

South Carolina LSC

**Policies and Procedures
Manual**

SCLSC Policies and Procedures

List of Effective Revisions

I.	Senior	April, 2007
II.	Age Group	April, 2009
III.	Registration Membership	April, 2009
IV.	Sanctions	April, 2009
V.	Meet Information	April, 2009
VI.	Meet Procedures	April, 2009
VII.	Meet Results	April, 2005
VIII.	Meet Finances	June, 2008
IX.	Fines	November, 2005
X.	Records and Top 16	April, 2007
XI.	Finance	September, 2009
XII.	Investment Philosophy	September 2005
XIII.	Budget	
XIV.	Time Standards	October, 1997
XV.	Officials	April, 2005
XVI.	Safety	April, 2002
XVII.	All-State Banquet	April, 2006
XVIII.	Newsletter	April, 2001
XIX.	Convention	
XX.	Procedure for Changes to Bylaws and P&P	October, 1997
XXI.	House of Delegates Meetings	October, 1997

I Senior

A. Senior State Meet

B. Open Water

1. A yearly Open Water LSC Championship will be held.¹
2. Individuals will be awarded LSC Championship medals to 10 places in the following events:² 10 & Under 1K, 11 -1 2 3K, 13-14 5K, Senior 5K. A swimmer may score in one event.³
3. The Open Water State Championship will have the same team awards as are given at the Long Course and Short Course State Championships with the exception of the rotating trophy.

C. OVC

- D.** The Athlete Committee will designate one Athlete to serve on the Senior Committee with the consent of the Senior Chair.⁴

¹ Apr. '07

² Apr. '07

³ Apr. '06

⁴ Apr. '06

II. Age Group

A. Developmental (deleted)⁵

B. Palmetto Championships⁶

1. The Palmetto Meet will be a closed meet open only to South Carolina Registered Swimmers.
2. All events will have an entry time maximum of the current Age-group Sectional Championship time standards for individual events classified 10/Under, 11-12, and 13-14; and the current Senior Sectional Championship time standards for individual events classified 15/Over and/or OPEN.⁷
3. Any swimmer entered in any individual event for age-groups 10/Under, 11-12 and/or 13-14 may not compete in any event in which the swimmer has the current Age-group Sectional Championship time standard. Swimmers entered in either 15/Over, Open or Senior classifications may not swim any individual event in which they have either the current Senior Sectional Championship time standard and/or Age-group Sectional Championship time standard.⁸
4. The format for the Palmetto State Championships will be amended as follows:
 - a) 9-10, will swim timed finals.
 - b) The 11-12, 13-18 will swim prelims / final. Qualifiers will advance to finals in 11-12, 13-14-15-18.⁹ The 11-12 age group may be scheduled with the 13 and older swimmers in the preliminary session at the discretion of the meet host. Ten and under swimmers shall compete in a session between the preliminary and final sessions for older swimmers and, shall receive awards during their session.¹⁰

C. Age Group Championships

1. Medals and ribbons for each state meet shall be purchased from the LSC at cost, as determined by the Finance Committee. Costs shall be determined each time the SCLSC orders medals.
2. The LSC will present a High Point Award in each age group and each sex for all state championship meets.
3. Swimmer participation in the SCLSC State Short and Long Course Championships shall require the following:
 - a) Be a member in good standing of the SCLSC
 - b) Shall meet qualifying time standards for individual events or be a member of a qualifying relay team.¹¹
 - c) In all SCLSC Championship Meets nonconforming time entries shall be sent to the club by electronic mail (e-mail). The club shall have the opportunity to correct the entry if done so within 24 hours from email time stamp.

⁵ Apr. '08

⁶ Apr. '07

⁷ Apr. '07

⁸ Apr. '07

⁹ Apr. '07

¹⁰ April '09

¹¹ Apr. '07

4. Relay Rule: Relays may be established two ways, with no limit as to the number of relays a club may enter.
 - a) A relay may be composed of 4 swimmers whose aggregate time meets the minimum time standard. Aggregate times of each relay's members must be used to prove the relay time. Or,
 - b) A relay may be composed of 4 swimmers that have qualified to participate in the LSC Championship in an individual event. No time standard need be met.
 - c) Only the highest scoring relay may score from each team in a relay event.¹²
5. A fine of \$100.00¹³ will be levied against the club (if unattached, against the swimmer) when a swimmer or relay¹⁴ fails to swim a time equal to or faster than the qualifying standard for each event at the long course or short course state championship meet and the club (or the swimmer if unattached) is unable to prove, using official meet results, that he or she has met the qualifying time standard in that event in a meet held since the last like-course state championship. This fine must be paid (or the time must be proved) within 45 days from the date of notification. If the fine is not paid within 45 days, it will be doubled. This notification will be made through an exception report that will be generated by the host club and sent with the meet results. The Administrative Vice Chair will enforce the fines.
6. The 400/500 Free will be swum as a 12 and Under and a 10 and Under event with a minimum of two heats each, boys and girls with all qualified swimmers swimming the event.
7. The 400/500 Free will be scored for the 10 and Under and count towards the 10 and Under High Point Award. Any athlete 10 and Under who elects to swim in the 12 and Under event and scores will score in the 11-12 age group.
8. All competition State Meets will be governed by the time standards developed and updated from year to year by the time standards committee.
9. The event format will be according to the USA Swimming Rules and Regulations Article 102.1.
 - a) The Long Course Championship will include: 10 and under, 11-12, 13-14, and Seniors
 - b) Short Course Championship will include: 10 and under, 11-12, 13-14, and 15-18.
 - c) All 10 and under age groups will swim in timed finals during the prelim events and score according to the SCLSC Policy and Procedures.
 - d) A limit of three events per day for 10 and unders.
11. The host team will recognize the graduating seniors at the short course state championships in the heat sheet and also announce their names before session 7.
12. The number of places awarded and scored at the Short Course and Long Course Championship Meets shall be equal to the number of lanes swum in finals.
13. At the Long Course and Short Course State Championship meets, the host team must include in the heat sheets where the event appears in prelims and finals: the name, club, and time of the state record holder(s) of the same. If omitted by the host team, the host team shall be fined \$100. The state record posted is based on the

¹² Apr. '07

¹³ Apr. '05

¹⁴ Apr. '07

actual event; i.e. 15-18 events shall have posted times for the 15-16 and 17-18 records; senior events shall post the senior record.

14. The SC LSC will present championship banners to the Men's Team Champions, the Women's Team Champions, and to the Combined Team Champion.
15. The meet host of the SCLSC State Championships, short-course and long-course, shall post a preliminary meet psych sheet within 72 hours following the meet entry deadline. Coaches will then have 48 hours upon notice of posting to review psych sheet and notify hosting team of any corrections. Coaches can not change athlete's events or times once entries are received by hosting team (except as currently stated in the P&P where non-conforming times can be changed within 24 hours of notification by the host team to the athlete's coach). Only omissions can be corrected at the published cost of the event.¹⁵

E. 3. The Zone Planning Committee is appointed by the Zone Planning Chairperson and shall consist of:

- a) Zone Planning Chairperson
- b) Three (3) Age Group Planning coaches
- c) Two (2) Athletes
- d) Two (2) Parents
- e) One (1) Additional coach Zone Planning Chairperson is the Zone Team Head

Coach who is elected at the State Short Course Championships and serves until the next election. Zone Planning Chairperson is the Zone Team Coach who is elected on or before December 31 and serves until the next election.

4. The Zone Planning Committee will set the standard and maximum the LSC will spend on every expense for all future zone team members and chaperons.
5. Zone Selection Committee will be the following:
 - a) Zone Team Head Coach
 - b) Age Group Vice Chairperson
 - c) Coaches Representative
6. If any above are duplicated, the alternates will be the Senior Vice Chairperson or the Technical Planning Chairperson.
7. The Zone Selection Committee will meet at the Long Course State Meet and select the zone team.

8. Zone Team Selection Process

- a) The fastest times attained at any long course meet during the year control. No times can be obtained during time trials. A lead-off split time in an event may be used as long as it conforms with USA Swimming rules.
- b) The order of events will be followed throughout the process until the number of swimmers allowed to swim that event at zones with 'AAAA' times or better are chosen. When an event is used, it will be rotated to the bottom of the event list. The order of events will be followed beginning with the Top 16 times. One swimmer per event per round will be listed. Swimmers can be listed in more than one event by following the event orders list of the rotation before going to the next time standard. The next time standard will not be used until all eligible applicants from the current time standard are selected. Swimmers will be listed

¹⁵ 9.25.05

for every event for which they are eligible. Each selection round will start with the lowest numerically numbered event that does not have any swimmers selected. After all those events are considered, events with prior selected swimmers are then considered in numerical order.

- c) Once the method of selection in section II.C8.b above is employed and Swimmers with 'AAAA' time or better are chosen using that method, then the remaining swimmers (if any) shall be chosen using the following point system for all events:
- (1) Top 10 National Age-group Recognition Time, using the age standard for oldest age in each bracket - 150 points;¹⁶
 - (2) AAAA - 100-150 points (graduations based on time);
 - (3) AAA - 50-100 points (graduations based on time);
 - (4) AAA - in an event that has no swimmer yet selected -100 additional points.
 - (5) Graduations based on time is the time range between an 'AAA' and a 'AAAA' and between a Top 16 time will be divided equally into ten parts so that five points will be awarded for each part attained by the swimmer.

For Example:

Women's 11-12 100 free AAA –

1:08.19 = 50 points,

1:07.88 = 55 points,

1:07.57 = 60 points,

1:07.26 = 65 points,

1:06.95 = 70 points,

1:06.64 = 75 pts,

1:06.33 = 80 pts,

1:05.71 = 85 pts,

1:05.40 =90 pts,

1:05.09 = 95 pts,

1:05.09 =(AAAA) 100 pts.

- d) Top point winners fill out the zone team until the maximum number of eligible athletes that the Southern Zone allows¹⁷ are chosen. In the event of a tie on points, the swimmer with the fastest 50 free times shall be chosen.
- e) Those Provisions in previous Legislation inconsistent with the above zones selection process are hereby repealed.

The order of events to be followed for the selection process

11-12			13-14 & 15-18	
200	IM	1 st	50	Free
50	Breast	2 nd	200	Breast
50	Free	3 rd	200	Free
200	Free	4 th	200	Back
50	Back	5 th	200	IM
100	Free	6 th	100	Free
50	Fly	7 th	200	Fly

¹⁶ April '09

¹⁷ Apr. '05

400	Free	8 th	800	Free
100	Breast	9 th	400	IM
100	Fly	10 th	100	Breast
100	Back	11 th	100	Fly
100	Free	12 th	100	Back
		13 th	400	Free

- f) The maximum athlete contribution will be \$500.00 for participation in the SCLSC Zone Championship Team.¹⁸

F. 1. The Athlete Committee will designate one Athlete to serve on the Age Group Committee with the consent of the Age Group Chair.¹⁹

¹⁸ Oct. '07

¹⁹ Apr. '06

III Registration Membership

- A.** Athletes, Clubs and Non-athletes registering with South Carolina Swimming, Inc. shall be considered registered when the registration reaches the SC LSC Office.
- B.** South Carolina Registration Fee
 - 1. Athlete \$20.00
 - 2. Coach \$35.00
 - 3. Non-Athlete \$10.00
 - 4. Seasonal Athlete Membership \$7.50
 - 5. One Day Open Water \$5.00 (effective 09/01/04)²⁰
- C. Club**
 - 1. Club annual registration fees are \$200.00 .
 - a) An additional \$50 for teams whose prior year's registered athletes is 1 – 50.
 - b) An additional \$100 for teams whose prior year's registered athletes is 51 – 125.
 - c) An additional \$150 for teams whose prior year's registered athletes is 126+.
 - 2. Clubs registering before October 1 will receive a \$100.00 Discount.
 - 3. Registration Chair should make available a list of current USS certified officials to the club meet directors via the SC Swimming Website with periodic updates.
- D. Athlete**
 - 1. Athlete registration fees is USA Swimming Fee plus SC Fee.
 - 2. Seasonal athlete registration fees is USA Swimming Fee plus SC Fee.²¹
 - 3. Seasonal membership period will run from March 5th through July 31st.²²
 - 4. All registration shall be done with an electronic import file. Teams with less than five athletes may continue to register by paper.²³
- E. Coach**
 - 1. Coach annual registration fee is is USA Swimming Fee plus SC Fee.
- F. Non-Athlete**
 - 1. Non-Athlete individual annual registration fee is is USA Swimming Fee plus SC Fee.
 - 2. Non-Athlete family annual registration fee is is USA Swimming Fee plus SC Fee.
- G. Sustaining**
 - 1. Sustaining member registration fee is is USA Swimming Fee plus SC Fee.
- H. Sports Medicine**
 - 1. Sport Medicine member registration fee is is USA Swimming Fee plus SC Fee.
- I. Life Membership**
 - 1. Life membership registration fee is is USA Swimming Fee plus SC Fee.
- J. Outreach Membership**
 - 1. An individual applying for athlete membership that is on a reduced federal school lunch program, and proof there of, is eligible for the South Carolina Swimming outreach registration. Fees are \$7.00 for full membership (\$2.00 SCS fee is included).

²⁰ Apr. '04

²¹ April '09 (corrected typographic error in word “plus” in III D 1 and 2)

²² Apr. '08

²³ Apr. '05

IV. Sanctions

- A. All sanctioned meets must be approved by SCLSC.
- B. Request for sanctions:
1. Meet information shall be sent to tech planning 60 days prior to the first day of the meet. Meet information, sanction request, and sanction fee shall be sent to the registration chair 60 days prior to the start of the meet. If tech planning notifies the host club of changes, the club will need to respond in a timely manner with new meet information to both the technical planning chair and the registration chair. Once technical planning approves the meet, they will notify the registration chair to issue the sanction to the host club.²⁴
 2. Requests for Intra-Squad (one team) and Time Trials sanctions shall be sent directly to Sanctions. Requests must be made in a reasonable time so paper work can be processed.
 3. Requests for non-scheduled meets (meets not on the current adopted LSC Schedule; to include any meets that involve two or more clubs), the following procedure will be used:
 - a. Technical Planning will contact host clubs of any scheduled meets. Technical Planning will also communicate with Sanctions to ensure integrity of the LSC adopted schedule.
 - b. Meet information shall be sent to tech planning 60 days prior to the first day of the meet. Meet information, sanction request, and sanction fee shall be sent to the registration chair 60 days prior to the start of the meet.²⁵
 - c. If tech planning notifies the host club of changes, the club will need to respond in a timely manner with new meet information to both the technical planning chair and the registration chair. Once technical planning approves the meet, they will notify the registration chair to issue the sanction to the host club.²⁶²⁷
 4. Any request for relief from SC Swimming Policies & Procedures shall accompany the sanction request. This request for relief shall be submitted to the Board of Directors an additional 30 business days prior to sanction request date. Those requests for relief must be in writing and accompanied by supporting documentation that justifies said request.
 5. * Requests shall include a written statement from the meet referee confirming their commitment to conduct the meet.

Note: South Carolina Swimming reserves the right to protect their published schedule. Requests for these meets will be handled on a case by case basis. As a guide, South Carolina Swimming will not approve like formats on the weekend of previously scheduled meets. Technical Planning strongly recommends that the weekend before and after a scheduled meet should be protected but all circumstances will be considered.

²⁴ Apr. '05

²⁵ Apr. '05

²⁶ Apr. '05

²⁷ April '09 (changed language in IV B 1 and 3 from “should be” to “shall be”)

C. Meet Bidding Process

1. All bids will include the meet format and this bid, once accepted, will be the initial sanction for the meet.
2. Technical Planning will solicit bids for the approved dates and formats, prior to the semi-annual meeting. All bids will be assembled and examined for accuracy, and changes can be requested from the bidder before the committee makes a recommendation. When the schedule is brought to the floor, meets where more than one bid was submitted can be pulled from the schedule, upon request from the floor. Conflicting bids can then be considered by the house (and then the entire schedule can be approved or rejected, after each pulled item has been dealt with) and awarded. The other meets can be added at the pleasure of the House.
3. Acceptance of meet bids shall be done at a House of Delegates Meeting, for the sole purpose, not less than 30 days and no more than 45 days following the Semi-Annual meeting.
4. A \$200.00 deposit will be expected for bids for all meets.²⁸ If a team has difficulty with submitting this deposit, the team may apply in writing to the Board of Directors prior to the acceptance of bids by the Technical Planning Committee for dispensation.
5. Deleted.²⁹
6. In accepting a sanction, the meet sponsor agrees to abide by and enforce all United States Swimming and SCLSC Rules and Regulations
7. Failure to comply with the SCLSC or United States Swimming Rules and Regulations shall result in the sanction for the meet being invalidated until such violations are corrected.
8. The registration chair will E-mail a file of all eligible coaches, officials, and athlete to the meet director prior to the start of the meet.³⁰

D. Fees

1. Sanction fees are established annually by the SCLSC.
2. The travel fund charge for each swimmer is \$2.00.
3. The pool fee for swimmers shall be set by host club and stated in the meet information.

E. Review of Sanctioned Events

1. All events sanctioned by the SCLSC are subject to review by the Review Committee, which is established by the General Chair of the SCLSC.
2. Any complaints, comments or questions relating to an event sanction by the SCLSC should be submitted in writing to the Review Committee, in care of the General Chair, within thirty days of the event.

F. Non-Bid Meets

1. Meets that do not go through the bidding process (such as dual meets, time trials, etc.) require a \$100 deposit with the sanction request. This deposit will be returned with the proper reporting of meet information and results (see section IX).

G. LSC Hosted Meets

²⁸ April '09 (deleted reference to "developmental meets" and \$100 deposit)

²⁹ Apr. '05

³⁰ Apr. '05

1. Any event bids that the SCLSC is asked to host must be presented to the SCLSC Board of Directors not less than 60 days prior to the bid deadline for approval. If approved, the host site or bidder may continue. If the bid is not approved by the SCLSC Board of Directors, the bid will not be carried forward to the appropriate authority and will not receive an SCLSC Sanction. This includes, but is not limited to National Championships, Zones Championships, Sectionals or other such events.

H. Intrasquad Meets

1. Deleted requirement that one sanctioned official be from outside the host club.³¹

³¹ Apr. '08

V. Meet Information

- A. Meet information forms shall include information on fees, awards, order of events, starting times, location, facilities, eligibility, and approved warm-up procedures. The Meet Director and the Referee should be named and any special rules regarding scoring, deck registration, or scratching procedures, etc., should be written in the information
- B. Formal Meet Announcement
1. Name of meet. Center at top of page.
 2. Dates. Specify dates of meet.
 3. Location. List name of pool and address.
 4. Host Team. List name of host team and others, if any, supporting the function.
 5. Facilities. Briefly describe the pool facilities in which the meet will be swum.
 6. Format. State whether meet will be swum with preliminaries and finals or timed finals and the number of events swimmers may enter each day.
 7. Rules. Specify deviations, if any, from United States Swimming rules and regulations which will be followed for the meet.
 8. Eligibility. Specify registration requirements with SCLSC or other LSC's as appropriate. If source of entry time, proof of entry times or other similar information is required it should be indicated at this point.
 9. Daily Times. For each session specify the time or earliest possible time for both warm-ups and events scheduled.
 10. Event details. Specify by session the order in which events are swum by detailing event numbers, age groups, stroke, distance, and cut-off times.
 11. Foot Notes. Use footnotes to provide clarity as necessary.
 12. Meet procedures. Use one or more paragraphs detailing particular procedures to be followed: such as combining age groups in preliminaries but scoring separately in finals- manner of swimming distance events; and similar peculiarities as appropriate.
 13. Awards. List number of places to be awarded trophies, medals, or ribbons for both individual events and relays. If individual high point and/or team awards are to be presented it should be listed here.
 14. Entry Fees. Details concerning entry fees, travel surcharges and to whom check is to be written should be spelled out in detail.
 15. Entry Forms. Point out entry forms must be submitted and any implementing instructions necessary.
 16. Entry Date. Specify date entries must be postmarked and the address to which they are to be mailed. Describe your late entry policy to include extra charges for late entries.
 17. Meet Referee. Name of person(s) so designated.
 18. Meet Director. Name of person so designated, address and telephone number. May not be a vendor or any associates of a meet vendor.³²
 19. Meet information will include a notice that coach's certification must be worn at all times while on deck.
 20. Meet information will include the scratch procedures applicable to that meet format.
 21. Simple map or sketch map to help swimmers and parents find the pool shall be included in meet information packet.

³² Apr. '05

22. Hotel and motel information may also be included if desired.
23. Coaches Entry Forms
 - a) Name of each swimmer.
 - b) Age of each swimmer.
 - c) Registration number of each swimmer.
 - d) Actual entered time to 1/100th of a second for each event entered. This time is the official entry time and entry cards should match these times.
 - e) Financial Recapitulation. Include this information with these forms if you desire same.
24. Teams hosting meets have the option to group age brackets in any form at any regular season meet.³³
25. The following events will be considered for test times in the 8 and under age group: (25 yard and meter, and 50 meter pools) 25, 50, and 100 free, 25 and 50 back, breast, and butterfly; 100 and 200 individual medley; 100 and 200 medley relays.
26. The events established by United States Swimming, Inc. will be used for all other age groups except that time standards and cutoffs may be established by the SCLSC in certain other events for some age groups (e.g. the 1650 free for 9-10 and 11 -12).
27. All entry forms, advertising, and programs must bear conspicuously the statement, "Held under the sanction of South Carolina Local Swim Committee of United States Swimming, Inc."
28. The sanction number shall be printed on all entry forms.
29. Awards will be fully described in the meet information.
30. The types of awards are at the discretion of the meet sponsor except as governed by United States Swimming Rules and Regulations.
31. Meet information forms shall be available at least 45 days prior to the meet. Failure to provide this to clubs will result in a \$50.00 fine to host clubs.³⁴
32. The entry deadline shall be no earlier than ten days before the first day of the meet, and in the hands of the host team no later than eight days prior to the first day of the meet. The host team's entries must be received at no later than eight days prior to the first day of the meet.
33. Meet sponsor may accept late mail or phone entries and may double the entry fees for late entries at his/her discretion.
34. Entry fees for age group and senior events may be:
 - a) Up to \$3.00 for timed finals
 - b) Up to \$3.50 for Prelims/finals
 - c) Up to \$6.00 for relays
 - d) with no entry fees refunded.³⁵
 - e) Entry fees for SCLSC State Championship meets shall be as designated in V.B.34.c (\$6.00), one (1) dollar of which shall be applied to the Jennifer Smith Scholarship Fund.³⁶

³³ April '09

³⁴ Apr. '05

³⁵ April '09

³⁶ April '09

- f) All out-of-state registered swimmers entered in a SCLSC sanctioned meet shall be charged an additional fee of \$2.00 to be applied to SCLSC Travel/Program Fund.³⁷
35. No athlete's entry shall be accepted, nor shall he be allowed to compete, unless he or she is a United States swimming registered athlete.
36. The meet information will include a statement of existing policy regarding coaches' check-in at meets.
37. A meet safety marshall shall be designated and listed in the meet information.

VI. Meet Procedures

- A.** Sanction shall be posted at the pool on each day of the meet.
- B.** Scratch meeting need not be held. Scratching should be done in timed finals before the start of the meet. Scratching from preliminaries should be made to determine whether an event goes to finals. Swimmers will be given following the announcement of the preliminary results to announce their intention to scratch and swimmers have 30 minutes following the conclusion of the last event swum in the session to scratch from finals.
- C.** Swimmers entered correctly on the team entry form, but left off or in the wrong event on the heat sheet must be placed in the correct event by the meet referee. If the swimmer was not entered on the entry form in an event, he may not be allowed to swim in the event, even though an oversight is claimed. The referee is to use the original entry form as the official entry document.
- D.** If management software is used, a USS Registration export must be sent to the SC Registration Chair or designee for file verification of membership with the LSC Registration database, three days prior to the first day of the meet. Example: If the meet begins on Friday, the file must be received the Tuesday prior. Failure to provide a registration file will result in a \$50.00 fine to the host club.^{38 39}
- E.** Any Swimmer who is deck entered into a meet, must provide proof of registration.
1. Acceptable Proof is a USA Swimming Registration Card or a roster supplied by the LSC office.
 2. Any club entering swimmers into a meet and allowing them to swim un-registered will be fined \$100.00 per swimmer in addition to the annual/seasonal SCLSC registration fee.
- F.** Meet host shall ensure at least one certified official from a club other than the host club is on deck serving in official capacity.⁴⁰
- G.** Meet hosts are responsible for providing an adequate number of properly functioning digital stopwatches.
- H.** Time trials may only be conducted in the following two formats:
1. In conjunction with an existing, sanctioned swim meet, OR

³⁷ April '09

³⁸ Sept. '05

³⁹ April '09 (deleted reference to exemption for developmental meets)

⁴⁰ April '09 [NOTE: amendment was for section VI G, but provision for officials was in VI F – change made to VI F]

2. As a separate event with the hosting club using the following procedure:

- a) Apply for a sanction following the existing procedure with the exception that there must be a [not less than] 30 day prior agreement, AND
- b) Issue an invitation to all SC registered teams [not less than] 10 days prior to the event. Exception: If a college club is the host, NCAA regulations concerning student athlete eligibility and recruiting shall take precedent, AND

I. Ensure that at least one certified official from outside the host club is on deck and serves in an official capacity.

J. South Carolina Swimming Eligibility Committee. For all Championship level meets contested in the South Carolina there shall be an eligibility jury of three persons appointed by the Championship Meet Referee or designee prior to the start of the meet, in attendance to at every SCLSC Championship meet to determine protest affecting the eligibility of any swimmer to compete or to represent an organization. The eligibility jury shall consist of an athlete, a coach and an official.

1. All protests shall be submitted to the Eligibility Jury with a \$50.00 fee. Protest shall be heard by the jury and decisions rendered if possible before the start of the events on that day in which the protested swimmer competes, but not later than the last night of the Championships. Opportunity shall be given for both the party lodging the protest and the party or parties charged to be heard.
2. Until Eligibility Jury renders a decision, the swimmer may compete under protest. An announcement to this effect shall be made prior to the race. The results of any race conducted under protest shall not be announced, nor prizes awarded, nor points scored until the jury has determined if and how their decision may affect the final scoring or awards.
3. The decision of the jury may be appealed by either party to the SCLSC Board of Review. Protest submitted after the last day of the Championship Meet shall be submitted directly to the SCLSC Board of Review.

Any such decision of the SCLSC Board of Review shall be published to all participating teams and filed in the SCLSC Office for review by written request.

K. Scratch Rule

1. Individual Scratch Rule. Swimmers shall inform themselves of the meet starting time and shall report to the proper meet authorities promptly upon call. The meet information shall specify all mandatory check-in and scratch deadlines and procedures.
 - a) Pre-Seeded Meets. Any swimmer not reporting for or competing in an individual timed final event shall not be penalized.
 - b) Events Seeded on Deck. Any swimmer entered in an individual event that is seeded on the deck, in whole or in part, who has checked in for that event, must swim in the event unless he notifies the clerk of course before the seeding for that event has begun that he wishes to scratch. Failure to scratch prior to seeding and not swimming the

event will result in the swimmer being barred from the next individual event in which the swimmer entered in the meet.

- c) Preliminary & Final Events.
 - (1) Any swimmer not reporting for or competing in a pre-seeded preliminary heat when finals are scheduled shall not be penalized. If the preliminary heat is seeded on the deck, then item VI. F. 1. b. above applies.
 - (2) Any swimmer qualifying for an A final, scored or unscored, or a scored B final race in an individual event who fails to compete in said A or B final race shall be barred from further competition for the remainder of the meet, except as noted in VI. F. 1. d. below.
 - (3) In the event of withdrawal or barring of a swimmer from competition, when possible, the Referee shall fill the A, B, or C final with the next qualified swimmer(s). First and second alternates shall be announced along with the final qualifiers. These and all other alternates and those qualifying for non-scoring B or C finals shall not be penalized if unavailable to compete.
 - (4) When the B or C final has not yet been swum and a barring or withdrawal is known in advance by the Referee should re-seed the A, B, or C finals, if necessary, to insert the alternate(s) in the appropriate lane(s), filling all lanes in the final. In order to prevent undue delay of the A, B, or C finals, the Referee may elect to fill the empty lane(s), without re-seeding, with the next qualified alternate, or if unavailable, the next qualified swimmer(s) who is/are present in the starting area and ready to swim.
 - (5) If a C or B final has already been swum, the A final of that event shall be swum without filling the empty lane(s).
- d) Exception for Failure to Compete. No penalty shall apply for failure to compete in or scratch an individual event if:
 - (1) The Referee is notified in the event of illness or injury and accepts proof thereof.
 - (2) The swimmer(s) qualifying for an A final or B final race based upon the results of the preliminaries notifies the Referee within thirty (30) minutes after announcement of the qualifiers of that final race that they may not intend to compete and also declares his final decision whether or not to scratch within thirty (30) minutes following his last individual preliminary heat, swim-off, or reswim.
 - (3) It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.
- e) Relay Scratch Rule. In all meets, any relay or relay member, in a relay event that fails to compete in or report for that event shall not be penalized.

VII. Meet Results

- A. Hosts of sanctioned meets must, within fifteen (15) days of the last day of the meet, submit accurate final results sheets (refer to VII – C), alphabetical roster by team⁴¹, and financial statements to the following committee chair: General Chair, Administrative Vice Chair, Senior Vice Chair, Age Group Vice Chair, Technical Planning Chair, OVC Chair, Sanction Chair, SC LSC Office, and a copy to each participating team.
1. An electronic file sd3 accepted by National Times Database shall be postmarked to SC Swimming, and the National Times Coordinator (OVC) within the 15-day period. If the 15th day falls on a Saturday, Sunday, or the Post Office is closed due to a legal holiday or for any other reason, the report will be considered timely filed if it is postmarked on the next succeeding day which is not a Saturday, Sunday, legal holiday and is otherwise open to receive and postmark mail.⁴²
 2. If meet management software is used, an electronic result file shall be postmarked to the SC Registration chair within the 15 day period.⁴³
 3. The host team is responsible for submitting the meet referee's report within the 15 day period.⁴⁴
 4. With regards to the Short Course, Long Course & Open Water LSC Championship meet, the host team, within 15 days of the last day of the meet, submit accurate final results, and return unused and extra medals to awards. Monies due for payment of medals is due the LSC treasurer within 15 days of notification of amount due.⁴⁵
 5. Failure to provide the information within the 15 day period shall result in a fine. See Section IX.⁴⁶
- B. Deleted.⁴⁷
- C. Final results should, at a minimum, contain the following elements:
1. Cover sheet showing name of meet, location, and name of pool where meet was swum, dates of meet, sponsor and SCLSC or other sanction number.
 2. A listing of participating teams showing their call code and, if desired, number of participants. Also report the coach and home location of every team.
 3. If the meet involved team competition report the points earned for women, men, and combined for each participating team. If individual high point awards are awarded, report the points earned through at least the three top places in each competitive age group.
 4. The results of the swimmers' efforts are to be published in the following order:
 - a) All Women's Events
 - (1) Youngest Age Group
 - (a) Short to Long Freestyles

⁴¹ Apr. '05

⁴² Apr. '04

⁴³ Apr. '05

⁴⁴ Apr. '05

⁴⁵ Apr. '05

⁴⁶ Apr. '05

⁴⁷ Apr. '05

- (b) Short to Long Backstrokes
- (c) Short to Long Breaststrokes
- (d) Short to Long Butterflies
- (e) Short to Long Individual Medleys
- (f) Short to Long Freestyle Relays
- (g) Short to Long Medley Relays
- (2) Next Oldest Age Group
 - (a) Repeat (a) to (g) above.
 - (3) Repeat 2 until all age groups are covered
- b) All Men's Events: Repeat as for Women's events.
- c) Except when limited by meet management software, the appropriate meet, state, region, or other record to include the name of the record holder, the record time, the team and year in which the record was swum.
- d) Cut-Off time for the event, if applicable.
- e) Under the heading of individual events swimmers will be listed in the order of their finish as follows:
 - (1) Name
 - (2) Age
 - (3) Team call code
 - (4) Swimmer's preliminary time (Finals only).
 - (5) Swimmer's final time.
 - (6) Disqualifications and scratches will be listed as such with no time shown in the event of a disqualification.
 - (7) Appropriate remarks (such as new records).
- f) For relays the information listed under the heading will include:
 - (1) Order of finish
 - (2) Team
- g) If any intermediate times are taken (for example, 1000 yard split in the 1650 yard event) these times must also be reported.
- 5. Meet results for Swimming World
 - a) Use procedures established in section VII.C.4.

VIII. Meet Finances

- A.** Financial statements including all supporting receipts and Computer Summaries detailing number of swimmers and number of splashes should be sent to the Treasurer within fifteen (15) days of the last day of the meet. Failure to do so shall result in a fine. See Section IX.⁴⁸
- B.** Fees to be paid to the SCLSC Treasurer are established annually and are due from the meet host within fifteen (15) days of the last day of the meet. These fees are calculated as 7% of the gross income (gross income is defined as gross meet entry fees plus pool fees). Said fees go to the SCLSC General Fund, plus a fixed amount per swimmer (\$2.00), which goes to the SCLSC Travel Fund.⁴⁹
- C.** For dual meets or tri-meets and time trials, the financial statements in A. and the fees in B. need not be submitted unless entry fees are charged for the meet.

⁴⁸ Apr. '05

⁴⁹ Jun. '08

IX. Fines

A. Administrative

1. A fine of \$50.00 per week or part thereof over the 15 days limit for postmarking results, financial statement with supporting documentation, and electronic files to all individuals required by the SCLSC Policy and Procedure manual..⁵⁰
2. A fine of \$50.00 for a meet and time trial results that are out of order (not according to code). Incomplete results must be resubmitted in 15 days, and be fine \$50.00 for every 15 days thereafter until the corrected results are distributed.
3. A fine of \$50.00 will be levied for meet information that is not postmarked at least 45 days prior to the first day of competition. As a courtesy, SC teams should be sent the meet information 5 days prior to out of state teams.
4. A fine of \$50.00 will be levied for meet information that is changed from the original bid information.
5. A fine of \$50.00 will be levied for not sending in an electronic registration file three days prior to the start of a meet if meet management software is used.⁵¹
6. A fine of \$100.00 plus the annual/seasonal SCLSC registration fee will be levied against a club entering an unregistered swimmer into a meet and allowing them to swim.⁵²
7. Any fine not paid with in thirty days (30) of formal notification from the Administrative Vice-Chair, will then hold the Member, Coach, or Club accountable to Bylaw 603.9 Failure to Pay.⁵³ If the fine is unpaid it is subject to accrual from the original date and said accrual must be paid in full if the Board of Review does not find in favor of said Member, Coach or⁵⁴ Club. If the fine is not subject to accrual during this period, the fine will be doubled.
8. If SC Swimming advises a club of a clerical error contained within meet closeout information, the said Club will have 5 business days from date of notification to correct the error prior to the fine being levied. The fine will accrue based upon the initial time limit specified.

B. Age Group

1. A fine of \$300.00 for submission of inaccurate times on a Zone application will be levied on a club once per season with these moneys being credited to the travel fund.

⁵⁰ Apr. '05

⁵¹ Apr. '05 and Sept '04 (in 9/04 this was designated as a new para. 7 and passed the HoD. It was reintroduced and passed again in 4/04 as para. 5).

⁵² Apr. '05

⁵³ Nov. '05

⁵⁴ Nov. '05

X. Records and Top 16

A. Top 16

1. The Top 16 Coordinator for the SCLSC will also be responsible for the coordination and reporting of National Age Group Records.

B. Records

1. In order for times obtained at a meet to count for South Carolina records, All-State times, and other USS Swimming National cut-off times, the meet must be sanctioned or must be an "approved meet".
2. State records can only be held for Nationally recognized events.
3. SCLSC records will be kept for USS approved events in the following age groups:
 - a) 10 and under
 - b) 11-12
 - c) 13-14
 - d) 15-16
 - e) 17-18
 - f) Senior/Open
 - g) All Star Relays
 - h) Zone Relays
4. SCLSC records will be kept for:
 - a) Short Course - 25 yards
 - b) Short Course - 25 meters
 - c) Long Course - 50 meters
 - d) Long Course State Meet Records
 - (1) Meters
 - (2) Yards
 - e) Short Course State Meet Records
 - (1) Meters
 - (2) Yards
5. General Requirements and Conditions:
 - a) The official time for a specific record must be achieved:
 - (1) In a USA-S sanctioned meet, USA-S approved meet or a USA-S observed meet by a SCLSC registered member swimmer who is competing as a member of a SCLSC registered member club team, as a member of a SCLSC Select All-Star Team, as a member of a USA-Swimming National Team, or as an unattached individual.⁵⁵
 - (2) In a swim-off held to determine placement in a final event.
 - (3) As a lead off leg in a relay race. The Meet Referee must be pre-notified. The swimmer's performance should not be nullified by a disqualification of his team members.
 - (4) As a split time recorded from the official start to the completion of an initial distance within a longer event. The Meet Referee must be pre-notified and the swimmer must successfully complete the full distance of the event.
 - (5) In a time trial or record attempt for open/senior competition only. Age group records must be set in competition.
 - (6) In the same stroke and event (i.e. freestyle can only be recorded as freestyle regardless of the stroke used).

⁵⁵ Apr. '07

- (7) With either automatic timing or three (3) digital stop watches.
- b) A record can only be made in still water.
- c) All USS Swimming rules be complied with.
- d) Record times should be submitted in hundredths of a second (two decimal places). If simultaneous swims (same event and heat) tie to the hundredth of a second, a tie shall be declared and the record shared. Old records which are tied to the hundredth of a second shall be shared.⁵⁶
- e) Verification of a record time must come from:
 - (1) Entry cards signed by the Meet Referee.
 - (2) Official meet results.
 - (3) Official times taken from medals and ribbons.
 - (4) A letter from an individual backed up by results published in "Swimming World."
 - (5) Never record times from newspaper articles.
- f) Accurate state records depend on searching through every meet result where at least one state swimmer competed. Instate Meet Directors must mail meet results to the State Records Chair. Coaches and parents are reminded to get final results from all out-of-state meets to the Records Chair.
- g) The Record Master List must include the age group, the size of the pool, the record holder's name and club, the record time, and the meet where the record was achieved.
- h) The Record Master List will be distributed to all SCLSC officers and teams registered with the SCLSC once per year in the fall. A list comprised of only new records should be sent to each team asking for revisions, corrections, etc. prior to distributing the Record Master List.
- i) Individuals requesting a copy of the Record Master List and extra copies requested by the teams will be distributed for a fee covering the cost of copying and mailing the list.
- j) Certificate Awards should be presented to each new record holder and relay team at the All State Banquet each year with the appropriate recognition given. Each time the record is broken a certificate shall be issued.
- k) Record protests shall be made through the SCLSC.

⁵⁶ Apr. '07

XI. Finance and Administration

A. Administrative Charge

An administrative fee of \$25.00 plus the actual bank service fee shall be charged for action taken by the Office to resolve a banking issue. Bank issues include returned check for insufficient funds, bank analysis requests, stop payments, etc. caused by a member, club or vendor. Additionally, the funds must be reissued within 10 business days of notification.

B. Reimbursement Policy

1. Athlete Reimbursement Policy. It is the stated policy of SCLSC that the purpose of reimbursement is to further the ability of athletes to seek competition of higher levels. It is the objective of SCLSC to be able to help and to reimburse athletes when it is necessary to travel great distances or to "National level" meets in order to find adequate competition at levels higher than the Sectional level.⁵⁷

Reimbursement Policy for SCLSC Age Group Swimmers:

- a) The level of reimbursement will be determined by the Senior Committee and Chair based on ninety (90) percent of the IRS mileage rate using the mileage between cities listed by Rand McNally, or ninety (90) percent of the coach air fare price, and thirty (30) percent of the IRS per diem rate for the host city.⁵⁸
 - b) The total amount of reimbursement proposed by the Senior Committee will be approved by the Board of Directors at least 90 days before the first day of competition, but reimbursement shall not be made until proper documentation is submitted.⁵⁹
 - c) Proper documentation for reimbursement up to the level of reimbursement determined may consist of plane ticket or car rental receipts, gas receipts, meal/food receipts, and lodging receipts. If receipts exceed IRS per diem rate or IRS mileage rate, amount of receipts in excess of these rates shall not be allowable or used to reach maximum level of reimbursement determined for purposes of reimbursement. If receipts do not reach or exceed the maximum level of reimbursement determined, reimbursement shall be made only for the total amount of allowable receipts submitted. Total reimbursement shall not exceed the total amount of reimbursement approved.⁶⁰
 - d) Relay only swimmers will not be reimbursed.⁶¹
2. Reimbursement policy for collegiate and post collegiate swimmers.
 - a) Must be SC-registered member of USAS.
 - b) Swimmers must represent the SCLSC in at least three swim meets a year. The Senior Sectionals of the Eastern Section of the Southern Zone Meets may be counted towards the three meets. All other meets must be swum in South Carolina USAS sanctioned meets.
 - c) Swimmers who were South Carolina USAS registered 12 months prior to completion of their senior in high school and who participated in SCLSC age group swimming will be reimbursed as above but are excluded from the three (3) meet requirement. SCLSC registration must be continuous. If registration is non-continuous then swimmers will be reimbursed from the policy stated below.
 - d) Swimmers who were not South Carolina USAS registered, prior to completion of their senior in high school and who did not participate in SCLSC age group swimming, will be reimbursed from the SCLSC at the following rates after meeting all other requirements:
 - (1) First year SCLSC registered athletes will not be reimbursed.

⁵⁷ June '05

⁵⁸ Sept. '09

⁵⁹ Sept. '09
Sept. '09

⁶¹ Sept. '09

- (2) Second consecutive year SCLSC registered athletes be reimbursed at 20% of the current SCLSC level.
 - (3) Third consecutive year SCLSC registered athletes be reimbursed at 30% of the current SCLSC level.
 - (4) Fourth consecutive year SCLSC registered athletes be reimbursed at 40% of the current SCLSC level.⁶²
3. Each swimmer can be reimbursed for up to 3 meets per year except in an Olympic year when a swimmer can be reimbursed for up to 4 meets per year as long as one of the meets is the Olympic Trials.
 4. All requests for reimbursement for travel must be signed on the reimbursement application by the swimmer, the swimmer's coach, the club representative, and a club athlete representative or junior representative if the athlete in question is applying for reimbursement. The application for reimbursement shall include the following certification: "The athlete in question has been on site and training with our club during the season in which reimbursement is requested for the majority of time and not training with another club, camp, or college during the season." Any request for exception to this policy can be appealed to a committee made up of the Senior Chair, Coach's Representative, and Treasurer. In case of a conflict of interest the General Chair will appoint a replacement.⁶³

All requests for reimbursement for travel must be submitted or postmarked to the treasurer within 60 (sixty) days from the last day of the event.

5. General Reimbursement Policy
 - a) The reimbursement policy applies to employees and volunteers conducting business/travel on behalf of the LSC.
 - b) Reimbursements shall be made as follows:
 - (1) Mileage at current IRS rate OR
 - (2) 100% of the Super Saver Air Fare AND
 - (3) IRS per diem rate for meals and lodging
 - c) Receipts shall be provided for all expenses exceeding \$25.00. Receipts for all expenses should be provided.
 - d) If the LSC pays directly for any expenses, those expenses shall not be claimed for reimbursement and the per diem shall be properly adjusted.
 - e) If the LSC pays directly for any expenses, those expenses shall be shown and the amount shown as covered by the LSC.
 - f) All reimbursement requests shall be made on the Non-Athlete Reimbursement Request form.
 - g) The Finance Chair or Treasurer in conjunction with the Board shall pre-authorize all travel on behalf of the LSC.
 - h) All reimbursement requests shall be forwarded to the Treasurer within 30 days of the actual expense or within 30 days of the last day of travel.

6. Outreach Athlete Reimbursement⁶⁴

- a). **Eligibility:** All SCLSC registered athletes who qualify for and are registered under the Outreach designation.

⁶² Subparagraphs 2, 3, and 4 adopted June '05

⁶³ Amended Apr. '05

⁶⁴ Section XI.3 added in its entirety in Apr. '07

b). **What is reimbursed:** All meet fees (including pool surcharges, LSC Travel Fund cost and event fees) from any meet sanctioned by the South Carolina LSC.

c). **Procedure:** The eligible athlete's home club submits entries and fees to the host team in accordance with meet invitation requirements. The host club submits reimbursement form to the Outreach Chair/ designee, who will verify entry in the meet and proper registration/designation. The Outreach Chair/designee submits verified requests to treasurer, who will then issue check to the home club for full amount.

In the event that the eligible athlete fails to participate in the meet, the club will still receive full reimbursement. Should that same eligible athlete not participate in the next meet in which he is entered, the home club can either choose to not submit a request for reimbursement, or may submit a request and be eligible to receive 50% of the total cost of the athlete's meet fees for that meet. Should an athlete fail to compete in a third consecutive meet for which he is entered, the home club may not request reimbursement for that meet. No further request for reimbursement may be submitted until the athlete is verified to have competed in the meet for which reimbursement has been requested. Should a club elect not to submit a request for reimbursement for a meet in which the eligible athlete has been entered, the home club may request full reimbursement for the following meet in which the eligible athlete is entered.

C. Credit Card Usage

1. The Administrative Chair and Office are authorized to use the credit card for purchases made to support Office operations including expenditures for Board and House of Delegate meetings.
2. All other users of the credit card shall be pre-authorized by the Finance Chair or Treasurer. The user shall provide the purpose and anticipated expenditure level for card usage. The Finance Chair or Treasurer may request a written statement if the card usage is for multiple purchases.
3. All receipts from credit card usage or a summary statement of charges, if receipts are not available, shall be postmarked to the Treasurer within seven (7) days of the occurrence. Electronic notification may be used to assist in statement review but the hard copy shall be submitted.
4. The individual provided with the credit card is responsible for its usage and protection. If the card is lost or stolen, the user shall advise the card issuer, and Treasurer or Finance Chair. The user shall be responsible for all charges incurred prior to the notification of the card issuer and any associated issuer charges.

D. Record Retention

1. General Requirements
 - a) The originator or addressee shall not retain nonessential documents such as routine letters and notes, which require neither acknowledgement nor follow-ups.
 - b) Copyholders and courtesy distributes shall not keep their copies as the originator shall maintain the record copy.
 - c) Once a document has been finalized, drafts shall not be retained.
 - d) Files shall be edited down to the originals and necessary support materials.
 - e) Electronic records shall be retained in accordance with these requirements.
 - f) Under no circumstance shall records be released to non-LSC entities or personnel without the written approval of the Administrative Chair.
2. The table defines the documents and retention period for the documents that shall be maintained by the LSC.

	(Years)
Vendor Invoice Records and Disbursements	C+7
Accounts Receivable	C+7
Accounts Receivable Adjustments	C+7
General Ledger Reports	C+7
Invoices	C+7
Open Invoices	C
Petty Cash Vouchers	C+3
Risk Receivables / Bad Debt	C+3
Sales Tax Exemption Certificates	P
Internal Audits	C+5
External Audits	P
Bank Statements	C+7
Bank Account Reconciliation	C+1
Budget Control Reports	C+3
Cancelled Checks	C+7
Capital Asset records	C+7
Financial Reports	C+6
General Ledger – Year End	P
Tax Returns	P
Correspondence	C+3
Correspondence – Legal	P
Employee Applications	C+3
Insurance Policies	P
Insurance Policies - Expired	C+3
Board, Committee & House of Delegates	P
Meet Results	C+5
OVC Records	C+5

Sanctions	C+3
State Records	P
Top 16 results	C+5
Meet Work Records	C+3
Test Results	C+3
Training Records	C+3
Decisions	P
Meeting Minutes	C+3
Employee Payroll Deduction Authorizations	S/O+2
Payroll Distribution	C+7
Time Records	C+7
Wage and Income Tax Statements	P
Accident Reports	C+7
Corrective Actions	C+3
Safety Reports	C+7

Retention Codes

C+_ (Current Year + _)

Destroy records at the end of the year plus _ years.

P (Permanent)

Retain records permanently. Reference copies shall be destroyed when they are no longer operationally useful.

S/O (Superseded/Obsolete)

Destroy records when superseded or obsolete. S/O+_ indicates that records should be destroyed at the end of the year plus the number of years after they are superseded or obsolete.

3. The Administrative Chair shall annually review the documents maintained at the LSC Office and properly dispose of those documents that are beyond the retention period.
4. All chairs, officers and committee members shall be responsible for compliance with the document retention periods and properly dispose of the documents within their possession.

E. Fees, Fines and Action Dates

1. A business day shall be Monday through Friday excluding these Holidays: New Year's Day, Martin Luther King Day, Presidents Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve Day, Christmas Day and New Year's Eve Day. If the holiday occurs on a Saturday or Sunday, the preceding day or day after respectively shall be observed.

XII. Investment Philosophy

Investment Policy Statement SCLSC

A. Operating Account

Objective: 1. Preservation of principal;
2. Liquidity.

Guidelines: 1. Provide liquidity to meet day-to-day operating budget needs;
2. Excess cash will be proportionally swept into the investment account, as fixed income and capital appreciation.

B. Investment Account

Objective: Account will be designed to achieve, over the long term, the two components of total return: income and capital appreciation.

1. Income Portfolio: Target is 50% of account value.

Objective: 1. Preservation of principal;
2. Generation of income.

Guidelines: 1. No issues purchased with greater than 20 year maturity;
2. Follow recommendations of investment advisor with regard to percentage of portfolio at differing maturities;
3. Interest payments will be swept to cash account within investment account. This will serve to supplement operating account when needed. If not needed, cash will purchase additional investments in capital appreciation portfolio;
4. Principal from maturing securities will be used initially to establish capital appreciation portfolio and when fully funded, will add to ladder of fixed income investments.

2. Capital Appreciation Portfolio: Target is 50% of account value.

Objective: 1. Preservation of principal;
2. Long-term appreciation of assets.

Guidelines: 1. High quality mutual funds are the preferred security to achieve objective. Growth & Income and Growth mutual funds provide diversification and professional management.
2. All dividends and capital gains are to be reinvested.
3. Asset allocation target will be 80% Growth & Income and 20% Growth.

C. Oversight

1. Members of the Finance Committee are responsible for oversight of all financial operations aspects of the SCLSC. The Financial Vice-Chair is responsible for oversight of the Operating and Investment accounts in concert with the Treasurer.

2. Members of the Finance Committee should meet quarterly, either face-to-face or telephonically to address any issues to be brought to the General Chair and Board.

3. Treasurer will keep records for all Operating and Investment Account activities. In the case of the former, bank statement, check register and all related request/approval documents will suffice. In the case of the latter, the statement (monthly or quarterly) and all trade confirmations and 1099s will suffice.⁶⁵

XIII. Budget

⁶⁵ 9.25.05

XIV. Time Standards

- A. The Time Standards Committee will consist of seven (7) members. The committee will consist of two athletes, the Officials Chair, Coaches' Representative, Age Group Chair, Senior Chair, and the Technical Planning Chair.
 - 1. The Time Standards Committee will be charged with the duty to establish time standards for the SCLSC on a yearly basis.
 - 2. Time Standards for Current Swim Season (see Appendix #2)

XV. Officials

- A. Certification Categories:** The levels of certification for swimming officials in the SC-LSC shall consist of the following:
1. Stroke & Turn
 2. Starter
 3. Referee
- B. Administrative:**
1. An Officials Chair for the SC-LSC shall be appointed by the SC-LSC Chairman with the concurrence of the Board of Directors.
 2. The Officials Chair shall appoint an Officials Committee, which shall consist of at least two other SC-LSC Certified Officials at the Referee level. The function of the Officials Committee shall be to:
 - a) Review (at least annually) the policies and procedures of the SC-LSC pertaining to officials and make recommendations to the Board for any required alterations, as necessary.
 - b) Organize and act as instructors for both the Training Sessions for New Officials and the Training Sessions for Recertification of Officials within the SC-LSC.
- C. Initial Certification of Officials:**
1. Initial certification of officials: Certification will be a period of two (2) years. Expiring December 31 of the second year. Officials certified after October 31 of the second year cycle will be certified until December of the second full year. Prior to October 31, certification will expire on December 31 of the next year.⁶⁶
 2. Stroke & Turn Certification: To be eligible for certification as a swimming official within the SC-LSC with “Stroke and Turn” Certification, the following criteria shall be met:
 - a) Shall be at least 18 years of age.
 - b) Shall become a current non-athlete member of USA Swimming, Inc.
 - c) Shall attend a SC-LSC Training Clinic for New Officials. The certification process shall be completed within one year of clinic attendance.
 - d) Shall complete the current version of the USA Swimming Certification Test for Swimming Officials, completing the sections for Timer and Stroke & Turn. The correct answer and applicable rule shall be given for each question. This test shall be completed with a grade of 80% or better.
 - e) Shall successfully apprentice on deck with a certified official for a minimum of four (4) complete sessions at a SC-LSC sanctioned swim meet. Apprenticeship at sanctioned swim meets outside the SC-LSC shall be with the approval of the Officials Chair of the SC-LSC. During the period of this apprenticeship the official in training shall not be permitted to make any disqualifications, nor to signal any disqualifications.
 - f) Shall acquire the necessary attire considered appropriate for swimming officials within the SC-LSC. (Refer to section on “Attire”)
 3. Starter Certification: To be eligible for certification as a swimming official within the SC-LSC with “Starter” Certification, the following criteria shall be met:
 - a) Shall be at least 18 years of age.

⁶⁶ Apr. '05

- b) Shall be a current non-athlete member of USA Swimming, Inc.
 - c) Shall be currently certified by the SC-LSC as a Stroke & Turn official, and/or be certified by USA Swimming as a Nationally Certified Stroke & Turn Official. The candidate shall have worked at least six (6) sessions as a certified Stroke & Turn Official and shall have been certified for at least one year.
 - d) Shall attend a SC-LSC Training Clinic for Starters or be trained by a SC-LSC Referee on the Officials Committee. This training process shall include the viewing of the USA Swimming video on Starting.
 - e) Shall complete the current version of the USA Swimming Certification Test for Swimming Officials, completing the sections for Timer, Stroke & Turn and Starter. The correct answer and applicable rule shall be given for each question. This test shall be completed with a grade of 80% or better.
 - f) Shall successfully apprentice on deck under the direction of a certified SC-LSC Referee for a minimum of five (5) complete sessions at a SC-LSC sanctioned swim meet. These apprenticeship sessions shall be under the direction of at least two different referees. Apprenticeship at sanctioned swim meets outside the SC-LSC shall be with the approval of the Officials Chair of the SC-LSC. The number of sessions required for certification may be extended, based on the reports of the referees to the Officials Chair of the SC-LSC.
4. Referee Certification: To be eligible for certification as a swimming official within the SC-LSC with "Referee" Certification, the following criteria shall be met:
- a) Shall be at least 21 years of age.
 - b) Shall be a current non-athlete member of USA Swimming, Inc.
 - c) Shall be currently certified by the SC-LSC as a Starter, and/or be certified by USA Swimming as a Nationally Certified Starter. The candidate shall have worked at least six (6) sessions as a certified Official within the previous year and shall have been certified for at least two (2) years.
 - d) Shall be familiar with the all positions, including Announcer, Clerk of Course, Stroke & Turn Judge, Starter, Officials Chair, Timer, Meet Marshal and Meet Director.
 - e) Shall be recommended for training and the nomination accepted by the Officials Chair of the SC-LSC or a member of the Officials Committee of the SC-LSC.
 - f) Shall complete the current version of the USA Swimming Certification Test for Swimming Officials, completing all sections. The correct answer and applicable rule shall be given for each question. This test shall be completed with a grade of 80% or better.
 - g) Shall successfully apprentice on deck under the direction of a certified SC-LSC Referee for a minimum of eight (8) complete sessions at a SC-LSC sanctioned swim meet. These apprenticeship sessions shall be under the direction of at least three different referees, at least one of which shall be the Officials Chair of the SC-LSC or a member of the Officials Committee of the SC-LSC. Apprenticeship at sanctioned swim meets outside the SC-LSC shall be with the approval of the Officials Chair of the SC-LSC. The number of sessions required for certification will be extremely variable, based on the previous experience level of the candidate, on the reports of the referees to the Officials Chair of the SC-LSC and on general comments from coaches and other SC-LSC swimming

personnel. Final approval of the candidate as a certified referee shall be at the sole discretion of the Officials Chair of the SC-LSC.

D. Transfer of Certified Officials into SC-LSC:

1. Officials with USA Swimming National Certification shall be given an equivalent level of certification by the SC-LSC upon request. The transferring official shall request such certification from the Officials Chair of the SC-LSC. The Officials Chair shall determine that the National Certification is current and valid and subsequently issue the SC-LSC Certification for the equivalent level. Thereafter, the official shall be required to meet all requirements for recertification of officials as specified by the SC-LSC.
2. Officials who possess current certification as swimming officials from other LSCs (lacking National Certification) shall request transfer of LSC certification from the Officials Chair of the SC-LSC. Upon determining that the certification is current and valid, the transferring official shall work a least one (1) session under the observation of a SC-LSC certified referee at a SC-LSC sanctioned meet. This observing referee should make an effort to both discuss the policies and procedures of the SC-LSC and observe the official during the course of the swim meet. With the concurrence of the observing referee the transferring official shall be allowed to serve in the capacity at which he was certified during this observation period. The referee should communicate an evaluation to the Officials Chair of the SC-LSC subsequent to the observed session(s). If the observation period is acceptable, the Officials Chair of the SC-LSC shall subsequently issue a SC-LSC certification to the transferring official. Thereafter, the official shall be required to meet all requirements for recertification of officials as specified by the SC-LSC.

E. Recertification of Officials:

1. Initial certification of officials: Certification will be a period of two (2) years. Expiring December 31 of the second year. Officials certified after October 31 of the second year cycle will be certified until December of the second full year. Prior to October 31, certification will expire on December 31 of the next year.⁶⁷
2. Stroke & Turn Recertification:
 - a) Shall work a minimum of six (6) sessions per year at a minimum of two meets, AND attend one training session given by a member of the Officials Committee of the SC-LSC. Documentation of the sessions worked and attendance of the training clinic is the responsibility of the swimming official seeking recertification. In the absence of appropriate documentation completion of the recertification exam, is required, as defined below. OR
 - b) Complete the recertification exam for Stroke & Turn. The current version of the USA Swimming Recertification Test for Swimming Officials shall be completed, including the sections for Timer and Stroke & Turn. The correct answer and applicable rule shall be given for each question. This test shall be completed with a grade of 80% or better. ADDITIONALLY, the candidate\c) Shall remain a non-athlete member of USA Swimming, Inc. in good standing.
 - c) The Officials Chair of the SC-LSC, based on credible, professional feed-back on the performance of the official, may request additional re-training as deemed

⁶⁷ Apr. '05

appropriate. This re-training may include, but not be limited to, completion of the USA Swimming Certification or Recertification Test, attendance of a training session or on-deck work under the direction of an assigned referee.

3. Starter Recertification:

- a) Shall work a minimum of eight (8) sessions per year at a minimum of three meets, AND attend one training session given by a member of the Officials Committee of the SC-LSC. Documentation of the sessions worked and attendance of the training clinic is the responsibility of the swimming official seeking recertification. In the absence of appropriate documentation completion of the recertification exam, is required, as defined below. OR
- b) Complete the recertification exam for Starter. The current version of the USA Swimming Recertification Test for Swimming Officials shall be completed, including the sections for Timer, Stroke & Turn, and Starter. The correct answer and applicable rule shall be given for each question. This test shall be completed with a grade of 80% or better. ADDITIONALLY, the candidate
- c) Shall remain a non-athlete member of USA Swimming, Inc. in good standing.
- d) The Officials Chair of the SC-LSC, based on credible, professional feed-back on the performance of the official, may request additional re-training as deemed appropriate. This re-training may include, but not be limited to, completion of the USA Swimming Certification or Recertification Test, attendance of a training session or on-deck work under the direction of an assigned referee.

4. Referee Recertification:

- a) Shall work a minimum of ten (10) sessions per year at a minimum of four meets with at least six (6) sessions in the capacity of referee, AND attend (or teach) one training session given by a member of the Officials Committee of the SC-LSC. Documentation of the sessions worked and attendance of the training clinic is the responsibility of the swimming official seeking recertification. In the absence of appropriate documentation completion of the recertification exam, is required, as defined below. OR
- b) Complete the recertification exam for Referee. The current version of the USA Swimming Recertification Test for Swimming Officials shall be completed, including all sections. The correct answer and applicable rule shall be given for each question. This test shall be completed with a grade of 80% or better. ADDITIONALLY, the candidate
- c) Shall remain a non-athlete member of USA Swimming, Inc. in good standing.
- d) The Officials Chair of the SC-LSC, based on credible, professional feed-back on the performance of the official, may request additional re-training as deemed appropriate. This re-training may include, but not be limited to, completion of the USA Swimming Certification or Recertification Test, attendance of a training session or on-deck work under the direction of an assigned referee.

5. Recertification, General:

- a) Any official who fails to meet the above guidelines shall be considered to require recertification by the original process (training session, test, apprenticeship, etc.) or by some other method of retraining as determined by the Officials Chair for the SC-LSC. The Officials Chair may allow a grace period of up to three (3) months to allow the official to obtain the necessary sessions

worked or to take the recertification exam. However, in no circumstance shall an official who does not meet the above stated guidelines during the year and grace period be allowed to become recertified without some form of retesting or retraining.

- b) The Officials Chair for the SC-LSC shall still retain the duty to monitor the quality of all certified officials within the LSC by direct observation, reports from meet referees or from coaches. The Officials Chair shall retain the right to request a certified official complete additional training or apprenticeship as is deemed necessary to maintain high standards of knowledge and experience.
- F. Functions of the SC-LSC relative to Swimming Officials:**
- 1. The SC-LSC shall maintain a database of SC-LSC certified swimming officials and, with the acquiescence of the official, post the information on the SC-LSC website. The information to be collected shall include, but not be limited to, their name, mailing address, email address, home & work telephone numbers, and current level of certification.
 - 2. While it shall remain the responsibility of each certified official to track and document sessions worked, the LSC should endeavor to track the number of sessions worked. The Meet Referee at each SC-LSC Sanctioned Meet shall forward documentation of the officials working at each session within the meet and the capacity at which each official served. Additionally, any critiques on the performance of certified or apprentice swimming officials shall be forwarded in writing to the Officials Chair of the SC-LSC.
 - 3. The SC-LSC shall print and distribute cards which may be used to document the number of sessions worked and attendance at training sessions. These cards shall be collected by the LSC and forwarded to the Officials Chair of the SC-LSC each calendar year to document the appropriate minimum number of sessions worked for the level of certification. Such cards would be utilized from January 1 through December 31 (a calendar year) and new cards issued each year to the certified officials from the previous year.
- G. Attire**
- 1. Attire for swimming officials at SC-LSC sanctioned meets shall consist of the following:
 - a) White (or mostly white) “athletic” or “tennis” shoes
 - b) White socks
 - c) Navy blue shorts, slacks, or skirts
 - d) White “Polo-style” shirt with a collar. Note: This shirt should be devoid of Team Logos or Team Names
 - e) Officials on deck shall display
 - (1) their current USA Swimming Non-athlete Membership Card and
 - (2) their SC-LSC certification card and/or USA Swimming National Certification card.
 - 2. Alternatively, for Championship Format Meets the Referee(s) and Starter(s) shall be requested to wear the following:
 - a) White (or mostly white) “athletic” or “tennis” shoes
 - b) White socks
 - c) White slacks or shorts or skirts

- d) White “Polo style” shirt Note: This shirt should be devoid of Team Logos or Team Names
- e) Navy Blue Blazer
- f) As dictated by conditions, the Meet Referee and/or starter may elect to wear Navy Blue “Polo-style” shirt with a collar.
- g) While on deck, Officials shall display:
 - (1) their current USA Swimming Non-athlete Membership Card and
 - (2) their current SC-LSC certification card and/or current USA Swimming National Certification card.

XVI. Safety

1.

A. Prior to the Meet

1. A Meet Safety Marshal shall be listed in the Meet Information.
 - a. The Meet Safety Marshall listed in the meet information shall be responsible for organizing and ensuring the presence of safety marshals at each session of the meet.
 - b. The assigned Safety Marshal must be a non-athlete member of USA Swimming.
 - c. The Safety Marshall shall not be a coach or official who is working in that capacity during the session.
 - d. The Safety Marshal assigned to the session shall be on deck during the warm-up period.
2. The Meet Referee or Meet Director shall announce the beginning of warm-up sessions, signaling that swimmers may enter the pool and commence warm-ups
 - a. The Meet Information shall contain times for the opening of General Warm-up Periods for each session. Warm-ups may not begin prior to these published times unless with the agreement of the meet director, safety marshal and meet referee.
 - b. The Meet Director will assign warm-up lanes, if applicable.
 - 1) Lane assignments should be in writing and posted at the session for viewing by coaches and swimmers. (2) The Meet Referee shall have the option of altering the lane assignments for compelling reasons.
 - c. The Meet Director or Meet Referee will ensure the presence of the Safety Marshal(s) on deck prior to the opening of General Warm-up.
3. Marshals and Coaches shall ensure that no swimmers are allowed in the pool until the pool is opened for General Warm-up, as specified above.
4. Coaches should make sure that all team members are supervised while on deck performing dry land exercises and stretching.

B. Warm-up Terminology

1. One of the following two formats shall be utilized for the warm-up periods of the meet.
 - a) **Assigned lane Warm-up (lanes assigned by team)**
 - A) In this “Team Format”, each team is assigned a lane(s), proportionate to the number of swimmers entered by the team in that session.
 - B) The coach(es) is/are responsible for supervision and assignment of warm-up style during the specific warm-up phase. If sprints are performed with diving, the coach shall ensure all applicable rules are enforced for the team lane(s).
 - C) If more than one team shares a lane simultaneously, then there must be agreement as to warm-up style by the coaches

during the specific warm-up phase. If there is not unanimous agreement, then sprint drills with diving is not allowed.

D. General/Specific Warm-up (no assigned lanes)

- A) During the General Warm Period all lanes will be allocated to Circle Swimming in all lanes.
- B) The Meet Referee or his designee shall announce the conclusion of General Warm-up and signal the opening of the Specific Warm-up Period.
- C) During the Specific warm-up period, each lane is assigned a function, such as circle swimming, sprint drills with diving, or pace swimming. No swimmers may perform any function other than the function assigned to that lane.
- D) D) Coaches should assign their swimmers to lanes based on the warm-up style desired for that individual swimmer.
- E) Coaches should work cooperatively to ensure adequate supervision of all lanes and swimmers. Each sprint lane with diving must have one coach per lane or all diving shall be halted.

E. Warm-up Procedures

1. The Meet Referee or his designee shall announce the conclusion of General Warm-up and signal the opening of the Specific Warm-up Period.
 2. Upon the announcement of the Specific Warm-up Period the lanes assigned to “Sprint Drills” and “Pace” shall be cleared. Upon the assignment of at least one coach to supervise lanes for Sprint Drills” and “Pace”, then those lanes may open for continued warm-up.
 3. In general, the “Pace” lane(s) should be to one side of the pool and the “Sprint Drill” lanes should be grouped together.
 4. Sprint drills shall consist of one (1) length of the pool ONLY following each start for each swimmer. Following the sprint, the swimmers will exit the pool from the far end and walk back to the starting end. Alternatively, with the concurrence of the Meet Referee or the Safety Marshal, if there is an empty adjacent lane available, the swimmers may return in that lane to the start end.
 5. During sprint drills, no swimmer shall perform a turn nor swim back any distance toward the starting end. A flip turn with an immediate stop is acceptable.
 6. Coaches will supervise all sprint drills making sure adequate distance is allowed between swimmers.
 - a) Coaches will carefully supervise the entry of backstroke swimmers for starts. No one shall be allowed on the starting blocks during the time any swimmer is in the water at the start end or close to the start end. Following an appropriate interval, the coach may signal the next swimmer to mount the starting block.
 - b) Coaches should remain on deck and maintain as much verbal and visual contact possible with their swimmers throughout the warm-up period.
1. No swimmers may enter the water without a registered “coach of record” on deck supervising the swimmer.
 2. During warm-up there shall be no headfirst diving into the pool unless it is in a lane

- designated and utilized as Sprint Drill with one-way starts with diving.
3. During Circle Swimming the swimmers shall enter the pool feet first from the pool deck in a safe, controlled fashion.
 4. No stopping should be allowed during circle swimming except at the ends of the pool.
 5. Marshals, through the Meet Referee, have authority over the entire warm-up period and the entire swimming venue.
 - a) A swimmer and/or coach may be removed from the pool or deck for interfering with the authority of Safety Marshals.
 - b) Any personnel in the swimming venue shall be corrected and warned for any behavior that is not safe.
 - c) With the concurrence of the Meet Referee, flagrant violations involving safety issues may result in the removal of the offender(s) from the pool, deck or swimming venue.
 - d) No running, pushing, or horse play of any kind will be allowed in any location at the swimming venue, including, but not limited to, the pool, deck, locker rooms, showers, hallways or seating gallery.
 - e) No roughness or intimidation will be allowed by swimmer(s) or team(s) to force other swimmers or teams out of a lane.
 6. Any swimmer who is observed to dive head-first into the water during the Warm-up period of a sanctioned SC-LSC Swim Meet shall be disqualified from their next event by the Safety Marshal or Meet Referee. Exceptions to this rule are only for those lanes during warm-ups that are supervised and designated as one-way Diving Lanes. The swimmer shall be notified of the disqualification at the time of the infraction. No disqualification signal by the official is required for this infraction. Disqualification slips concerning such disqualifications shall be filled out and delivered to the Meet Referee prior to the start of the session.
 7. Any swimmer who is observed to enter the water during General Warm-up period of a sanctioned SC-LSC Swim Meet in a manner deemed to be hazardous may be disqualified from their next event by the Safety Marshal or Meet Referee. The swimmer shall be notified of the disqualification at the time of the infraction. No disqualification signal by the official is required for this infraction. Disqualification slips concerning such disqualifications shall be filled out and delivered to the Meet Referee prior to the start of the session.
 8. Information notifying Clubs and Coaches of SC-LSC regulations concerning warm-up procedures should be included in meet information packets, should be included in meet information and should be discussed during coaches meetings. However, the absence of notification or discussion of these regulations shall not constitute grounds for relieving swimmers of disqualification.

F. “Coach of Record”

3. Each swimmer who is participating in a SC-LSC sanctioned age group or developmental meet within the SC-LSC shall have a designated “coach of record” on site.
 - (a) For swimmers representing their team, the “coach of record” shall be any registered coach from that club in attendance at the session.

- (b) For swimmers who are swimming unattached or for swimmers representing a team with no certified coaching members present at the session, a coach shall be designated as the “coach of record” prior to the beginning of the warm-ups for the session(s).
4. The arrangements designating a “coach of record” should be prospectively (before the meet) made by the coach (or, alternatively, the parent) of the swimmer who shall contact a coach who will be in attendance at the session(s). This coach shall then agree to serve as the “coach of record” at the meet. If there is no prospective agreement made prior to the meet, the swimmer who does not have a coach on deck (or, alternatively, a parent of the swimmer) shall approach the Meet Director concerning this issue upon arrival at the swimming venue.
 5. It is the responsibility of the certified coaching staff of each team participating in a SC-LSC sanctioned meet to ensure that certified coaching staff are present during the conduct of the meet or to arrange for a “coach of record” as defined above.

XVII. All-State Banquet

- A.** The swim banquet will be held on an evening during the spring semi-annual House of Delegates meeting.
- B.** The Administrative Vice Chair will set the standard and maximum the LSC will spend on every expense and gift for all future All Star Banquets.
- C.** All-State Recognition
 - 1. All-State Recognition is earned by achieving an all-state cut-off time (AAA) in at least two events during the qualifying period.
 - 2. All-State recognition goes to any swimmer that makes the time standards established by the National Adaptive Swimming Committee to attend the Adaptive National Championships. The time standards apply only after the swimmer has been officially classified. The responsibility of reporting this accomplishment lies wholly with the swimmer's head coach.
 - 3. All-State athletes will be recognized if the standards are achieved while registered with SC Swimming at any time during the qualifying period to include both long course and/or short course.
 - 4. All-State athlete eligibility ends at the conclusion of the short course season that ends within the Athlete's Senior High School Academic Year. Athletes attending college for their freshman year shall not be considered for the gift but will be recognized in the program.
 - 5. An athlete will be considered a South Carolina Swimming **Graduating Senior** if he or she was registered with the LSC for the entire registration year ending on December 31 during which the athlete enters his or her senior (graduation) year of high school.⁶⁸
- D.** Meals
 - 1. Parents and volunteers pay 100% of meal cost.
 - 2. For Swimmers recognized in the banquet program the meal is at no cost.
 - 3. Registered swimmers will be charged 50% of the actual cost.
 - 4. All graduating seniors will be appropriately recognized and provided a meal.
- E.** Awards
 - 1. The following swimmers will be recognized in the following manner:
 - a) All-State as defined in XVII.C.: gift.
 - b) State Champion: recognized in the All-State book.
 - c) Zone Team Members: recognized in the All-State book.
 - d) State record: Certificate of Recognition.
 - e) First time Sectional/Regional qualifier: 4" x 6" plaque listing events qualified.
 - f) Junior National recognition is given to those swimmers obtaining a USAS Junior Championship Time Standard. The times are produced

⁶⁸ Apr. '06

annually by USAS. A 5" x 7" plaque will be given listing events qualified in.⁶⁹

- g) Senior National Qualifier: National Championship recognition is given to those swimmers obtaining a National Championship Time Standard. The time standards are published annually by USAS. A 6 X 8 plaque will be given listing the events qualified in.⁷⁰
- h) Olympic Trials qualifer: Olympic Trial recognition is given to those swimmers obtaining an Olympic Trial Time Standard. Olympic Trial Time Standards are produced by USAS. A 7 x 9 plaque will be given listing the events qualified in, and will be awarded at the banquet closest to the Trials.⁷¹

2. Howard Wheeler Memorial Award

- a) The Howard Wheeler Award, formally titled "Mr. and Ms. South Carolina Swimmer of the Year" is presented annually to the highest male and female finishers in a national competition. The following meets considered will be considered for this award: Olympics, Olympic Trials, Nationals, Trials Class Meets, Spring Championship, US Open, and Junior Nationals. Meet list will be updated annually at the fall SCLSC meetings. Howard Wheeler award will be presented annually at the Spring South Carolina Swimming Banquet.⁷² Swimmers eligible to receive this award up through and including their senior year of high school.⁷³
- b) Howard Wheeler was the coach of Furman University Swim Team from 1979 until 1987. He was active in the South Carolina Swimming Community as head coach of the Paladin Aquatic Club in Greenville. Mr. Wheeler was highly respected in the swimming community in both the state and nation. He died in 1987. The award is named in his honor to reward and recognize the swimmers who strive to be at the top of swimming, just as Mr. Wheeler inspired the many athletes who swam under his team banner and in our state.⁷⁴
- c) The selection of the Howard Wheeler Award is the responsibility of the Senior Chair.⁷⁵

3. Age Group Coach of the Year

- a) Selected by Coaches Committee

4. Coach of the Year

- a) Selected by the Coaches Committee

5. Jennifer Smith Award

- a) The athlete who receives this award should exemplify what a South Carolina swimmer should be. This person is a good sport whether he or she wins or loses. This person is well liked and respected by

⁶⁹ Apr. '05

⁷⁰ Apr. '05

⁷¹ Apr. '05

⁷² Nov. '05

⁷³ Apr. '05

⁷⁴ Apr. '05

⁷⁵ Apr. '05

everyone they come in contact with. This person is a leader and will do what ever is necessary for their team. This person is the South Carolina Swimmer of the Year.

- b) Voted upon by the Athlete's Committee.
- 6. Volunteer of the Year
 - a) Will receive a gift and the Phillips Petroleum Service Award.
 - b) Nominations will be made from individual clubs and presented to the selection committee. The honoree will be elected by secret ballot at the Fall House of Delegates meeting.
- 7. The Athlete's Committee will recognize outstanding officials in the All-State Banquet program.
- F. Eight and Unders Any 8 & Under swimmer who successfully completes a 50 of each stroke (freestyle, butterfly, backstroke, breaststroke) plus a 200 Individual Medley and 200 Freestyle, either meters or yards, will be awarded the South Carolina 8 & Under I.M. Tough Award. Coaches must submit proof of the 6 swims to the Age Group Chair, whereupon the coach will receive an award for the swimmer. The proofs must be sanction/approved meet results.⁷⁶
- G. The All State Banquet booklet will recognize the swimmers with the top ten times for the 11-12, 13-14, and 15-18 age groups in each event, both long course and short course. Two weeks prior to the banquet is the cut off for All State recognition.⁷⁷

XVIII. Newsletter

- A. The newsletter will be published three (3) times per year on the following dates.
 - 1. June 15th
 - 2. 30 days after articles are received in C. 2. (below).
 - 3. April 1st.
- B. All Board members must submit an article for each newsletter.
- C. All articles for a newsletter must be submitted to the newsletter publisher no later than the following dates:
 - 1. May 15th
 - 2. 10 days after the USAS National Convention.
 - 3. February 28th.

XIX. Convention

- A. SCLSC shall send the total allowable votes to the USAS Annual Convention. Reimbursement will include, convention registration, transportation to the convention center, ½ the housing costs, plus the IRS per-diem rate.
- B. If all the allowable votes to the convention have been assigned and the Junior Athlete Representative did not received one of the available votes, the Junior Athlete Representative for SCLSC shall be sent to the USAS Annual Convention as a non-voting member. The Junior Athlete shall be reimbursed at the same rate as in XIX. A.

⁷⁶ Apr. '05

⁷⁷ Apr. '05

- C. Any member of the SCLSC that holds a position on a National Committee of USAS and is attending the annual USAS Convention shall be reimbursed by the SCLSC for their convention registration fee. (Late fee not included.)

XX. Procedure for changes to Bylaws and Policy and Procedures Manual

- A. All proposed changes or additions to the Bylaws and Policy and Procedures Manual must be distributed to each member of the House of Delegates and to each Group Member not less than twenty (20) days prior to the House of Delegates Meeting.
- B. Any proposed changes or additions to the Bylaws or Policy and Procedures Manual that are not distributed to each member of the House of Delegates and to each Group Member within twenty (20) days prior to the House of Delegates Meeting shall require 90% approval of the House of Delegates.
- C. All proposed changes or additions must be submitted using the Proposed Changes to Legislation Form. All original forms must be sent to the Legislative Chairmen not less than forty-five (45) days prior to the House of Delegates Meeting.

XXI. House of Delegates Meetings

- A. Scheduling
 - 1. No House of Delegates meetings to be held at South Carolina swim meets