
15	8&U	50y	Fly	16	47	8&U	25y	Back	48
17	9	100y	Fly	18	49	9	100y	Back	50
19	10	100y	Fly	20	51	10	100y	Back	52
21	8&U	50y	Back	22	53	8&U	25y	Fly	54
23	9	50y	Back	24	55	9	50y	Fly	56
25	10	50y	Back	26	57	10	50y	Fly	58
27	9	100y	IM	28	59	8&U	25y	Breast	60
29	10	100y	IM	30	61	9	100y	Breast	62
					63	10	100y	Breast	64
		Break			65	8&U	25y	Free	66
					67	9	100y	Free	68
31	10&U	200y	F.R.	32	69	10	100y	Free	70
					71	8&U	100y	M.R.	72

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

- a. Open to all 11 – 14 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 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 IX, Section VIII, Oregon Scratch Rule.
- e. Awards - Values of awards subject to conditions of Article 204.6 & 205.5 USA Swimming Rules & Regulations. A patch and gold medal are awarded for each swimmer placing 1st in 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.

ORDER OF EVENTS									
Short Course 11 to 14 AG Championships									
Girls				Boys	Girls				Boys
EV #	Event			EV #	EV #	Event			EV #
Day One					Day Three (Continued)				
1	11-13	1650y	Free ^{xy}	2	59	12	100y	Back	60
1	14	1650y	Free ^x	2	61	13	100y	Back	62
<i>10 minute break</i>									
3	13-14	800y	F.R. ^z	4	65	11	200y	Free	66
Day Two					67	12	200y	Free	68
5	11	50y	Back	6	69	13	200y	Free	70
7	12	50y	Back	8	71	14	200y	Free	72
9	11-13	200y	Back ^y	10	73	11	100y	IM	74
11	14	200y	Back	12	75	12	100y	IM	76
13	11	200y	IM	14	77	11-13	400y	IM ^w	78
15	12	200y	IM	16	79	14	400y	IM ^w	80
17	13	200y	IM	18	81	11-12	200y	F.R. ^z	82
19	14	200y	IM	20	83	13-14	200y	F.R. ^z	84
21	11	50y	Free	22	Day Four				
23	12	50y	Free	24	85	11-12	400y	F.R. ^z	86
25	13	50y	Free	26	87	13-14	400y	F.R. ^z	88
27	14	50y	Free	28	89	11	100y	Breast	90
29	11	100y	Fly	30	91	12	100y	Breast	92
31	12	100y	Fly	32	93	13	100y	Breast	94
33	13	100y	Fly	34	95	14	100y	Breast	96
35	14	100y	Fly	36	97	11	50y	Fly	98
37	11	500y	Free ^w	38	99	12	50y	Fly	100
39	12	500y	Free ^w	40	101	11-13	200y	Fly ^y	102
41	13	500y	Free ^w	42	103	14	200y	Fly	104
43	14	500y	Free ^w	44	105	11	100y	Free	106
45	11-12	400y	M.R. ^y	46	107	12	100y	Free	108
47	13-14	400y	M.R. ^y	48	109	13	100y	Free	110
Day Three					111	14	100y	Free	112
49	11	50y	Breast	50	113	11-12	200y	M.R. ^z	114
51	12	50y	Breast	52	115	13-14	200y	M.R. ^z	116
53	11-13	200y	Breast ^y	54	<i>10 minute break</i>				
55	14	200y	Breast	56	117	11-13	1000y	Free ^{xy}	118
57	11	100y	Back	58	117	14	1000y	Free ^x	118

^v 11 and 12 year olds must meet the 13-year-old time standard.

^w Deck seeded timed final event. Fastest heat swum in finals.

^x 1650 y and 1000 y events are deck seeded by gender (no age group) and swum fastest to slowest, alternating women and men. Fastest heat of each gender swum at the beginning of finals.

^y Deck seeded timed final events. Fastest heat swum at end of finals. All other heats in prelims.

^z Deck seeded timed final events, all heats in prelims.

3. Short Course Senior Championships to offer the following meet format:

- a. Open to all swimmers registered with USA Swimming/LSC's 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 Article IX, Section VIII, Oregon Scratch Rule.
- e. **Awards** - Values of awards subject to conditions of Art. 204.6, 205.5 USA Swimming Rules & Regulations. 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 and 3rd place. Ribbons are awarded for 4th through the number of lanes swum. Relays are awarded medals for 1st through 3rd. Team awards are presented for the top three (3) teams.

ORDER OF EVENTS									
Short Course Senior Championships									
Girls				Boys	Girls				Boys
EV #	Event			EV #	EV #	Event			EV #
Day One					Day Three (Continued)				
1	Senior	1000y	Free ^x	2	19	Senior	50y	Free	20
Day Two					21	Senior	100y	Breast	22
3	Senior	200y	M.R. ^x	4	23	Senior	100y	Back	24
5	Senior	200y	Breast	6	25	Senior	200y	Free	26
7	Senior	100y	Fly	8	27	Senior	400y	M.R. ^y	28
9	Senior	500y	Free	10	Day Four				
11	Senior	200y	IM	12	29	Senior	200y	Back	30
13	Senior	800y	F.R. ^y	14	31	Senior	1650y	Free ^z	32
Day Three					33	Senior	100y	Free	34
15	Senior	200y	F.R. ^x	16	35	Senior	200y	Fly	36
17	Senior	400y	IM	18	37	Senior	400y	F.R. ^x	38

^x Timed final events, all heats in prelims.
^y Timed final events. Fastest two heats swum at end of finals. All other heats in prelims.
^z Timed final events. Fastest heat of women and men will be swum in finals in event order. All other heats will be swum at the end of prelims, alternating women's and men's heats, fastest to slowest.

4. Long Course 12 & Under Championships to offer the following meet format:

- a. Open to all 12 & 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 no more than five (5) individual events per day and two (2) relays.
- c. Values of awards subject to conditions of Article 204.6 & 205.5 USA Swimming Rules & Regulations. Medals are awarded for 1st through number of lanes swum depending upon the pool size.
 For 9, 10 In a six-lane pool, ribbons for 7th through 12th and for an eight lane pool ribbons for 9th through 16th. No team awards.

ORDER OF EVENTS Day One Long Course 12 & Under Championships									
AM 10& U Timed Finals, 11,12 prelims					PM 11,12 Finals				
Event					Event				
1	9-10	200m	Free Relay**	2	25	11	400m	Freestyle*	26
3	11-12	200m	Free Relay**	4	27	11-12	400m	M R	28
5	9,10	100m	Butterfly	6					
7	11, 12	100m	Butterfly	8	7	11, 12	100m	Butterfly	8
9	9,10	50m	Backstroke	10					
11	11, 12	50m	Backstroke	12	11	11, 12	50m	Backstroke	12
13	9,10	50m	Breaststroke	14					
15	11, 12	50m	Breaststroke	16	15	11, 12	50m	Breaststroke	16
17	9,10	100M	Freestyle	18					
19	11, 12	100m	Freestyle	20	19	11,12	100m	Freestyle	20
21	9, 10	200m	I.M	22					
23	11, 12	200m	I.M	24	23	11, 12	200m	I.M.	24
25	11	400m	Freestyle	26					

*timed final fast to slow, alt girls/boys, fastest heat in finals
 ** 200M relays only when diving is permitted at both ends

ORDER OF EVENTS Day Two Long Course 12 & Under Championships									
AM 9 – 10 Timed Finals, 11,12 prelims					11,12 Finals				
Event					Event				
29	9-10	200m	M. R.**	30	53	12	400m	Free *	54
31	11-12	200m	M. R. **	32	55	11-12	400m	Free Relay	56
33	9,10	200m	Freestyle	34					
35	11,12	200m	Freestyle	36	35	11,12	200m	Freestyle	37
37	9,10	100m	Breaststroke	38					
39	11,12	100m	Breaststroke	40	39	11, 12	100m	Breaststroke	40
41	9,10	50m	Butterfly	42					
43	11,12	50m	Butterfly	44	43	11-12	50m	Butterfly	44
45	9,10	50m	Freestyle	46					
47	11,12	50m	Freestyle	48	47	11, 12	50m	Freestyle	48
49	9,10	100m	Backstroke	50					
51	11,12	100m	Backstroke	52	51	11,12	100m	Backstroke	52
10 minute break									
53	12	400m	Free *	54					
*timed final fast to slow, alt girls/boys, fastest heat in finals ** 200M relays only when diving is permitted at both ends									

5. **Long Course 13 & Over Championships** to offer the following meet format.
- Open to all 13 and over swimmers registered in Oregon Swimming, Inc. who have achieved Oregon Swimming "A" times.
 - Swimmers may enter six (6) individual events for the meet, but no more than three (3) individual events per day including time trials.
 - All individual events 200 meters and longer for both ages will be deck seeded and 50 and 100 meter events will be pre-seeded.
 - All relays will be deck seeded.
 - Coaches are responsible for providing 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.
 - 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 relays.
 - For Sunday, positive check-in must be made no later than 30 minutes following the start of Finals on Saturday.
 - Relay Check-in: If names are submitted at 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".
 - All relays will be timed finals.
 - Swimmers younger than 15 years can only be entered in open relays if your team cannot field a relay team in 13-14 age groups.
 - Oregon Swimming Scratch Rules, Safety Guidelines and Warm-up Procedures will apply.
 - Awards - Values of awards subject to conditions of Article 204.6, 205.5 USA Swimming Rules & Regulations. 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.
 - 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.
 - Combined team plaques will be presented for 1st through 8th place. A High point awards for male and female will be awarded in each age group.

ORDER OF EVENTS				
Long Course 13 & Over Championships				
Day One				
Girls		Event		Boys
1	13&O	800m	Freestyle ^u	2
Day Two				
3	13-14	200m	Medley Relay**	4
5	Open	200m	Medley Relay**	6
7	13&O	100m	Breaststroke	8
9	13&O	100m	Butterfly	10
11	13&O	200m	Backstroke	12
13	13&O	50m	Freestyle	14
15	13&O	400m	Freestyle ^t	16
17	13&O	800m	Free Relay ^w	18
19	Open	800m	Free .Relay ^w	20
Day Three				
21	13-14	200M	Free Relay**	22
23	Open	200M	Free Relay**	24
25	13&O	100m	Backstroke	26
27	13&O	200m	Breaststroke	28
29	13&O	200m	Freestyle	30
31	13&O	400m	Individual Medley ^y	32
33	13-14	400m	Medley Relay ^w	34
35	Open	400m	Medley Relay ^w	36
Day Four				
37	13-14	400m	Free Relay	38
39	Open	400m	Free Relay	40
41	13&O	200m	Individual Medley	42
43	13&O	100m	Freestyle	44
45	13&O	200m	Butterfly	46
10 minute break				
47	13&O	1500m	Freestyle ^z	48

- ^u Timed final event. The 800 freestyle will be combined and seeded by gender and swum fastest to slowest, alternating women and men.
- ^t Timed final event. 400M Free will be combined and seeded by gender and fastest heat 13-14 and 15&O will be swum at the start of finals.
- ^w Timed final event. 800M Free relay and 400M Medley relay will be swum at the end of finals
- ^y Timed final event. 400M IM will be combined fastest to slowest fastest heat 13-14, 15&O at start of finals
- ^z Timed final event. The 1500 freestyle will be combined and seeded by sex and swum fastest to slowest, alternating women and men. Fastest heat at beginning of finals.
- ** 200 Relays only swum when dives allowed

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 is not allowed to compete in events in which they have Oregon A times.
 - b. A swimmer is not allowed to 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 a 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. 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. OSI will not pay travel reimbursement for Open Water National Championships.

Section IV – Meet Equipment

- a. **The following equipment is required for OSI Championship meets.**
1. **Electronic Timing**
 - a. Primary cable with a pad and two (2) buttons at the start/finish end of the pool.
 1. At the turn end of 50 m pools there shall be a primary cable with a pad and two (2) buttons or primary cable with (3) buttons. – This is not required if dive starts are permitted from the turn end of the pool.
 - b. Minimum of one (1) remote strobe – This is available from the OSI Office.
 - c. Reader board with at least one line to display finish times.
 - d. 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 competition area.
 - c. An announcer using the OSI Championship meet guidelines available from the OSI Office.
 3. **Labeling**
 - a. Numbers, at least 4" high, visible from both sides of the pool on the starting platforms.
 - b. Sign indicating the Clerk of Course.
 4. **Duplicating Equipment**
 - a. Copy machine or 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 with one output strip for each lane and an additional strip to indicate event and heat number.
 - b. Spare starting console and meet computer.
 2. **Speaker/PA System**
 - a. Additional speaker(s) at the turn end of the pool.
 - b. Additional speakers that allow the announcer to be heard in all areas of the swim venue.
 - c. An announcer with previous experience at swim meets – An announcer handout will be available from the OSI Office.
 3. **Duplicating Equipment**
 - a. Copy machine or high-speed printer.
 4. **Additional Equipment**
 - a. Internet access to allow on-line results.

Article IX - CONDUCTING A MEET

Section I - Introduction

- a. **General** - All OSI meets shall be conducted in accordance with USA Swimming Rules & Regulations. This chapter provides details and specific OSI rules for the conduct of meets. It is intended as a guide to all officials, meet personnel, and coaches, and to help parents understand the processes involved. More complete information may 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 provide for the sale of 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 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 are to be athlete members in good standing of USA Swimming or FINA affiliated organization.
- 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 responsibility of the swimmer or the 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 are required to be non-athlete members of USA Swimming (Art. 202.3.3) in order 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 it is determined that the meet director was not registered prior to the beginning of the competition.

c. Coaches

1. All 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 1).
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. Coaches desiring access to the restricted deck area shall display, in a prominently visible location on their person, a current USA Swimming or FINA 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 the provisions of this section.
3. **Penalties**
 - a. Coaches not able to prove current coach membership will be asked to remove themselves from the restricted deck area.
 - b. In addition to the provisions 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.
 - 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.

3. Disposition of Fines

All fines collected under the provisions of this section are to be dedicated to the OSI Travel Fund

4. Appeals

Decisions made under the provisions of this section may be appealed in writing to the OSI Board of Review pursuant to the provisions of USA Swimming Rules & Regulations Article 401.

Section II – Meet Preparation

- a. **Sanction** - Meet sanctions are issued only by USA Swimming through the OSI Sanctions Chair. Approval for the meet date must have been approved by the Schedule Committee subject to the provisions of Article I. Sanction applications must include accurate completion of the sanction application form, the appropriate fee, a copy of the proposed meet information, including a schedule of events. Sanction application forms are sent to host clubs approximately 90 days prior to the meet date, and are to be returned to the sanctions chair not later than 45 days prior to the first day of the meet.
- 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 be such that it includes 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 |
| * Sanction Number - x-xxx | * On Deck Changing Prohibition |
| * Host/Sponsor | * Time Standards |
| * Location | * Rules |
| * Eligibility Statement ^z | * Safety Procedures |
| * Disability Statement | * Bull Pen (if applicable) |
| * Entry Deadline | * Awards |
| * Entry Limit | * Scoring (if applicable) |
| * Entry Fees | * Meetings |
| * Entry Address | * Meet Referee w/phone |
| * Entry Instruction | * Invitation to Officials |
| * Check-in (if applicable) | * Invitation/instructions for timer |
| | * Recording devices in locker rooms |
| | * Photography is not allowed behind blocks during starts and relay exchanges. |

^zThis section shall contain the statement "No on-deck registrations shall be permitted."

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

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** - The host club shall invite a certified Meet Referee, and for sanctioned meets, and must include their name on the sanction application. Meet Referees should be included the review process for the meet announcement and meet planning.
5. The use of cameras and 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. **Method of Entry** - 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 the 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 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 the swimmers competing, or in the order in which the swimmers compete, may be made with the Head Lane Timer up to the time 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 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 send 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 or may not 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 are 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.

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.
- 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. The finals session normally consists of two heats; a consolation final, and the 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 VIII – 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 procedure 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. Scratch entries down for swimmers that are in six (6) swims if the meet is too big.
- 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 and 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 USA Swimming, the meet director or their designee shall contact additional officials (via the OSI web site officials list, contacting the teams attending the meet, etc.).
 5. In the event that there are not enough officials
 - a. The meet referee will notify the 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 shall be in accordance with Articles 204.6 and 205.5, USA Swimming Rules & Regulations.
- 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 entered in the meet.
 2. An electronic copy for inclusion in the OSI Qualifier’s 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 (and surcharges & all entry fees for designated OSI championship meets) shall be mailed to the OSI office not later than 30 days 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, which are 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 meet 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 such 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 of that 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-in 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 in said final 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 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.
 - a. Relay teams that wish to be seeded in a deck seeded event shall provide a relay entry to the clerk of course by the announced deadline.

The following information will be included in the meet information for all Oregon Swimming, Inc. 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 DIVING 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. No sprinting (racing starts) 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
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 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 the Referee's discretion).
 - c. General Warm-up Lanes - NO DIVING 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 marshals, if they are currently certified by Red Cross in Life-guarding, and agree to enforce the warm-up procedure 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 will be 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 reports of accident occurrences shall be filled out 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 their records. The Safety Chair or his/her designee shall compile an annual report of all occurrences and submit the report at the annual House of Delegates meeting.
- 3. Miscellaneous**
- a. Use of hand paddles and other training devices during warm-ups is at the meet referee's discretion.
 - 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 backstroker 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 for any breaks scheduled during the meet.
 - e. Swimmers shall not jump or dive into 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. For consideration of all other protests lodged at the meet, the Referee may appoint a meet jury. The jury shall consist of not fewer than three (3) and not more than five (5) persons, at least one of whom 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 other 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, so long as safety considerations are not compromised. Any such changes shall be announced, and/or posted prominently in the pool area.

Article X – 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 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 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 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, re-certify 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 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. **Safety Coordinator** - The Safety 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 Safety Chair 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 the Board of Directors. When approved by the Board of Directors, the Safety Chair shall be responsible for the coordination of their implementation by the Club Members. The Safety Chair 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** -

Article XI – PRIVACY POLICY

Section I - OSI Privacy Policy

- a. It shall be the policy of OSI that the following information, and only the following information, shall be acceptable for publication in any form, including but not limited to the world wide web, regarding any OSI member without the express written authorization from the athlete, if of majority; the athlete's parent/guardian, if a minor; or the non-athlete member:
Name, age in years, club affiliation, time and place achieved in an event, and any awards or honors received by the athlete.
- b. It shall be the policy of OSI that USA Swimming membership numbers and "trouble lists" (either registration or monetary) shall not be published on the web.

Article XII– HOUSE OF DELEGATES BID REQUIREMENT

Section I - Facilities

- a. **Coaches:** Rooms: Friday afternoon - 25-30 persons, Friday evening, Safety Training – pool. Saturday: Pool, Coaches Clinics - 2 rooms – 100 persons, Athlete/Parent program – as needed. Evening: Meeting room - 100 persons.
- b. **Officials:** Saturday morning – Large room – 100 persons, 2 smaller rooms – 30 persons. Afternoon: – Large room – 100 persons, 3 or 4 smaller rooms – 30 persons
- c. **House of Delegates:** Sunday – 100 – 125 persons.
- d. **Equipment:** Saturday – Coaches and Officials – Computer Projector and Screens in all rooms.
Sunday: Computer Projector and Screen. Sound System
- e. **Food:** Sunday – Coffee, tea and juice

Article XIII– AMENDMENTS

Section I - Whistle Blower Policy

- a 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 (2/3) vote for passage.

Section V – Document Retention and Version Control

- a. **Master Documents** - The Secretary shall be responsible for retaining the master copy of all documentation and manuals relating to the structure and operation of OSI. This includes but is not limited to the By-Laws, Policy & Procedures, and Board of Directors manuals.
- b. **Updates** – The Secretary shall be 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 VI – 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. Yearend 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 documents 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. Timesheets.
 - 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.

Article XIV - OTHER AGENCY COMPLIANCE

Section I – Youth athletic team safety, 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.
- d.** OSI Championship Meet Hosts shall include the parent and athlete concussion training material into all heat sheets.

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 interests 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. Nor 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 member club for a violation of this anti-recruiting policy shall not prohibit the 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 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.