**STANDING RULES OF SNAKE RIVER SWIMMING, INC.**

Updated April, 2015

Matters not specifically covered by the Bylaws of Snake River Swimming (SRS) may be regulated by the Standing Rules.

ARTICLE I SWIM CALENDAR

SECTION 1- MEET SCHEDULING COMMITTEE: The meet scheduling Committee shall establish policy regarding scheduling of Snake River Swimming meets and set the meet schedule for approval of the House of Delegates of Snake River Swimming.

The Committee shall consist of the:

* Administrative Vice-Chair, who shall act as Chair of the Committee,
* Technical Planning Chair
* Age Group Vice-Chair
* Senior Vice-Chair
* Coach’s Representative
* Senior Athlete Representative
* Junior Athlete Representative
* General Chair
* Representative from one of the member clubs of Snake River Swimming

This committee will meet after the deadline for Swim Meet Applications and will formulate a schedule for presentation to and acceptance by the House of Delegates of Snake River Swimming. The Admin. Vice chair of SRS will compile the bids and present to the meet scheduling committee via email at least one to two weeks prior to the Spring HOD meeting.

SECTION 2 - SUBMISSIONS OF SWIM MEET BIDS:

1. SUMMER AND WINTER CHAMPIONSHIPS
	* + 1. The dates of the Snake River Summer Championship Meet shall be anytime in July and the Winter Championship shall be anytime in February.
2. The Summer Championship Meet and the Winter Championship Meet will be awarded two years in advance at the House of Delegates annual meeting. The Championship meets will rotate between Nampa and Boise for the Winter meet and Twin Falls will always host for the Summer meet.
3. Bids to host the championship meets on the established dates shall be submitted in

 accordance with part B.

1. OTHER MEETS

1. Bids to host meets for the following calendar year shall be submitted to the

 Administrative Vice Chair (meet scheduling committee chair) between January 1st and March 1st.

2. Bids submitted before January 1st shall be returned, and bids submitted after March 1st shall only be considered after all other timely submitted bids.

3. All meet bids are to be submitted on the SRS Meet Bid Application Form located on the SRS website.

4. One day meets such as achievement, dual, triangular, or intra-squad meets scheduled after the fall HOD meeting will be scheduled through the sanction chairperson and cannot be held on the same weekend as any previously scheduled meet.

5. All invitational or open meets or any meet scheduled to last longer than one day must be approved by the Meet Scheduling Committee at the fall HOD meeting. In special circumstances, these meets can be approved and scheduled on a case by case basis by a vote of the HOD Board of Directors.

SECTION 3 – SANCTIONS: All competitive swimming events must be sanctioned by the Sanction Coordinator if they involve swimmers or more than one club. Standards Trials and other non-competitive swimming events must be sanctioned. Approval may be granted in lieu of sanction for other swimming related activities.

1. FEES

1. $15.00 sanction fee for intra-squad or limited event time trials which include only one Club (closed)

2. $25.00 sanction fee for ½ day (4-5 hour) meets and for any Open Water event.

 3. $50.00 sanction fee for meets with one or multiple sessions lasting from 1-5 full days

B. APPROVAL FEE

 1. A $25.00 fee will be charged for all meets submitted for approval. Approved meets must pay the appropriate LSC meet surcharge to the LSC.

C. SUBMISSION FOR SANCTION

1. A meet shall be approved by the Scheduling Committee before the application for

sanction is submitted to the Sanction Coordinator.

1. Sanction applications for invitational meets shall be sent to the Sanction Coordinator at

 least six weeks prior to the starting meet date. Sanction applications for time trials,

 dual and triangular meets shall be submitted four weeks prior to the event date.

1. Applications for sanctions not received by the 6 week or 4 week deadline will incur a $100 fine.
2. The sanction application for meets shall include:
	1. the meet invitation
	2. appropriate sanction fee
	3. a USA Swimming Application for Sanction form
3. The sanction application for time trials, dual, and triangular meets shall include:
	1. the date of the meet or time trial
	2. a complete description of the event
	3. a USA Swimming Application for Sanction form
	4. appropriate sanction fee
4. Meet invitations should be emailed or post mailed to clubs at least thirty(30) days prior to the entry deadline and bear the wording “Sanctioned by Snake River Swimming” and the sanction number as issued.

ARTICLE II RECORDS

SECTION 1 – PURPOSE

Snake River Swimming shall maintain and list record performances in all recognized Senior and Age Group events.

SECTION 2 – ELIGIBILITY & QUALIFICATION REQUIREMENTS

A. All Snake River Swimming records shall:

1. Be set in sanctioned competitions; retroactive if confirmed by the Records Chair and requested by the coach

2. Be set in the corresponding event during competition

3. Be set by a Snake River Swimming registered swimmer

4. Must be representing a SRS Club or swimming as an unattached SRS swimmer during the time of the swim.

SECTION 3 - INFORMATION FOR RECORDS: To officially establish the record, the final result sheets shall be submitted electronically to the SRS Records Chair. A Meet Manager back-up of the meet database should be e-mailed to the records Chair not more than 14 days after the meet.

SECTION 4 - SNAKE RIVER RECORDS: Shall be kept by the Records Chair and continually updated on the Snake River website in the following courses and age groups: 25 yard course, 25 meter course, and 50 meter course; 8 & under, 9 & 10 or 10 & Under, 11 & 12, 13 & 14, 15 & 16, 17 & 18, or 15–18, and Senior.

ARTICLE III SNAKE RIVER SWIMMING TRAVEL FUND

SECTION 1- ESTABLISHMENT OF THE TRAVEL FUND: Such funds will be used for the exclusive purpose of funding expenses for swimmers to attend designated meets. Designated meets will be determined at the Fall HOD meeting based on available funds and coach input.

1. PURPOSE
2. To help fund the costs incurred by Snake River’s registered swimmers qualifying for and competing in Nationals (including meets such as, Olympic Trials and US Open), Junior Nationals, National level disability or National level open water meets, the Legends, LSC Select Camps, Sectional, Grand Prix, and Senior Zone competitions.
	1. The LSC SWIMS Chairperson will compile a list of all swimmers who have attended the designated meets to be reimbursed. The SWIMS Chair will also verify each swimmer meets the eligibility requirements for reimbursement. The SWIMS Chair will submit the list of swimmers to the SRS Treasurer for distribution of travel funds to Clubs within 2 weeks of the December National Championship meet.
		1. Eligible meets for each year and shares associated with each meet can be found on the SRS website.
	2. To receive funds, 19 and under swimmers must have competed in no less than three SRSI sponsored meets during the calendar year.
	3. To receive funds, collegians must represent only their SRSI team at the National meet and must have been a member of a Snake River club prior to attending college.
3. To fund the costs incurred by each SRS swimmer competing in the Senior and Age Group Western Zone meet. Amount to be funded will be determined at the fall HOD meeting annually.
4. Leftover funds will be kept in the SRS Travel Fund and rolled over to the following year.
5. FUNDING
	* + 1. Every swimmer shall be assessed a SRS surcharge for each sanctioned meet

a. Refer to Article VIII, Section 1.F.2

* + - 1. All SRS surcharges collected on behalf of SRS by the meet host must be remitted by the host club to the SRS treasurer within 30 days of the meet. Total amount submitted will be based on the number of swimmers entered into the meet as of the meet start date and not the number of swimmers who actually swim in the meet. Failure to submit SRS Surcharges within 30 days could result in the host team being prohibited from swimming as a team at future LSC meets. Team members could swim in future meets but would be required to swim unattached until the SRS Surcharge has been paid in full.

 C. ALLOCATION AND DISTRIBUTION OF FUNDS

1. The allocation and distribution of SRS Swimmer Surcharge income for an upcoming year will be determined by the SRS Budget Committee. The committee will budget SRS Surcharge income using the following guideline:

a. Championship Meet Awards – 15%

 i. Winter and Summer Championship Meet Individual & Relay Awards

 ii. Winter and Summer Championship Meet Team Awards (if used)

 iii. Winter and Summer Championship High Point Awards (if used)

b. Swimmer Travel – 50%

 i. 25% Swimmer Travel for National & Regional Meets (Shares Program)

ii. 25% Swimmer Travel Subsidy for Senior and Age Group Zones with subsidy amount determined at annual October House of Delegates meeting

 a) From this 25%, swimmer relay fees will also be paid for both Zone Meets.

c. Swimmer Education – 10%

d. Coach Expense for Zone Meets – 20%

 i. Coach transportation, housing, and meals for Age Group Zones

 ii. Coaching Fee for Senior and Age Group Zones as budgeted at October House of Delegates meeting.

 iii. Expenses in excess of the 20% will be paid from the General Fund.

e. Officials and Coaches – 5%

f. Surcharge Funds Not Used

i. If budgeted surcharge money is not used in any one category, it can be used to meet the budget in another category or rolled over to the following year.

g. One dollar ($1.00) of every swimmer’s surcharge for all LSC meets will go into the Timing System Equipment Fund.

ARTICLE IV WESTERN ZONE TEAM, ALL-STAR TEAM

SECTION 1 – WESTERN ZONE TEAM, Age Group and Senior:

A. The Age-Group Chair will head the Western Zone Meet Committee consisting of the coaches and other members to take care of all aspects of planning and attending each Zone Meet.

B. Swimmer Eligibility

 1. To be a member of the Snake River Swimming Western Zone Team a swimmer must:

 a. be registered with Snake River Swimming

 b. achieve the qualifying time standards set forth by SRSI during the preceding season

 beginning September 1 of the preceding year

 c. if three(3) Snake River swimmers in any age group qualify and plan to attend the meet, a fourth swimmer may be selected by the Zone coaches based on the swimmer’s skills and ability needed to complete a relay, and that swimmer may then swim in individual events.

C. Swimmer Funding

 1. To receive funds a swimmer must have competed in no less than three Snake River Swimming sponsored meets during the year preceding the Western Zone Meet.

2. Swimmers will pay all expenses, including transportation, housing, meals, individual entry fees, and uniforms in advance of the meet. The amount to be paid will be determined by the Zone Committee. Eligible swimmers will receive their LSC reimbursement within 45 days after the meet.

3. Swimmers 10 and under, are required to travel with a parent, and are not required to share in the lodging or transportation expense incurred by the other zone participants.

4. All swimmers, including 10 & Under swimmers, will share the cost (transportation, housing, and meals) of sending a chaperone to the meet, if one is needed.

D. Policies and Procedures

1. All zone participants are expected to travel with the Team. Those desiring to make their own travel arrangements must inform the Zone Chair no later than July 1 preceding the meet or they will be required to pay their proportionate share of the team travel costs. Regardless of the means of travel to the meet, all team members are required to be lodged with the team for the duration of the meet. Exceptions to this policy can only be made by the Executive Committee after notifying the General Chair.

SECTION 2 – ALL-STAR MEETS:

1. Swimmer Eligibility
	1. To be a member of the Snake River All-Star Team, and to received funding, a swimmer

 must:

* + 1. be a registered athlete with Snake River Swimming
		2. participate in one SRSI sanctioned swim meet
			1. duals and tri-meets are included if results are properly recorded, intra-squad meet times are not acceptable

c. achieve a national age group “B” time set forth in the current USA Swimming Rules and Regulations book during the season beginning September 1 through one week prior to the all swimmers must have a national age group “B” time in the events to be swum at the entry deadline of the meet.

B. Swimmer Selection

1. The following criteria and procedure shall be used to select the Snake River All-Star

 Team members:

 a. all swimmers must a national age group “B” time in the events to be swum at the meet. The top two (2) times achieved by Snake River swimmers in the designated All-Star events will be considered. The top two times in a given event might be the 3rd, 4th 5th, or even 6th fastest times in the Association because swimmers with the faster times might already be chosen for other events.

b. times are to be sent to the All-Star Committee Chair and All-Star Head Coach before the deadline. Times may be submitted by telephone if proof of times (final results) can be made prior to the All-Star meet (if necessary, the All Star Committee Chair will verify times by calling host club.)

c. if swimmers and coaches want times achieved at invitational meets outside the Snake River Association to be considered, proof of time (final results) must be sent to the All-Star Committee Chair and All-Star Head Coach not later than one week prior to the entry deadline for the All-Star meet. Times may be submitted by telephone as stated in b above.

d. final judgments and selections will be made by the All-Star selection committee, which consists of the All-star Committee Chair, All-Star Head Coach, and All-Star Assistant Coach. If there is a possibility the selection committee is composed of three individuals from the same team, the assistant coach will step aside and the Coach Representative will appoint a coach from another team to help with the selection process.

ARTICLE V ALL STAR AND WESTERN ZONE COACHES

SECTION 1 - SELECTION PROCEDURES: The Coaches Association, which consists of all coaches currently registered with USA Swimming and Snake River Swimming, shall select the All-Star and Western Zone coaches.

A. THE SELECTION CRITERIA ARE AS FOLLOWS:

1. A coach must have actively coached in the Snake River Swimming Association for a minimum of one year
2. A coach must be current in all required certifications as defined by USA Swimming

3. Special consideration may be given to coaches with the most swimmers in attendance at the All-Star or Western Zone meets

4. Coaches should possess outstanding qualities of organizational ability, and be able to motivate young swimmers as well as help them with race tactics when needed

B. The head Western Zones coach will be paid half of the budgeted amount of coach salary allotment. Assistant coaches will be paid 60% and 40% of the remainder.

ARTICLE VI SWIMMING OFFICIALS

SECTION 1 - OFFICIALS ORGANIZATION:

A. OFFICIALS CHAIR

1. Is appointed by the General Chair and shall be in charge of the officiating program of Snake River Swimming.

2. Duties of the Officials Chair include:

1. implement and maintain a program for recruiting, training, and certifying officials in

 the LSC

1. act as the liaison with the National Officials Committee and Rules Committee for

 clarification of rules

1. stay current on rule changes for the National level and make sure they are

 communicated to all LSC officials on a timely basis

1. prepare the annual officials’ budget for submittal to the LSC Finance Committee.
2. chair the LSC Officials Subcommittee
3. oversee the LSC’s National Certifications meets and monitor LSC Championship officials
4. ensure consistency in meet procedures and rules interpretations
5. establish and enforce officials’ uniform requirements
6. encourage cooperation with all swimming in the LSC, including high school, college,YMCA, and masters
7. OFFICIALS SUBCOMMITTEE
	1. The officials Subcommittee shall consist of qualified and experienced officials appointed by the Officials’ Chair.

SECTION 2 - OFFICIALS CERTIFICATION:

A. ADMINISTRATIVE OFFICIALS

An Administrative Official shall be a certified swimming official. The Administrative Official supervises the logistical aspects of a swim meet. The Administrative Official’s responsibilities include, but are not limited to: supervising entries/registration, the clerk-of-course, the timing equipment operator, the timing judge, the computer operator, and other desk personnel.

1. To become certified as an administrative official, the following training requirements shall be met:

a. attend a formal administrative clinic

b. completes the on-line administrative, referee, timing judge, timer, and clerk of course test with a minimum grade of 80%.

c. train for one session in each position with an experienced timing judge, timing equipment operator, and clerk of course/meet management software operator.

d. all training must be completed within one year of taking the formal clinic.

 2. Must be a non-athlete USA Swimming member to work as a certified official

3. To maintain certification, an administrative official must work a minimum of two sessions a year in the capacity of timing judge, timing equipment operator, or clerk-of-course/meet management software operator. The clerk-of-course requirement must be met by dealing with seeding, scratches, etc. and not as the person responsible for marshaling 8 & under swimmers.

4. At the discretion of the Officials Chair, a person whose certification has lapsed may have it renewed by attending a formal clinic and/or satisfactorily completing the on-line examination.

B. STROKE AND TURN JUDGE

 A stroke and turn official shall be a certified swimming official.

1. To become certified as a stroke and turn official, the following training requirements shall be met:

a. attend a formal clinic presented by a qualified instructor

b. before beginning any deck training, complete the on-line stroke & turn/timer test with a minimum grade of 80%

c. completes a minimum of sixteen hours during a minimum of four sessions of a swim meet of on-the-deck training under the apprenticeship of a qualified trainer. A minimum of three hours must be spent in each of freestyle, breaststroke, butterfly, backstroke, and individual medley events

d. all training must be completed within one year of taking the formal clinic

 2. Must be a non-athlete USA Swimming member to work as a certified official

3. To maintain certification, an official must work in a stroke and turn or higher capacity a minimum of four sessions a year.

4. At the discretion of the Officials Chair, a person whose certification has lapsed may have it renewed by attending a formal clinic and/or satisfactorily completing the on-line examination.

C. RELAY TAKE-OFF JUDGES

Relay take-off judges shall be certified as a stroke and turn official.

D. CHIEF JUDGE

A chief judge shall be certified as a stroke and turn official for a minimum of one year.

E. STARTER

 A starter official shall be a certified swimming official.

1. To become certified as a starter, the following minimum training requirements shall be met:

a. works a minimum of five sessions as a certified stroke and turn official and contact the Officials Chair before beginning any training

b. attends a formal clinic, or at the discretion of the Officials Chair, be briefed by a qualified starter trainer assigned by the Officials Chair

c. complete the on-line starter test with a minimum grade of 80% before beginning any on-deck training

d. completes a minimum of five sessions of on-deck training in the following capacities:

1) One session as an observer with a qualified starter trainer

2) Three sessions as a starter under the supervision of a qualified starter trainer

3) Work as the starter with the Official Chair or meet referee for a final evaluation. This evaluation should be included in the referees report to the Official Chair with a recommendation.

 2. Must be a non-athlete USA Swimming member to work as a certified official

3. To maintain certification, a starter must work a minimum of four sessions a year in a starter or higher capacity.

4. At the discretion of the Officials Chair, a person whose certification has lapsed may have it renewed by attending a formal clinic and/or satisfactorily completing the on-line examination.

D. REFEREE

A referee official shall be a certified swimming official.

1. To become certified as a referee, the following minimum training requirements shall be met:

a. work as a certified stroke and turn judge for a minimum of one year, be certified as a starter, and contact the Officials Chair prior to beginning any training

b. attends a formal clinic, or at the discretion of the Officials Chair, be briefed by a qualified referee trainer assigned by the Officials Chair

c. attend an administrative clinic

d. complete the administrative, referee, timing judge, clerk of course, and referee on-line test with a minimum grade of 85% before beginning any on-deck training

e. completes a minimum of six sessions of on-deck training at three different sanctioned meets under at least two different referees in the following capacities:

1) Two sessions split between acting as the timing equipment operator, as the timing judge, and as the clerk of course/meet management software operator.

2) One session acting as an observer under a qualified referee trainer

3) Three sessions as an acting referee under the supervision of a qualified referee trainer

 2. Must be a non-athlete USA Swimming member to work as a certified official

3. To maintain certification, a referee must work a minimum of six sessions per year with at least one session as a referee or deck referee. In addition, a referee must attend a clinic or take the referee recertification tests every three years.

4. At the discretion of the Officials Chair, a person whose certification has lapsed may have it renewed by attending a formal clinic and/or satisfactorily completing the on-line examination.

SECTION 3 - NON-CERTIFIED OFFICIALS:

A. MEET DIRECTOR.

The Meet Director shall be appointed by the meet host. The Meet Director’s responsibilities include, but are not limited to:

1. Procuring the awards; obtaining a sanction; preparing the facility; arranging for personnel including the chief timer for each session, equipment (including appropriate timing equipment), and supplies necessary for meet operation; processing of entries; printing of programs; arranging for publicity and media coverage; preparing and distributing meet results and filing the LSC report

2. Meet Directors must be non-athlete members of USA Swimming

3. Meet Directors are encouraged, but not required, to attend the Administrative Official’s Clinic

B. MARSHAL

Marshals are not required to be certified swimming officials or non-athlete members of USA Swimming.

C. CLERK OF COURSE

 The clerk of course is responsible for all of the paper work at the meet. This includes:

1. Swimmers check-in, seeding, preparation and distribution of cards or lane timing record forms for distance events

2. The preparation, posting and distribution of heat sheets for deck seeded events to all appropriate officials

3. Recording and notification of scratches

D. LANE TIMERS

At the discretion of the meet referee, swimmers age eleven and older may serve as timers during sanctioned meets.

E. HEAD LANE TIMER

Records the manual watch times from that lane, verifies that the proper swimmers are competing in that lane, and reports if a swimmer delays in touching or misses the touchpad at the finish to the chief timer.

F. CHIEF TIMER

Is responsible for all the lane timers and head lane timers

1. Assures the lane timers are properly briefed prior to each session

2. Supervises the timers during the session and starts additional watch(s) to be used as a substitute in the event a lane timer’s watch fails.

3. Collects recorded times from the Head Lane Timers

G. TIMING JUDGE

Receives times produced by the automatic or semi-automatic timing systems and the manual times from each lane to determine the official time for each swimmer. The timing judge also receives any signed disqualifications from the Referee and provides the recorder with information regarding official times, disqualifications, or reported/observed absences for each swimmer scheduled to compete.

H. TIMING EQUIPMENT OPERATOR

Responsible for operating the timing console when automatic or semi-automatic timing equipment is used.

 I. PLACE JUDGE

One or two place judges shall be positioned on the side of the course near the finish and shall judge the order of finish of the swimmers. If two place judges are used, they shall independently record the order of finish of all swimmers.

SECTION 4 - SWIM MEET OFFICIALS:

A. MINIMUM REQUIRED OFFICIALS

The minimum number of certified officials needed to conduct a sanctioned swim meet is five which must include: one referee, one starter, two stroke and turn judges, and an administrative official.

B. CERTIFICATION REQUIRED

All officials must be currently certified in the position in which they are working at a

particular swim meet. Except for the Referee, Administrative Official, and timers, an individual may act in more than one capacity only when sufficient qualified officials are not available.

C. UNIFORM

The official uniform for all deck officials shall be a white collared shirt and khaki

shorts, pants, or skirts. Other meet officials such as the meet director, timing

judge, timing equipment operator, announcer, etc. are encouraged to use the

same uniform. The meet referee, at his/her discretion may wear a blue collared

shirt with khaki shorts, pants, or skirt.

SECTION 5 – DEFINITIONS:

A. QUALIFIED STROKE AND TURN CLINIC INSTRUCTOR

Any certified referee who has attended the USA Swimming Officials Training Clinic in Colorado Springs, CO.

B. QUALIFIED STROKE AND TURN JUDGE TRAINER

Any stroke and turn judge who has been certified a minimum of one year.

C. QUALIFIED STARTER TRAINER

Any starter who has been certified a minimum of one year.

D. QUALIFIED REFEREE TRAINER

Any referee who has been certified a minimum of one year and who has attended the USA Swimming Officials Training Clinic in Colorado Springs, CO.

E. SESSION

For training purposes, a single session of a swim meet that lasts a minimum of three hours.

ARTICLE VII COMPETITIVE SWIM PROGRAM

SECTION 1 - INTRODUCTION:

The SRS competitive swim program provides a variety of meet formats, distances, classification, age group events, etc. to fulfill the needs of every type of swimmer. This section will detail this program.

A. STROKES

The only strokes used by Snake River competitive swimming are breaststroke, butterfly, backstroke, freestyle, and individual medley. The definitions for swimming these five strokes and the relay events are exactly in accordance with USA Swimming Rules.

B. SEASONS

The swimming year is generally divided into two seasons. A summer season beginning May and ending in September and a winter season beginning in October and ending in April.

1. MEET CATEGORIES
	1. Closed –Competition exclusively among members of a single club or among 2 or more USA Swimming member clubs within an organization or group formed for the specific purpose of such competition or series of competitions that are open only to member of that group or organization.
	2. Open – open to all USA Swimming registered athletes
	3. Invitational – a meet open to all invited teams
	4. Dual / Triangular – competition between 2 or 3 teams
	5. Open Water

D. AGE OF SWIMMER

The eligibility of a participant for a particular age group will be determined by his date of birth in his respective age group. Age on the first day of the meet shall govern the full meet. Participants must swim in their respective age brackets. A contestant may participate in only one age division actually corresponding to the swimmers age.

SECTION 2 - TYPES OF COMPETITION:

A. AGE GROUP COMPETITION

The age group swimmers compete in groupings of similar capability with each age group defined. This class of competition includes competition in standard age groupings: 8/U, 10/U or 9-10, 11/12, 13/14, 15 & over. Minimum time standards may be set for these events and all eligible swimmers in an age group compete together.

B. AGE GROUP CLASSIFICATION

Age Group Swimmers are classified by sex 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 his/her skills.

 1. Within each sex/age grouping, ability classifications are defined by a division into thirds (A, B, C) for each stroke based on times. The classifications are defined by establishing time standards for each stroke, distance and pool size.

C. SENIOR COMPETITION

The senior program is composed of Senior classifications and has no age group restriction.

ARTICLE VIII CONDUCTING A MEET

SECTION 1 - INTRODUCTION:

A. GENERAL

All meets in SRSI shall be conducted in accordance with USA Swimming Rules and Regulations Handbook which provides details and specific Association rules for the proper conduct of meets. It is intended as a guide to all officials and coaches and to allow parents to understand the processes of a meet. More complete information may be found in the USA Swimming Rules and Regulations Handbook used in addition to this material.

B. EIGHT HOUR LIMIT

No day in a meet should exceed eight hours of competitive swimming. This is determined from the beginning of the first heat in the first event to the end of the last heat in the last event. This applies to actual competition. Those meets exceeding the eight hour limit may be evaluated be the Meet Scheduling Committee.

C. FOUR HOUR LIMIT

Except for championship meets the program in all age group competition shall be planned to allow the events for swimmers 12 years and younger to be completed in four hours or less for a timed finals session and in a total of eight hours or less for a preliminaries and final meet. The time period begins with the first event of the session in each respective age group and is measured to the end of the last event within that same age group. (e.g., If the session with 8 and under event begins at 8:30 a.m., the last heat of the last event for 8 and under should be planned to end no later than 12:30 p.m. The same is true for each separate age group for 12 and under swimmers.) It is the meet referee’s responsibility to enforce the spirit of this rule.

D. FOOD

The host team may provide for sale of food and drinks at the meet. It will not be allowed on the deck of the pool. Facilities should include proper eating areas. The host team may not prevent individuals from providing their own food and drink. All receipts from such sales are the property of the host club.

E. HOSPITALITY

 The host team normally shall provide the following:

1. Drinks to the deck officials and timers.

2. Adequate staffing so the deck officials can have some rest.

F. SNAKE RIVER SURCHARGES

 1. All entry event fees received are the property of the host club.

2. Every swimmer shall be assessed a SRS surcharge for each sanctioned meet they enter as follows:

 a. $4.00 for intra-squads, time trials and meets lasting no longer than one ½ day (4-5 hour) session. $1 of this surcharge will go to the SRS Timing System Fund

 b. $9.00 for meets with one or multiple sessions lasting from 1-5 full days. $1 of this surcharge will go to the SRS Timing System Fund

 c. If the SRS Timing System is used, an additional $2 per swimmer will be charged.

 d. SRS surcharge fees will be waived for Outreach swimmers if requested by submitting team.

 e. At least 60% of the SRS surcharges collected throughout the year will be used for swimmer travel to designated meets.

G. TOBACCO AND ALCOHOL

 Tobacco and alcohol are not allowed in the swimming venue.

SECTION 2 - MEET PREPARATION:

A. SANCTION

Meet sanctions are issued only by the Sanction Coordinator. Approval for the meet date must have been given by the Meet Scheduling Committee upon submission to the Committee of the pertinent information - dates, location, meet director, director’s phone number, type of meet, and sample entry form.

B. MEET INVITATION

1. The meet invitation for a meet shall constitute the announcement and invitation for qualified swimmers and/or teams to submit entries for the meet. The exact layout of the form shall be optional, but it must include:

* + - the type of meet
		- location and size of pool
		- dates of the meet
		- starting time for each day of the meet
		- warm-up times and procedures
		- the approved format of the meet (event number, ages, classification, distance, stroke)
		- entry times for each pool
		- statement of eligibility
		- special rules if any
		- what times are to be submitted
			* method of entry
			* awards to be given
			* entry fees
			* entry deadline
			* name, address and telephone number of the meet entry person
			* Meet Director and the Meet Referee
			* accessibility of the pool and meet area
			* The statement “Snake River Swimming, Inc. Safety Guidelines and Warm-up Procedures Will Apply.”
			* All information as listed in the Sanction Information document as posted on the SRS website.

2. Invitations shall be emailed or post mailed 30 days before the meet entry deadline.

3. An electronic copy of the invitation should be provided to the SRS webmaster for posting on the website a minimum of 30 days prior to the meet entry deadline.

4. It is recommended that the meet entry deadline shall be no longer than 10 days prior to the first day of the meet.

C. OFFICIALS:

1. The host club has the responsibility to obtain sufficient officials.

2. There will be an officials meeting scheduled forty-five (45) minutes prior to the start of each meet. All officials who are planning to work during a meet are required to attend the meeting. Officials are encouraged to arrive early enough to be able to attend so the referee can schedule officials prior to the start of the meet.

D. COACHES: There will be a coaches meeting scheduled fifteen (15) minutes prior to the start of warm-ups each day of a meet as determined by the meet referee. All coaches (or team representative if no coach is in attendance) are required to attend.

SECTION 3 – ENTRIES:

The purpose of entry times is to provide a basis for seeding swimmers at their current capabilities and, in general, shall be the best time made by the swimmer in that stroke and distance in this or the preceding swim season.

A. ENTRY SUBMISSION

1. Entries shall be submitted as indicated on the meet invitation to the entries chair or meet director of the host team.

2. Entries should be e-mailed on or before the entry deadline.

3. Entries may be submitted as an attached file via e-mail by those teams using the Hy-Tek Team Manager or Team Unify programs. The email should include the meet entry file and all reports as specified in the meet invitation. The host team should provide a master entry form for manual entries. Individual entry is permitted following the system described by team entries.

4. Late entries may be accepted or rejected, in accordance with the meet invitation. No deck entries may be made unless specified on the meet announcement.

B. ENTRY TIMES

1. Entry times for championship meets are verified in SWIMS through the SWIMS Chairman as to when and where times were achieved, coaches notified of any questionable entry times, and the swimmer barred from that event if the entry times cannot be verified.

2. New Swimmers or swimmers in age-group competition without times shall use NT (no time)

C. ENTRY FEES

1. Entry fees shall be submitted as indicated on the meet invitation to the entries person or meet director of the host team.

2. The entry fees indicated in the fee schedule must be applied to all entries.

3. Meet entry fees must be received by the host club no later than 5 days after the meet

entry deadline. If fees are not received, cannot be shown as being mailed within the 5

day period, or no arrangement for accepting a late payment has been made with the

Entry Chair of the host team a fine will be assessed.

a. FINE FOR LATE ENTRY FEES: Fine of $50 will be paid to the host team. All fees, including the $50 fine, must be paid before the meet begins in order for the team to compete in the meet. A team will be barred from competing in future SRS meets until all assessed entry fees and fine have been paid in full. Individual members of a team have the option of paying their own fees and swimming unattached if their team opts not to pay the meet entry fees and fine before the meet begins.

D. ENTRIES VERIFICATION

1. The Membership/Registration Coordinator will verify that all swimmers competing in a meet are registered with USA Swimming as athlete members no later than four days prior to the meet start date. The swimmer’s date of registration must be on or before the meet entry due date, listed in the meet invitation. The date of registration for a swimmer is determined by (a) postmark on the envelope bearing the registration form and fees, or (b) the date the form and fees are hand-delivered to the Membership/Registration Coordinator.

E. FINES FOR UNREGISTERED ATHLETES

1. In accordance with USA Swimming rule 302.4 False Registration, the LSC will fine a team $50.00 (plus the cost of the athlete’s registration) for each swimmer entering a meet when that swimmer is not properly registered as a USA Swimming athlete. The fee for unattached, improperly registered swimmers will be assessed to the swimmer.

a. the fine and registration fees must be paid to the Membership/Registration Coordinator before the swimmer may swim in the meet. In the absence of the Membership/Registration Coordinator at a meet where a fine and registration fees must be paid, the fine, form and fees are to be submitted to the Meet Referee, who will mail or hand deliver them to the Membership/Registration Coordinator. Fines will be deposited in the General Fund of Snake River Swimming.

b. in the event that verification cannot be completed prior to a meet, and unregistered swimmers are found to have been entered in a meet, a $100.00 fine will be imposed. The fine, fees, and form must be submitted to the Membership/Registration Coordinator no later than the first day of the swimmer’s next competition, or the swimmer will not be permitted to swim in that meet.

SECTION 4 - EVENT PREPARATION:

A. GENERAL

 The host team shall prepare the heat sheet for each event by combining all entries received prior to the closing date. One copy shall be posted prior to the beginning of the first day’s events along with a copy of the Safety Guidelines and Warm-up Procedures.

B. SCRATCHES

 Scratch procedures should be specified in the Meet Invitation.

1. SEEDING

 Seeding of swimmers shall be in accordance with USA Swimming Rules.

SECTION 5 - CONDUCT OF EVENTS:

A. GENERAL

Events will be conducted in accordance with USA Swimming Rules and the Meet Invitation. This is in regard to the starting time, etc. Opening ceremonies such as the Pledge of Allegiance or the playing of the national anthem are optional. The Referee will assume control of the meet one hour prior to the start and confirm that officials are properly instructed and in place to conduct their duties.

SECTION 6 - AWARDS:

A. GENERAL

All awards given at Snake River meets shall be in accordance with the USA Swimming Rules.

B. MEET AWARDS

1. TYPES - The types of awards shall be indicated on the application for sanction and may not be changed thereafter. The awards to be made shall be listed on the meet invitation.

2. DUPLICATE AWARDS - Duplicate awards for all ties shall be made unless stated otherwise on the Entry Form.

3. PROTESTS - Awards shall not be made for any position in an event for which a protest or appeal is made which is not settled.

SECTION 7 – RESULTS:

A. GENERAL

 Results should be posted as quickly as possible for all swimmers in the event.

B. FINAL RESULTS

The host team shall supply a Meet Manager backup file to the SRS webmaster for posting on the SRSI website within 3 days after the meet. The Meet Manager file shall include the following information:

1. Meet name, date, location, and the pool length (25Y, 25M, or 50M) must appear on every page and the pages must be numbered.

2. Any scores, team or individual, if kept.

3. For each individual event, the order of finish in preliminaries, finals, and swim-offs, when applicable, listing the swimmer’s first and last name, age, club affiliation and official time: disqualified swimmers shall be listed last and indicted “DQ” with no times listed. Time Trial results shall be provided in the above format, when applicable.

4. For relays, in addition to the order of finish, affiliation, and official time, the swimmers’ first and last names, ages, the order in which they swam, and, if available, lead-off swimmer’s time shall be included.

C. FINANCIAL REPORT

1. A completed financial report shall be sent to the General Chair and the Treasurer within 45 days after the meet. A fine of $35 shall be levied if the report is not received within the 45 days. The money shall be deposited into the SRS General Fund.

ARTICLE IX WINTER AND SUMMER CHAMPIONSHIP MEETS

SECTION 1 - SUBMISSION OF CHAMPIONSHIP SWIM MEET BIDS:

A. Selection of dates to be in accordance with Article 1, Section 2A

SECTION 2 - CONDUCT OF CHAMPIONSHIP MEETS:

1. Teams who are awarded either Winter or Summer Championships will use the meet format as set forth by Snake River Swimming. The Winter and Summer Championship formats will be provided by the Technical Chair to the teams awarded these meets. If a change is required by the host team to the established meet format, such change shall be approved by the Executive Committee. Any permanent change to either meet format must be approved by the House of Delegates.
2. Host teams of the Winter and Summer Championship meets shall be required to include in their meet program (heat sheet), the current Snake River records for each individual and relay event. While qualifying times for regional and national meets will not be required, all teams are encouraged to include them in their meet program.
3. Host teams shall be expected to follow Article VII Conducting a Meet as set forth in the Standing Rules.
4. Swimmers need to have achieved qualifying times for events with a distance 100 yards/meters or longer. The National “B” time standard will be the recognized standards. Eight and under swimmers must attain the 9-10 year old standards for specific events over 100 yards / meters. The 15-16 times will be used for the 15-21 age group.
5. Awards - Championship meets will score 1st-8th and award with medals 1st-8th place
6. SRS will purchase all awards for the Winter and Summer Championship meets.

ARTICLE X SAFETY GUIDELINES AND WARM-UP PROCEDURES

SECTION 1- WARM-UP PROCEDURES:

A. GENERAL WARM-UP (First 20-45 minutes)

1. 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.

2. No sprinting allowed during general warm-up session

3. All lanes are to be used for general warm-up

4. Divide by age groups as follows:

 a. Swimmers 12 & under, 20-30 minutes general warm-up

 b. Swimmers 13 & over, 30-45 minutes general warm-up

B. SPECIFIC WARM-UP (Last 30-45 minutes)

RECOMMENDED LANE USE

POOL PUSH/PACE RACING STARTS GENERAL WARM-UP

 6 Lane 1 & 6 2 & 5 3 & 4

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

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

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

1. Push/Pace Lanes - Push off one or two lengths from the starting end. Circle swimming only.

 No diving or backstroke starts.

2. Racing Starts - Only designated lanes for racing starts from the blocks or for backstroke starts at specified times.

3. General Warm-up Lanes - NO DIVING OR BACKSTROKE STARTS. Circle swimming only.

4. Divided by age groups as follows:

a. Swimmers 12 & under, 10-15 minutes specific warm-up

b. Swimmers 13 & over, 15-20 minutes specific warm-up

5. Recommended lane use for Specific Warm-up Session:

 a. 6 lane pool - push/pace in lanes 1 & 6

 racing starts in lanes 2, 3 & 4

 general warm-up in lane 5

 b. 8 lane pool - push/pace in lanes 1 & 8

 racing starts in lanes 3, 4, 5 & 6

 general warm-up in lanes 2 & 7

c. 10 lane pool - push/pace in lanes 1, 2 & 10

 racing starts in lanes 4, 5, 6 & 7

 general warm-up in lanes 3, 8, & 9

SECTION 2- SAFETY GUIDELINES:

A. COACHES RESPONSIBILITIES

1. Coaches shall instruct their swimmers regarding safety guidelines and warm-up procedures as they apply to conduct at meets and practices.

2. Coaches shall actively supervise their swimmers throughout the warm-up sessions at meets and at all practices.

3. Coaches need to assure that all athletes are proficient in their diving skills prior to using the starting blocks. (Per USA Swimming Diving Requirements)

B. HOST TEAM RESPONSIBILITIES

1. Marshaling

a. 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 the Safety Guidelines and Warm-up Procedures as outlined in Article IX

b. marshals shall have the authority to remove from the pool, for remainder of the warm-up session, any swimmer who is in violation of safety guidelines or warm-up procedures.

c. for continuous warm-up pools, lifeguards from the host facility may serve as marshals, if:

1) they are currently certified by Red Cross in Advanced Lifesaving and agree to enforce the warm-up procedure as instructed by the Meet Referee and/or Meet Director

2). a marshal is provided to supervise the work of the lifeguards

2. Host teams shall post signs at each lane at both ends of pool which indicate the designated use during warm-up.

3. Warm-up times and lane assignments shall be published in the meet information and posted at several locations around the pool area.

4. The following statement shall appear in the meet information: “Snake River Swimming, Inc. Safety Guidelines and Warm-up Procedures will be in effect at this meet.” In addition, a copy of SRS, Inc. Safety Guidelines and Warm-up Procedures shall be included with each invitation, either within the invitation or as a separate page.

5. 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.

6. Hazards in locker rooms, on the deck area, or in areas used by coaches, swimmers, spectators, or officials shall be removed or clearly marked.

C. MISCELLANEOUS

1. Use of hand paddles and other training devices during warm-ups is at the Meet Referee’s discretion.

2. Backstroke swimmers shall ensure that they are not starting at the same time as a swimmer on the blocks. Swimmers shall not step on the block if there is a backstroke swimmer waiting to start.

3. Swimmers are required to exit the pool upon completion of their warm-up to allow other swimmers adequate warm-up time.

4. Warm-up procedures shall be enforced for any breaks scheduled during the meet.

5. Swimmers shall not jump or dive into the pool to stop another swimmer on a recalled start.

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

ARTICLE XI SNAKE RIVER SWIMMING ANNUAL AWARD PRESENTATIONS

Each year SRS recognizes swimmers who have achieved major milestones in their careers and shown outstanding sportsmanship and shown exceptional academic achievement. In addition, SRS recognizes volunteers who have contributed significant time to the betterment of swimming. These awards are given on Saturday night at the SRS Summer Championships. Awards given are:

* Western Trophy/ConocoPhillips Award
* Daniel Dewey Sportsperson Award
* Swimmer of the Year
* Coach of the Year
* Academic Achievement
* Top 16 Recognition

SECTION 1 - USA SWIMMING CONOCOPHILLIPS AWARD

This award is given annually to the person(s) or group that volunteers their time for the benefit of Snake River Swimming.

A. NOMINATIONS

Two weeks prior to the meet, nominations shall be submitted including a written paragraph to the SRS Awards Chair stating why they believe an individual should receive this award.

1. SELECTION

The past three recipients of the award shall review the applications and select the new recipient of the award.

1. AWARD FROM USA SWIMMING

Two weeks prior to the meet, the awards coordinator contacts:

Mary Illich

USA Swimming

1 Olympic Swimming

Colorado Springs, Co 80909-5770

Phone (719) 866-4578

Fax (719) 866-4050

Mary will send the Awards Coordinator a form to be completed. The form is completed without naming the individual or the information regarding their contribution. USA Swimming will send an acrylic trophy and pin to the awards coordinator.

After the recipient is known, the awards coordinator sends USA Swimming the name of the individual nominated for the award, as well as the description of the contribution made by the individual. This information will be kept on record at USA Swimming in Colorado.

1. AWARD FROM WESTERN TROPHY
	1. A traveling trophy, donated by Western Trophy, is presented to the winner. Either the person awarding or the person awarded will engrave the receivers name and send a bill to the SRS Treasurer. The awarded winner will hold and safe house the award until the following Summer Championship Meet where it is to be awarded to the new recipient.
	2. A personal keepsake of the ConocoPhillips Award will be given to the recipient of this award. The latest recipient will arrange for a 6” silver bowl to be engraved with the year, “Snake River Swimming”, “For excellence in aquatics”, recipients’ name. Western Trophy is no longer interested in doing this. Mason’s Trophy’s (208/733-1560) has offered.

SECTION 2 - DANIEL DEWEY SPORTSPERSON OF THE YEAR

Nominations should be made based on sportsmanship, leadership, and respect for others. Accomplishments of the swimmer in the water do not have any bearing on the nomination.

A. NOMINATIONS

1. Nominations may be submitted by individuals or clubs within Snake River Swimming.

2. Beginning June 1st, nomination shall be submitted including a written paragraph to the SRS awards coordinator stating why they believe an individual should receive this award.

3. The SRS Awards Coordinator will prepare the ballet with all nominations.

B. VOTING

The nominations will be submitted to the athlete council at the Summer Championship Meet. The athlete council will make the final selection. The SRS Senior Vice-Chair will preside over the meeting. If a member of the Athletes Council is nominated, they may not be included in the final selection process.

C. AWARDS

The Awards Coordinator will make arrangements at a trophy shop to have two plaques made: one female and one male. Following the awards ceremony, the coordinator shall have their names engraved and mail the plaques to the respective recipients.

SECTION 3 – SWIMMER OF THE YEAR

A. NOMINATIONS

Two weeks prior to the Summer Championship Meet, each team within SRS may nominate one female and one male based on their performance in the water during the past year.

B. SELECTION

The Senior Vice-Chair will determine the swimmer nearest the national standard as defined by percentage of national times. Any swimmer achieving the Senior National Time Standard shall receive this award.

C. AWARD

The awards coordinator shall make arrangements at a trophy shop to have two plaques made: one female and one male. After the awards ceremony, the coordinator shall make arrangements with the recipients to have their names engraved on the plaques.

SECTION 4 – COACH OF THE YEAR

The Coach of the Year Award was first awarded in 1988.  The selection committee shall be formed by the awards coordinator, the past two years’ coach recipients, the coach representative, the senior athlete representative, and the general chair.

 A. NOMINATIONS

1. Nomination may be made by individuals within the LSC.
2. Any current registered coach may be nominated for the Coach of the Year Award.

 The award shall be based on:

* + - 1. the coach’s commitment and support for their team
			2. the coach that best exemplifies support for, participation in, and commitment to their

 team, to swimming and to Snake River Swimming

1. The nomination must include:

a. the name of the nominee

b. list of the coach’s last year’s contributions to their team

* + - 1. list of the coach’s history with Snake River Swimming
			2. signature of the person making the nomination
1. A notice shall be sent out to all teams by the Coaches Representative no later than June 1 of the current year.
2. The nomination must be submitted to the Coaches Representative no later than two weeks

 prior to the opening date of the Summer Championship Meet.

B. VOTING

The selection committee will review all the nominations and make a decision prior to the Snake River Swimming Summer Championship meet.

C. AWARD

1. presented annually at the Snake River Summer Championship Meet

2. the awards coordinator shall make arrangements at a trophy shop to have a plaque made. If time allots the name shall be engraved prior to presentation. If not, the Awards Coordinator will retain the plaque for engraving and mail the award to the recipient

SECTION 5 – ACADEMIC ACHIEVEMENT AWARD

This award is presented each year to those swimmers who have completed 9th grade, maintained a 3.5 cumulative GPA, have competed in three SRS swim meets, and are members of USA Swimming.

A. NOMINATIONS

Two weeks prior to the meet, each coach submits to the Awards Coordinator a list of swimmers who have met the above criteria. It is the coach’s responsibility to ensure all criteria are met.

B. AWARD

The Awards Coordinator shall make arrangements to have individual certificates made for each recipient.

SECTION 6 – TOP 16 RECOGNITION

All swimmers achieving a top 16 Age Group ranking during the previous year while representing SRS shall be recognized at the Summer Championship awards ceremony.

SECTION 7 – KOUDELKA MEMORIAL INVITATIONAL AWARD

This award is presented at the Koudelka Memorial Meet held in Nampa, ID in October. A two page nomination profiling an outstanding family’s contribution to Snake River Swimming is submitted to Nampa Swim Team, the Koudelka family makes the selection and the trophy is awarded.

ARTICLE XII CLUB MEMBERSHIPS

A. If any year-round team does not send at least one adult representative to the annual House of Delegates Meeting held in the fall of the prior year, that team’s annual registration shall be doubled.

* 1. Annual club registration fees paid prior to December are $100.00, December 1-31 $200.00 and after December 31 $300.00. $70.00 will go to USA Swimming and the balance to Snake River Swimming.

ARTICLE XIII SRSI BUDGET

* + 1. SRS budget reporting will be from January 1 – December 31 to coincide with the swimming season.