

Adirondack Swimming Policies and Procedures, Rules & Regulations

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Article I – Mission Statement

Support member clubs in their effort to provide quality training and competition in a safe and professional environment.

Article II – Vision Statement

The vision of Adirondack Swimming (AD) is to offer a quality opportunity for all AD members to reach their individual and club goals.

Article III - Information Protection

A. Privacy

Adirondack Swimming follows the USA Swimming information protection and privacy policy.

USA Swimming Privacy Policy

Information concerning members of USA Swimming acquired during the registration process is the property of USA Swimming and its use is within the control of USA Swimming. USA Swimming strictly limits the use of member's personal information to that information necessary for the conduct of the business of USA Swimming and its LSCs.

To clarify the issue of publishing information regarding USA Swimming members by USA Swimming and its LSCs, the Board of Directors of USA Swimming has approved the following policy:

The following information, and only the following information, shall be acceptable for publication in any form, including but not limited to the world wide web, regarding any USA Swimming member without authorization from the athlete, if of majority; the athlete's parent/guardian, if a minor; or the non-athlete member: *name, age in years, club affiliation, time and place, and any awards or honors.*

Authorization to publish the contact information provided by the member (limited to name, address, telephone number(s), email address and fax number) is deemed given by any member serving USA Swimming, an LSC or a club member as an officer, Board member, committee member or designated club contact, and any Meet Referee or Meet Director with respect to any meet announcement wherein they have agreed to be so designated. USA Swimming membership numbers may be published when done for data transmission only. USA Swimming membership numbers may not under any circumstance be published together with the name of the member or in a series of reports that when taken together will reveal the name and membership number of the member.

B. Consent to Publish

Individuals who are not addressed in the USA Swimming Privacy Policy and wish to have their personal information (name, address, telephone number, etc.) published, must complete a consent to publish form. This form must be provided to the webmaster prior to publication of the information. Updating of your information, for example, changing an email address does not require completion of a new consent form.

The form is available on the AD Web Site, FORMS page.

Article IV - SafeSport Program

A. Athlete Protection

For the protection of athletes, Adirondack Swimming follows the USA Swimming athlete protection program. All Non-Athlete Members must complete the USA Swimming Athlete Protection Training (APT). *There is also free training available for athletes and parents.* A link to the USA Swimming APT information, other program brochure and policies and a link to take the training can be found on the Adirondack Swimming website on the "SafeSport Program" page.

Violations can be reported to the Adirondack Swimming or the USA Swimming, Safe Sport Coordinator.

B. Background Check

All Non-Athlete Members must pass a Criminal Background Check, administered through USA Swimming. A summary of the Background Check program, frequently asked questions and a link to complete the Background Check can be found on the Adirondack Swimming website on the "SafeSport Program" page.

Article V - Safety

A. Injuries

All injuries that occur during USA Swimming or Adirondack Swimming activities must be documented and reported. A link to the USA Swimming report of occurrence online form and instructions for completing can be found on the AD Web Site, "GENERAL" and "FORMS" pages. Be sure to inform the Adirondack Swimming Safety Chair of all reportable injuries.

A summary of the USA Swimming Insurance program and Insurance FAQ's can be found on the AD Web Site, "GENERAL" page.

B. Insurance Coverage Certificates

A certificate of insurance is required for all practices and meets held by Adirondack Swimming or any of their member clubs. Certificates can be obtained through a link on the AD Web Site, "GENERAL" page.

Article VI - Travel Policies

A. USA Swimming Required Travel Policies

Club and LSC travel policies must include these policies.

These items are Code of Conduct stipulations in the USA Swimming Rulebook.

- a. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- b. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- c. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)
- d. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)

B. Adirondack Swimming LSC Travel Policies

- a. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership is preferable and open and observable environments should be maintained.
- b. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & Over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & Under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, written consent shall be given by athlete's parents (or legal guardian).
- c. To ensure the propriety of the athletes, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete) without an adult present.
- d. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- e. The LSC shall obtain a signed Liability Release and/or Indemnification Form for each athlete.
- f. Team or LSC representatives shall carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- g. Curfews shall be established by the team or LSC staff each day of the trip.
- h. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- i. The directions & decisions of coaches/chaperones are final.
- j. Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- k. When visiting public places such as shopping malls, movie theatres, etc., 12 & Under athletes will be accompanied by an adult.

Article VII – USA Swimming Registration

A. General Registration

Clubs, athletes and non-athletes shall be USA Swimming registered prior to participating in any USA Swimming and/or Adirondack Swimming events.

Current registration procedures can be found on the Adirondack Swimming Web site, "USA-S Registration" page.

B. Athlete Registration

Club athletes must be registered electronically, using team management software. An electronic registration "Batch" file, a Summary Report of the Batch file, legal ID when applicable and full payment are required for registration. Adirondack Swimming does not require clubs to submit USA Swimming Registration forms to the LSC Registrar, however, clubs are responsible to retain USA Swimming Registration forms for a period of at least that which is covered by the registration.

Proof of Age:

Adirondack Swimming requires Proof of Age for all Athlete registrations. Acceptable proof of age would include a copy of the government issued Birth Certificate, Naturalization Papers or Passport. Hospital Certificates are not legal ID and are not accepted. If athlete cannot produce Legal ID in a timely fashion, he/she may be registered to USA Swimming, however, may not enter any age specific events in meets until proof of age is provided (may only swim in Open/Senior events).

Once proof of age is received, subsequent registration does not require legal ID unless there is a discrepancy between registration data and the athlete's SWIMS record

Legal Name:

Athletes will be registered with their Legal Name (first, middle, last) exactly as it appears on their Legal ID. If there has been a name change, additional documentation (such as an adoption certificate) must be provided

Unattached athletes, single meet athletes and deck registrations may register manually, using the appropriate form. All registrations forms, with instructions, can be found on the Adirondack Swimming Web site, "FORMS" page.

C. Athlete Transfers

Athletes wishing to transfer from one AD Club to another AD Club, from another LSC to an AD Club or from an AD Club to AD Unattached status, must complete a USA Swimming Transfer form and submit the form and fee to the AD LSC Registrar. Registrations for transferring athletes cannot be completed without the transfer form and fee.

Proof of Age is required for athletes transferring to AD from another LSC.

The Transfer Form can be found on the Adirondack Swimming Web site, "FORMS" page.

D. Non-Athlete Registration

Non-Athletes must register manually, using the USA Swimming Non-Athlete Registration form provided on the Adirondack Swimming Web site, "FORMS" page. The form contains instructions and procedures.

The Non-Athlete Registration form must be personally signed by the non-athlete member.

Non-Athlete Members are required to complete other requirements, based on the type of membership selected.

Non-Athletes are considered Invalid if Any one or more of the USA Swimming Requirements has expired.

Non-Athletes with invalid memberships may not act in any official capacity, be on deck at meets, coach during practice, etc.

E. Club Registration

Clubs must register manually, using the USA Swimming Club Registration form provided on the Adirondack Swimming Web site, "FORMS" page. The form contains instructions and procedures.

Club registrations cannot be processed if the Head Coach is out of compliance.

Adirondack Swimming offers clubs a 50% discount on the year round club registration fee, if all of the necessary forms and fees are received by the LSC Registrar by December 1st. All requirements must be satisfied and the club registration must be ready to process.

F. Meet Related Registration Policies

USA Swimming Rule: 302.4 FALSE REGISTRATION — If a swimmer who is not properly registered with USA Swimming competes in a sanctioned competition, the host LSC may impose a fine of up to \$100.00 per event against the individual, member coach or member club submitting the entry.

- a. Athletes entered in AD Sanctioned Meets, who are determined as NOT registered to USA Swimming by a registration reconciliation, will be fined \$25.00, payable to Adirondack Swimming and removed from the meet. Once removed from the meet, the athlete will not be allowed to reenter prior to the meet and must follow the AD Deck Entry Procedure, as outlined in the meet announcement, to obtain entries. Registration will not take place until the fine and all registration paperwork and fees are received by the LSC Registrar.
- b. An athlete who is allowed to swim in an AD Sanctioned Meet and is determined by a registration reconciliation, after the meet, to not have been registered at the time of the meet, will be fined \$100.00, payable to Adirondack Swimming and will be disqualified from all events swum. Registration will not take place until the fine and all registration paperwork and fees are received by the LSC Registrar. The fine will be levied on the party “responsible” for allowing the entry. Typically, this responsibility falls on the Host Team, as they are responsible for having the meet file reconciled for registered athletes before the meet and for verifying registration of all deck entries during the meet.
- c. Proof of Registration for Deck Entries ... If a meet allows Deck Entries and an athlete who is not already in the meet (already verified in the pre-meet recon) is requesting a deck entry, he/she MUST HAVE one of the following to prove registration;
 1. HIS/HER USA Swimming Membership Card IN HAND.
 2. Coach may display a current roster obtained from the USA Swimming club portal.
 3. The swimmer may use Deck Pass on the USA Swimming web site.

No Exceptions! The word of a coach, parent or athlete is Not to be Accepted.
- d. Deck Registration ... If an athlete comes to an AD Meet that allows Deck Entries and is Not USA Swimming Registered, or cannot prove registration, he/she may request Deck Registration. He/she must fill out a Deck Registration Form and pay the full AD Deck Registration fee (see form for current fee), payable by check or cash, to Adirondack Swimming, Inc. He/she may NOT be registered to any club. He/she must swim UN-AD (unattached AD) for that meet. Club affiliation will subsequently be determined by the AD Registrar. The host club is responsible for sending any Deck Registrations and fees collected to the LSC Registrar within the week following the meet.

Article VIII – Outreach

A. Outreach Mission

USA Swimming and Adirondack Swimming are committed to increasing multicultural, ethnic, and socioeconomic diversity at all levels of the sport to achieve and foster an inclusive swimming environment.

B. Vision

As the national governing body for competitive swimming in the United States, USA Swimming has a vision to create and maintain an environment that is free from participation barriers for persons from all cultural, ethnic, and socioeconomic backgrounds. As the Local Swimming Committee of USA Swimming, Adirondack Swimming shares this vision

Diversity and inclusion are valuable components that will benefit the organization at all levels. Embracing the strengths and beauty of diversity enhances the mission of USA Swimming, which is to build the base, promote the sport and achieve competitive success.

C. Adirondack Swimming Outreach Procedure

The Adirondack Swimming athlete “Outreach” membership (a reduced registration fee for USA Swimming membership) will aid the athlete financially to continue their swimming program. Current information about applying for the Outreach program can be found on the AD Web Site, “Outreach Program” page.

USA Swimming Outreach Membership - offered by Adirondack Swimming to financially qualified swimmers and grant awardees at significantly reduced cost.

Adirondack Swimming Outreach Grant – a program offered and administered by Adirondack Swimming and available to any Adirondack Swimming club member. A confidential application based on financial need or extenuating circumstances must be filed and approved by the application review committee. See the Adirondack Swimming web page for details about applications, timing (note grants are available in both the fall and spring/summer), and how to apply.

Article IX - Meet Policies

Meet Directors and all involved in planning and hosting a meet must follow all USA Swimming and Adirondack Swimming policies and procedures. Adirondack Swimming provides a publication which describes the most current USA Swimming and Adirondack Swimming Rules, Policies and Procedures and also contains a frequently asked questions section which addresses common meet questions and issues.

The "**Complete Guide to Setting up and Running Meets in the Adirondack LSC**" is located on the Adirondack Swimming Web Site "MEETS" page.

A. Bidding Meets

Adirondack Meet bids are due July 31st for the Short Course Season meets and February 28th for the Long Course Season meets. The bid form with current fees and instructions for both Sanctioned and Approved meets is located on the AD Web site "FORMS" page.

B. Requirements for Meet Sanctions and Approvals

- a. Bids and bid fees must have been previously received by the Sanction/Times Chair.
- b. AD accepts Request for Sanction or Approval up to 4 weeks prior to the scheduled meet. Sanctions will be approved according the standards set forth in section 202.2 of the USA Swimming Rules and Regulations. If a sanction is denied, the requesting team will have a right of appeal to the Eastern Zone as defined in section 202.3. Please refer to the USA Swimming Sanctions Appeal Process Handbook (located on the "Meets" page of the Adirondack Swimming web site) for further information.
- c. Required information to be submitted for Sanctioned or Approved meets consists of a completed Sanction or Approval Request form, a Meet Announcement in editable word document format, conforming to the Adirondack meet announcement templates and a set up Meet Manager file of the meet.
All meet related forms can be found on the AD Web site, "FORMS" page.
Adirondack Swimming Meet Announcement templates contain all of the information and statements required by USA Swimming and Adirondack Swimming. Meet Announcement Templates are updated as required, to conform with the latest USA Swimming and Adirondack Swimming Rules and Policies. Always use the most current meet announcement template when preparing a meet announcement.
- d. No information pertaining to a Sanctioned or Approved meet, other than meet name and the planned meet date(s) and location, can be published until the Sanction or Approval is issued.
- e. Once the meet information has been verified by the Sanction/Times Chair, a Sanction or Approval is issued and the meet information is published to the current Adirondack Swimming Season Meet Schedule. The host team is sent an official Sanction or Approval and any updated meet related files.
- f. When the entry deadline is reached, the host must provide a populated Meet Manager file to the AD Sanction/Times Chair. The meet file is reconciled for swimmer registration and data accuracy. Unregistered swimmers are removed from Sanctioned meets and a fine is issued according to Adirondack Swimming policy. Swimmers removed for non-registration may only re-enter the meet by following the Adirondack Swimming Deck Entry Procedures. The Sanction/Times Chair then publishes Psyche Sheets and other meet related information (Change Notice, Warm-up Schedule, Lane Timing Assignments) to the Adirondack Swimming Season Meet Schedule. Season Meet Schedules are available from the AD Web Site "MEETS" page.
- g. When the meet is over, the host must send a complete Meet Manager file to the AD Sanction/Times Chair. The meet file is again reconciled for swimmer registration and checked for data errors prior to publishing the official results and loading the result times to the USA Swimming National Times Database, SWIMS.

C. General Meet Policies

- a. Adirondack Swimming does NOT accept no time (NT) entries in any Championship meet. Adirondack Swimming does allow entries to be submitted with no entry times in all Non-Championship Meets where there are no

Qualifying Times listed in the meet announcements. At their option, meet hosts may choose Not to accept no time entries. Information regarding the handling of no time entries must be included in the meet announcement.

- b. All Adirondack Swimming meets are reconciled for athlete registration before the meet and again after the meet. Before the meet, unregistered athletes will be removed from Sanctioned meets and a fine of \$25 issued. This fine must be paid prior to or included with the athlete's USA Swimming registration. Athletes removed from meets for non-registration may only be re-entered to the meet via Adirondack Swimming's Deck Entry Procedures. If it is found, after a meet, that an unregistered athlete was allowed to compete in a Sanctioned meet, the responsible party for entering the athlete will be fined \$100 and the athlete will be disqualified from all events swum.
- c. Adirondack Swimming allows the acceptance of deck entries at all Non-Championship, Sanctioned meets. A meet host may choose not to accept deck entries and must include that information in the meet announcement. If deck entries are allowed, the final decision as to what entries are accepted will be made by a joint decision of the Meet Director and Meet Referee, based on meet conditions and timeline. If deck entries are allowed, deck registration must be made available. Deck registration forms are available on the Adirondack Swimming web site, "FORMS" page. Meet hosts must be certain to have Deck Registration forms available at the computer table.

The required statement concerning deck entries and deck registration, which must be included in all Adirondack Swimming Sanctioned meet announcements, is included in the current "Sanctioned Meet Announcement Template", which can be found on the AD Web Site, "FORMS" page.

- d. Any professional photographer or videographer, who intends to take pictures at an Adirondack Swimming sanctioned meet, must complete and submit a Photographer Registration Form to the Meet Director before commencing activity. Forms are available on the Adirondack Swimming website "FORMS" page, as well as from the Meet Director.

Swimmer's families, taking photos of their children from the spectator area, are not subject to this policy.

D. Meet Fees and Financial Statement

Host clubs are required to submit AD Meet Fees to the Administrative Vice Chair within 30 days of completion of the meet. Failure to submit meet fees on time will result in a fine, consisting of 5% of the fees due (minimum \$50) for every 30 day period the meet fees are late.

USA Swimming requires the submission of a meet financial statement within 45 days of the completion of the meet. Failure to submit meet fees and/or meet financial statements may result in the denial of future Sanctions by the LSC.

E. Observed Meets

Observed meets are those meets conducted using another organization's rules, such as High School or College. High School Invitationals and Championship Meets may be Observed (for times to be loaded to SWIMS).

High School Dual Meets may not be Observed.

All College meets may be Observed.

Requests for Observation (Form A, Form B or Form F) must be submitted according to USA Swimming Policies. Current Policies, Requirements and Forms can be found on the AD Web Site, "FORMS" and "MEETS" pages.

Athletes must provide a request for times load before the end of the meet, for meets with blanket observation (entire meet is observed for times) or by the start of the meet for meets where only the specific requested swims will be observed. The required "Form C" can be found on the AD Web Site "Athletes", "Coaches", "FORMS" and "MEETS" pages.

F. Meet Travel

Adirondack registered athletes and coaches will be reimbursed for part of their travel to Speedo Sectionals and faster meets. The specific requirements, reimbursement amounts and form for requesting reimbursement is found on the AD Web Site, "FORMS" page.

G. Short Course Championships

Annually, Adirondack Swimming hosts both a Silver level and Gold level short course Championship meet.

The cut times for these meets will be posted on the AD Web Site a minimum of 2 months prior to the entry deadline.

The order of events for both the Silver and Gold meets will be published on the AD Web Site.

All current information pertaining to the Adirondack Short Course Championship meets can be found on the AD Web Site "MEETS" page.

H. Long Course Championships

Annually, Adirondack Swimming hosts a Long Course Championship meet.

The cut times for this meet will be posted on the AD Web Site a minimum of 2 months prior to the entry deadline.

The order of events will be published on the AD Web Site.

All current information pertaining to the Adirondack Long Course Championship meet can be found on the AD Web Site "MEETS" page.

**ADIRONDACK SWIMMING SHORT COURSE CHAMPIONSHIP
MEET REGULATIONS AND PROCEDURES**

- A. Meet Award Policy
 - a. See Appendix A
- B. Facility Requirements
 - a. An 8-lane competitive course is required.
 - b. An area open for warm-up/warm-down during the meet is required.
 - c. Must have automatic timing systems and appropriate backup equipment.
 - d. Gold Championship meet must be held in deep water if available.
 - e. Gold Championship meet should use dual lane lines if available.
 - f. There should be adequate spectator seating and on-deck space for each team.
 - g. There should be off-deck area for athletes and parents.
 - h. There should be adequate parking for athletes, coaches and spectators
- C. Meet Coordination Committee
 - a. LSC Chair – or appointee, Technical Planning Chair, AD athlete rep, Officials Chair, and a Chairman from the meet host (to be provided by meet host) shall constitute this committee
 - b. A quorum is three (3) members. A majority of the members present is necessary for the committee to take any action.
- D. Meet Host Responsibilities
 - a. Pool Time
 - i. The host should provide adequate pre-meet warm-up space before each session.
 - ii. The warm-up, warm-down areas should be available throughout the meet – and open during pre-meet warm-up.
 - iii. Lanes for warm-up (prior to each session) CAN be assigned by the meet host.
 - iv. At least 2 lanes shall be open for one-way swimming (sprint lanes) during the combined warm-up for the last 15 minutes of warm-up
 - v. During combined warm up, must keep at least 3 lanes available for circle swimming.
 - b. Personnel. The host shall provide:
 - i. Meet Referee cleared by Officials Chair
 - ii. Automatic timing and officiating equipment and operators
 - iii. Administrative personnel sufficient to staff computer and timing system operators, runners, scoring, copying and posting of results.
 - iv. Marshals for warm-up sessions, warm-up/down areas and the locker rooms during competition.
 - c. Credentials
 - i. Registered Coaches **and Officials** must present and wear their up-to-date USA Swimming card.
 - d. Psych Sheets/Heat Sheets
 - i. Alls psyche sheet/event sheet event headings shall include the Meet, AD district and AD resident records. Senior events should have qualifying times for appropriate USA Swimming Championship Meets
 - ii. Results shall be posted after each evening session on either the host club website and/or on the AD website.
 - e. Coaches/Officials Hospitality
 - i. Host shall provide coaches and officials hospitality
 - 1. Host may keep a hospitality area throughout the meet. In lieu of hospitality area, host will provide all credentialed coaches and working officials lunch daily. .
- E. Championship Meet
 - a. The meet dates shall be provided by the AD Board of Directors at the spring meeting one year previous. – This is included in Appendix A
 - b. A meeting for all Coaches shall be held the morning of the first session during pre-meet warm up.
 - i. The Meet director or designee shall chair the meeting.
 - c. The meet shall be conducted under the rules and regulations of USA Swimming.
 - i. The host shall obtain a sanction for the meet from AD. And shall comply with all AD and USA Swimming code requirements.
 - d. Format
 - i. Silver Championships
 - 1. Age Groups for the meet shall be 8&Under, 9-10, 11-12, 13-14 and 15&Over.
 - 2. Sessions and events shall be swum as provided by AD Swimming.
 - 3. Individual and relay events shall be Timed Finals for all events.

- ii. Gold Championships
 - 1. Age Groups for the meet shall be 8&Under, 9-10, 10&Under, 11-12, 13-14 and Senior.
 - a. This meet will act as both AD Age Group Championships and AD Senior Championships.
 - 2. All individual and relay events for 10&Under swimmers will be run as Timed finals. Events for other age groups shall be Prelims and Finals (A-Finals and B-Finals) except for 11-12 200s of butterfly, breaststroke and backstroke, all 400 IM, 500 freestyle and 1650 freestyle events. All heats of the 1650 and 11-12 500s will be swum in the prelims sessions. The fastest heat of 11-12 200s of stroke, 13-14 and Senior 400 IMs and 500 frees will be swum at Finals.
 - 3. The Meet format may be changed by a majority vote of eligible members present at the Pre-meet coaches meeting, except for those already awarded. In unusual circumstances that may arise between AD Meetings, the meet format may be changed by a 2/3 majority of the Meet Committee.
- e. Eligibility
 - i. Current AD Short Course championship meet eligibility (see Appendix B)
- f. Awards
 - i. Current awards policy.
- g. Entry Procedure
 - i. Current entry procedure
- F. Officials
 - i. The Meet Referee shall be recommended by the host with the concurrence of the AD officials chair.
 - ii. An Administrative Referee and Chief Judge shall be named by the Meet Referee prior to the meet
 - iii. Other key officials will be assigned where possible. The Meet Referee will establish final assignment and schedule of officials.
 - iv. National certification will be offered for officials at this meet.
- G. Protests
 - a. A Meet Jury will adjudicate any meet protests, including issues of conduct that may occur in the meet venue. All protests must be made in writing.
 - i. The Meet Jury will consist of the Meet Director, the Meet Referee and, depending upon the session in which the protest originated, an Athlete, a Coach and a representative from the host group. Any member of the Meet Coordination Committee may provide support to the Meet Jury as an ex-officio member.
 - ii. The Meet Jury shall refer to Rule 102.11 of the USA Swimming Rules and Regulations regarding all protests.
 - iii. The Meet Jury may not change any of the rules of eligibility, substitution, or scoring.
 - iv. The Meet Jury shall not overrule a previously rendered decision of the Meet Coordination Committee.
 - v. The Meet Coordination Committee shall serve as the Review Board (referred to in 102.11.5) to consider any protest that is not resolved during competition.
 - b. Misconduct
 - i. Any issues of conduct that occur within the meet venue will be adjudicated by the Meet Jury
 - ii. Misconduct includes but is not limited to:
 - 1. Violation of the safety guidelines outlined in the meet announcement
 - 2. Disrespect to meet management personnel, officials or fellow athletes
 - 3. Stealing, destroying, vandalizing or possessing the property of others.
 - 4. Possession or use of alcoholic beverages, tobacco products or illegal drugs.
- H. Post Meet Obligations
 - a. Shall include Prelims and Finals results of all Individual and Relay Events, including all intermediate splits. Relay results shall include all four swimmers' names.
 - b. Shall be provided to the AD Webmaster using approved meet management software for posting within 24 hours of the conclusion of the meet.

APPENDIX A

CHAMPIONSHIP MEET AWARD POLICY

1.0 Purpose

This policy defines the process for establishing teams who are eligible for the rotation to host the Championship meets of Adirondack Swimming, Inc and the process for assigning the host team to the individual meets.

2.0 Scope

This policy the championship meets in Adirondack Swimming, Inc, which include Silver Short Course Championships, Gold Short Course Championships, and Long Course Championships.

3.0 Host Team List

All registered teams in Adirondack Swimming, Inc are eligible to petition to be on the championship host team list. The list will be maintained by the Technical Planning Committee.

3.1 Team Application

A team shall apply to be on the host team list by submitting a request to be on the list. The application should identify the participation in AD sanctioned meets, experience and success in hosting meets, parent base for running a meet, and anticipated pool. The application shall be sent to the Technical Planning Committee Chair. The team should identify whether they would like to be considered to host the short course championships, long course championships, or both.

3.2 Team Selection

The Technical Planning Committee shall review all applications for inclusion on the host team list. The host team should be active in supporting Adirondack Swimming, Inc. The committee shall consider a team's historic participation in AD sanctioned meets including short course and long course seasons, attendance at championship meets, per cent of meets entered, and per cent of registered athletes entered. The committee should also consider a team's parent base for running a meet and the team's experience and performance in hosting AD sanctioned meets. The proposed pool and meet format should be considered. Based on the review, the Technical Planning Committee will make a recommendation to the House of Delegates regarding the approval or opposition of the inclusion of the team on the host list. This recommendation will be made at the next regularly scheduled House of Delegates meeting following the receipt of application. The House of Delegates will vote to approve or disapprove the application.

3.3 Team Performance Review

Annually at the spring meeting of the House of Delegates the Technical Planning Committee will provide a summary review of the performance of the teams in hosting the Championship meets. Based on that review, the Technical Planning Committee will make a recommendation to the House of Delegates regarding continued inclusion of the team in the rotation. The House of Delegates will vote on whether or not to continue inclusion of each team on the host team list for the coming year. The Technical Planning Committee can recommend removal of a team from the host team list for cause, such as performance in hosting a meet during the year, taking actions that reflect negatively on Adirondack Swimming, Inc, etc. This recommendation must be approved by the House of Delegates.

3.4 Addition of a Team

A team approved for addition to the host team list will be added to the bottom of the rotation list.

4.0 Rotation List

The rotation list will be maintained by the Technical Planning Committee. One list will be maintained for the short course championship meets and a separate one for the long course championship meet. Upon completion of a championship meet, the host team will move to the bottom of the list.

5.0 Team Assignment

Each meeting of the House of Delegates, the Technical Planning Committee will inform the members of the House of Delegates, who will be hosting the upcoming year's championship meets. This will be done by assigning the next team from the host team rotation list to the next scheduled meet, in date order. The

assignments will be done for the short course championships at the spring meeting and the long course championships at the fall meeting

APPENDIX B
SHORT COURSE CHAMPIONSHIPS MEET ENTRY POLICY

Adirondack Swimming Short Course Championships Meet Entry Policy

Adirondack Swimming Athletes ONLY May Enter Either of our Short Course Championship Meets. These meets, Silvers and Golds, are Championship Meets and there will be NO DECK ENTRIES and Entries with No Entry Time (NT) will not be accepted.

There will be no “relay only” swimmers in our championship meets.

All swimmers must qualify to swim the meet in one or more individual events to be able to participate in any relays.

Swimmers must have participated in at least two (2) AD Sanctioned Meets, in the Current SC Season to qualify. Current Season is September 1st through last AD Sanctioned Meet Prior to Silver Championships.

Observed or Approved Meets May NOT be Used to Fulfill the Minimum Meet Requirement to attend AD Championship Meets. However, All SWIMS Recorded Times from these meets are used for entry qualification.

Qualifying times must have been achieved from January 1, of the previous Short Course Season through Silver Championships.

Recorded SWIMS Times ONLY may be used for entry in Silver and Gold Championships.

Swimmers may NOT enter any Individual Event in Silvers or Golds, where he/she has NO Recorded Time in SWIMS.

Requirements for Silvers - If a swimmer is to participate in the Adirondack Silver SC Championships, he/she must have competed in at least Two (2) AD Sanctioned meets in the current SC Season, prior to Silver Championships. A swimmer entering an event in Silver Championships must use his/her **Best Recorded Yards Time in SWIMS**, for the time period of **Jan 1st of last years' SC season to Date**, as the entry time.

Requirements for Golds - If a swimmer is to participate in the Adirondack Gold SC Championships, he/she must have competed in at least two (2) AD Sanctioned meets in the current SC Season, prior to Silver Championships. A swimmer entering an event in Gold Championships must use a **Recorded and Qualifying Yards Time in SWIMS**, for the time period of **Jan 1st of last years' SC season through the current seasons Silver Championships**, as the entry time.

Large Team/Small Team Criteria - Large Teams will be any AD Team with 75 or more Registered Athletes, Small Teams will be any AD Team with less than 75 Registered Athletes. This is Registered to USA Swimming and has no bearing on the number of swimmers entered in the championship meets by each team.

Exceptions will be made in the following circumstances;

1. If a swimmer has transferred to AD from another LSC, at a time where it was too late to be entered in the required number of meets to qualify. This will apply to swimmers who **HAVE MOVED** to our LSC where a change of home address has been made. **The transfer must have been completed by the AD LSC Registrar at least 30 days in advance of the meet.**
2. If a swimmer has had a prolonged medical condition which has not allowed him or her to swim until a time where it was too late to be entered in the required number of meets to qualify. **The swimmers coach MUST notify the Meet Director and Meet Referee, by mail or email, at least 30 days in advance of the meet.**
3. If a swimmer ages up between Silvers and Golds and he or she is too fast for Silvers at the younger age group and too slow for Golds at the older age group, the swimmer may swim in Golds, at the older age group, without having the Gold cut times. Swimmer must enter the meet using actual achieved times and the meet host will allow the times as exceptions if they are too slow for the cutoffs.

Final Approval of ALL Exceptions will be by joint decision of the Meet Referee and Meet Director.

Entries with no entry time (NT) will not be accepted.

These meets, Silvers and Golds, are AD Championship Meets and there will be NO DECK ENTRIES. Adirondack Swimming Athletes ONLY May Enter Either of our Short Course Championship Meets.

Requirements Revised October 2, 2011 AD Fall Meeting

APPENDIX C

LONG COURSE CHAMPIONSHIPS MEET ENTRY POLICY

Adirondack Swimming Long Course Championships Meet Entry Policy

Adirondack Swimming Athletes ONLY May Enter our Long Course Championship Meet.
This meet, LC Championships, is an AD Championship Meet and there will be NO DECK ENTRIES.
Entries with No Entry Time (NT) will not be accepted.

There will be no "relay only" swimmers in AD Championship meets:
All swimmers must qualify to swim the meet in one or more individual events to be able to participate in any relays.

Recorded SWIMS Times ONLY may be used for entry to AD Long Course Championships:
A Swimmer may NOT enter any Individual Event where he/she has NO Recorded Time in SWIMS.
There is no time restriction as to when the entry times were achieved.

Requirements for Long Course Championships:
If a swimmer is to participate in the Adirondack LC Championships, he/she must have a SWIMS Recorded Time in all events he/she is entered to. Entries will be accepted in all courses, LSY. Converted times will not be accepted.

There will be Several Events with Cut Times:
Swimmers must have a SWIMS recorded time, in any course, LSY, faster than or equal to the qualifying times as follows:
Minimum of "B" Times for all 13 & Over Swimmers for 200 IM's and 200's of Any Stroke
Minimum of "B" Times for all 12 & Under Swimmers for 200 IM, 200 Free and 100's of Any Stroke
Minimum of "BB" Times for all 12 & Under Swimmers for 200's of Any Stroke
Minimum of "BB" Times for ALL Swimmers for 400 Frees and Longer events

There are No Cut Times for the following Events:
Swimmers must have a SWIMS recorded time in any course, LSY, to enter.
All 10 & Under for 100 Free and 50's of Any Stroke
All 11-12 for 200 IM, 100 Free and 50's of Any Stroke
All 13 & Over for 50 Free and 100's of Any Stroke

Entries with no entry time (NT) will not be accepted.
This meet, LC Championships, is an AD Championship Meet and there will be NO DECK ENTRIES.
Adirondack Swimming Athletes ONLY May Enter our Long Course Championship Meet.

Requirements Revised May 18, 2014 AD Spring Meeting

Article X - AD Short Course Zone Team Selection Process

In order to clarify exactly what result times are used for the AD Short Course Zone Team Selection, AD voted and approved a policy at the AD Spring 2013 Meeting of the House of Delegates.

AD Short Course Zone Team Applicants will be evaluated and the AD Short Course Zone Team will be selected based on:

ALL Yards Times achieved at any USA Swimming Sanctioned, Approved or Observed meet, which have been Recorded to SWIMS, between September First of the previous year (*beginning of the SC Season*) through the Thursday before the conclusion of AD Gold SC Championships.

AND

After which, ONLY the AD Gold SC Championship Meet will be used for further qualification.

Article XI - OFFICIALS

MINIMUM GUIDELINES FOR ADIRONDACK LSC OFFICIALS

ALL Officials MUST:

1. be Current Non-Athlete Members of USA Swimming
2. have a Current Level 2 Criminal Background Check (must renew every 2 years)
3. have Current USA Swimming Athlete Protection Training (must renew every 2 years)

Please refer to "Non-Athlete Membership Requirement Checklist" for additional information.

POSITION	AGE	EDUCATION & TRAINING	EVALUATION & CERTIFICATION
Stroke & Turn Judge (S&T)	18	Must have formal clinic training given by Officials Chair or designee. Must Take USA-S S&T test and score at least 80%. Must apprentice a minimum of 4 sessions, in 4 different meets.	Must complete certification within 1 year of date of clinic ***RENEWAL*** Must work a minimum of 4 sessions in 4 different meets per year in S&T or higher capacity. Must take Re-Cert S&T Test every 2 years.
Chief Judge (CJ)	21	Must be a certified S&T for at least 1 year.	Must have a minimum of 1 year experience as S&T. ***RENEWAL*** Same as S&T renewal.
Relay Take-Off Judge	21	Must be a certified S&T.	Same as S&T certification. ***RENEWAL*** Same as S&T renewal.
Starter	21	Must have worked as certified S&T for at least 2 years. Must take USA-S Starter test and score at least 85%. Must apprentice at least 5 sessions under a certified starter approved by the Officials Chair or designee.	Certification is based on the recommendation of the trainer and/or the referee. ***RENEWAL*** Must work a minimum of 4 sessions per year in 4 different meets in Starter or higher capacity. Must take Re-Cert Starter and S&T tests every 2 years.
Referee	21	Must have worked as a certified S&T for at least 2 years. Must take USA-S Referee test and also take all other Officials tests and must score at least 85%. Must apprentice at least 6 sessions in 3 different meets under 2 different referees.	Certification is base on the recommendation of the trainer or the Officials Chair. ***RENEWAL*** Must work a minimum of 6 sessions per year, with at least 3 in position of Referee. Must attend briefing clinic if available. Must take all Re-Cert tests every 2 years. Renewal is also based on the continuing evaluation by the Officials Chair or designee.
Administrative Official (AO)	21	Must be familiar with the procedures of the timing and computer operators and AD meet entry policies. Must take the USA Swimming AO test and score at least 85%. <u>ALL Referees are certified as AO's</u>	Certification is based on the recommendation of the Officials Chair or designee. ***RENEWAL*** Must work a minimum of 1 meet per year as an AO. Must take Re-Cert AO test every 2 years. Renewal is also based on the continuing evaluation by the Officials Chair or designee.

Please Note:

AD Official Uniform

1. White Polo Shirt (collar and sleeves).
2. Navy Blue Shorts, Skirt or Pants.
3. White Sneakers and White Socks.

Information regarding Clinics, updated Rules and other News can be found on the AD Web Site "Officials" page.

Article XII – Crisis Management Communications Policy

A. PURPOSE OF A CRISIS MANAGEMENT/DISASTER RECOVERY PLAN

A LSC crisis may occur in a number of different situations including times when the integrity or reputation of Adirondack Swimming is threatened by adverse or negative attention; when, in the eyes of the media, general public, or its membership, Adirondack Swimming did not react to a given situation in an appropriate or timely manner; or when an emergency arises that may threaten the operations of Adirondack Swimming.

During these times, it is vital that Adirondack Swimming effectively manages communication through a formal, clearly defined channel in order to mitigate the crisis or any serious negative repercussions while maintaining its reputation of leadership and transparency. This Adirondack Swimming Crisis Management Plan manages the distribution of critical, often sensitive, information to the media, the public, and its members.

B. The role of the Adirondack Swimming Board of Directors in Crisis Management

Under nonprofit governance laws, the members of the Adirondack Swimming Board of Directors have the duty to exercise a high standard of care in managing the business of the organization. In an emergency, this duty extends to helping the organization manage its communications with key stakeholders, members, strategic partners, employees, news media, and the community. The board's responsibility prior to a crisis is twofold:

- 1) to be sure there is a crisis management plan in place, and,
- 2) to know and understand its own role in helping the organization through a crisis.

C. CRISIS MANAGEMENT PLAN

Descriptions of Key Positions:

- 1) **Spokesperson:** General Chair or Designee – The person authorized to speak to the news media, public, membership, and stake holders during a crisis.
- 2) **Stakeholders:** Stakeholders are those members of key constituent groups who have a vested interest in Adirondack Swimming. They include:
 - a. USA Swimming
 - b. Adirondack Swimming Board of Directors and Staff Members
 - c. Adirondack Swimming Members – Clubs, Coaches, Athletes, Non-Athletes
 - d. Parents of Adirondack Swimming member athletes
 - e. LSC Volunteers (committees, events, etc.)
 - f. Partner Organizations and Sponsors
 - g. Media and the Public

3) GENERAL PROCEDURES

- a. The General Chair, or his/her designee as Spokesperson, is responsible for issues management. It is the responsibility of all Adirondack Swimming board and staff members to monitor the LSC and national swimming environments as well as the local, state, and national news coverage of issues or trends that might lead to public relations problems for Adirondack Swimming.
- b. Upon becoming aware of the existence of any potentially harmful situation, board members are required to contact the General Chair with as much information and documentation as possible regarding the potential situation. The General Chair or his/her designee, in consultation with selected board members and staff, will immediately create and implement a plan that could include intervention or mediation to help mitigate any impending crisis.
- c. Realizing that not all crises are preventable, it is the responsibility of the Adirondack Swimming Board of Directors, through the office of the General Chair, to have an appropriate crisis preparation plan in place that includes the education of all board members with respect to that plan and their roles during a crisis.
- d. The General Chair, or his/her designee, will serve as the Spokesperson in the event of a crisis. If approached, board members should refer all inquiries to the designated Spokesperson.

a. BEST PRACTICES:

In the event of a crisis, the Board of Directors of Adirondack Swimming will adhere to the following best practices:

- 1) Adirondack Swimming board members will remain “calm” and take the “high road” during a time of crisis. It is imperative to remain focused under pressure situations to allow for the best possible handling of the crisis and to insure that the business operations of Adirondack Swimming continue to be carried out effectively and professionally during any time of crisis.
- 2) Adirondack Swimming understands the urgency in getting its message out first. This allows Adirondack Swimming to better control the content and its accuracy as well as stabilizing the situation and solidifying the reputation of Adirondack Swimming.
- 3) After gathering facts to help understand the crisis situation, it is imperative that
 - a. Adirondack Swimming communicates the right message. Consultation with legal counsel may be necessary to insure that appropriate information is shared at the appropriate time(s).
 - b. Board members should return phone calls and emails directing the inquirer to the designated Spokesperson. The Spokesperson is responsible for following up with all communications including phone calls and emails. Under no circumstances should a board member provide any information other than the contact information for the Spokesperson when approached.
 - c. Upon receipt of any information related to the crisis, board members should immediately relay that information to the Spokesperson (ASAP).
 - d. Issues regarding personnel and Board of Review matters are to remain confidential.

CRISIS MANAGEMENT PLAN PROCESS:

- 1) Notification: The General Chair should be immediately notified of any impending or existing crisis by staff and/or board members of Adirondack Swimming.
- 2) Assessment of the Situation: Upon receiving notification of an impending or existing crisis, the General Chair will initiate an investigation. This investigation should include:
 - a. Determine what happened.
 - b. Determine when and where it happened.
 - c. Determine who is affected.
 - d. Identify why it happened and what/who caused it.
 - e. Investigate and assess the reaction to the incident.
 - f. Determine possible repercussions of the incident.
 - g. Interview and collect all facts and documents from those affected.
 - h. Determine when more information might become available.
- 3) Adirondack Swimming Board Members should supply the General Chair with any pertinent information related to the crisis as soon as he/she is made aware of it.

Article XIII - Policy for accepting a new team

Prospective Clubs must complete the new club packet required by USA Swimming, and all required training for club leadership and head coach.

Clubs must submit the completed packet to the Adirondack Swimming Registrar along with the current AD Club Membership registration fee.

The AD Registrar will forward the completed packet to USA Swimming.

The AD Registrar will notify the Adirondack General Chair and Board of Directors that a new club (Name, Club Code, and Head Coach) has completed the club packet as required by USA Swimming and that their status is pending USA Swimming approval. Barring any pending local Board of Review action or AD Board of Directors recommendation against the new club, the Adirondack Board of Directors shall be notified of the current status at its next scheduled meeting.

The date of notification by USA Swimming to the AD Registrar of the new club's approval to be a USA Swimming member club shall be the date that the Registrar uses to enter the new club into the SWIMS data base. Note that USA Swimming benefit of insurance begins on this date.

Article XIV - Ethics, principles, conflict of interest

A. SCOPE

The following statement of policy applies to each member of the Board of Directors of Adirondack Swimming LSC.

B. RESPONSIBILITY

Covered Persons have an obligation to conduct all affairs of the LSC in a manner consistent with their duties to the LSC under law and as required by the bylaws. They are expected to meet the high standards of professional ethics required of their role in manner consistent with the rules and regulations of Adirondack Swimming and USA Swimming, in particular the provisions of the USA Swimming Code of Ethics. All decisions are to be made solely on the basis of a desire to promote the best interests of USA Swimming, Adirondack Swimming, and those they serve, and to avoid conflicts of interests or the appearance of conflicts of interests.

C. CONFLICTS OF INTEREST

A conflict of interest involves a situation in which a covered person has a significant financial or personal consideration that may compromise, or have the appearance of compromising, their duty/responsibility to the organization. Only material conflicts of interest are covered under this policy. A conflict of interest is material if an ordinary person would or could reasonably be perceived as taking it into account in making a decision. Potential conflicts of interest or arrangements raising conflict issues include, but are not limited to:

- a. Having any affiliation with a business or profession providing goods or services to Adirondack Swimming.
- b. Holding ownership interest in any real or personal property leased or purchased by Adirondack Swimming.
- c. Having direct or indirect financial interest in Adirondack Swimming's commercial leases or other transactions.
- d. Providing preferential treatment to other covered members in exchange for goods and services.
- e. Receipt of gifts, gratuities or excessive entertainment from vendors or other groups or individuals involved in a business relationship with the Adirondack Swimming LSC or seeking same. With respect to gifts or gratuities not involving the above, the maximum value of any gift or gratuity is \$100.00. Gifts in excess of that amount, if they must be accepted, are accepted on behalf of Adirondack Swimming and will be turned over to the Board for appropriate disposition.
- f. Using information received in your capacity for actual or potential personal, family or corporate gain.
- g. Making or accepting payment for referrals.

D. MANAGING POTENTIAL CONFLICTS

Covered Persons may bring with them interests and affiliations that might raise actual or potential conflicts of interest. However, the potential impact of a conflict must be weighed against the useful and advantageous service that the member could provide to Adirondack Swimming. Conflicts should be managed so as to ensure that unavoidable conflicts do not interfere with the integrity of the member's duties in the performance of Adirondack Swimming obligations. Potential conflicts should be disclosed to ensure that such conflicts are properly reviewed and resolved.

E. DISCLOSURE

The policy of Adirondack Swimming requires that in the event the Covered Person must consider any transaction for the LSC which also involves 1) a covered person or a related other (which shall be, for purposes of this policy, a spouse, parent, siblings, children, grandparents and significant other, or member of his or her household); or 2) an organization with which a Covered Person is affiliated, such individual at the first knowledge of the transaction, shall disclose fully the precise nature of the interest or involvement.

Article XV – Member Protection (Whistleblower) Policy

If any member of Adirondack Swimming reasonably believes that some policy, practice, or other activity of the LSC is in violation of law, a written complaint must be filed by that member with the General Chair of Adirondack Swimming. If the General Chair is the subject of the violation, then the written complaint may be filed with any member of the Adirondack Swimming BOD. It is the intent of Adirondack Swimming to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all members is necessary to achieving compliance with various laws and regulations.

A member is protected from retaliation only if the member brings the alleged unlawful activity, policy, or practice to the attention of Adirondack Swimming and provides the LSC with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to members that comply with this requirement.

Adirondack Swimming, its Board Members, Officers, or Staff (if any), will not retaliate against any member who in good faith, has made a protest or raised a complaint against some practice of Adirondack Swimming, or of another individual or entity with whom Adirondack Swimming has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

Adirondack Swimming, its Board Members, Officers, or Staff (if any), will not retaliate against members who disclose or threaten to disclose to USA Swimming or a public body, any activity, policy, or practice of Adirondack Swimming that the member reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

Article XVI - Financial Policy

A. Roles

- The Finance Committee is responsible for:
 - Preparing and providing preliminary approval for the annual budget proposal to be submitted to the Board and House of Delegates at the spring meeting.
 - Overseeing the Treasury including special requests of the Treasurer to account for funds received and spent.
 - Determining the level of risk to be taken in investment accounts. Specifically, the Finance Committee must approve investment instruments to be used for Cash Reserve and Strategic Initiative Funds. Investment vehicles for LSC funds are designed to offset inflation risks and should present no significant risk of loss of LSC funds.
 - Approving, on behalf of Board, expenditures that deviate from budget by more than \$1000. Any single member of the Finance Committee may authorize these out-of-budget expenses. If the request originates with a Finance Committee member, a different Finance Committee member must approve.
 - Providing advice and consent for financial reports to be provided to the Board and the House of Delegates.
- The Administrative Vice Chair shall serve as Chair of the Finance Committee. The Administrative Vice Chair may, with the advice and consent of the General Chair, appoint another person, other than the Treasurer to Chair the Finance Committee.
- The Treasurer is responsible for:
 - Developing a financial plan in the form of a budget for approval by the Finance Committee.
 - Paying bills as authorized through approved budgets.
 - Securing approval from the Finance Committee for expenditures that are more than \$1000 higher than the budget.
 - Maintaining LSC accounting records. LSC financial records will be backed up every spring prior to the Board meeting and provided to the Administrative Vice-Chair.
 - Supporting annual audits.
 - Filing tax forms with the IRS. Forms will be prepared using electronic tax-preparation software.
 - Representing the LSC in the event of an IRS audit.
 - Managing liquidity of LSC funds. Funds will be invested according to the risk profile established by Finance Committee. Transfers in an out of the Cash Reserve Fund will be approved by the Finance Committee.
 - Providing analytical support to the Finance Committee and LSC Board for new initiatives – to help guide decision making.
- The General Chair, Administrative Vice-Chair, and Treasurer will have signatory authority with LSC accounts.

B. Budgeting

- A budget will be prepared by the Treasurer annually. The budget will be submitted to the Finance Committee by April 1 of each year for approval in advance of the spring Board meeting.
- The budget is to be based upon activity cost drivers where possible. For instance, meet revenues will be estimated for each meet individually, with estimates derived from historical number of splashes and host team receipts.
- Allocations to the Cash Reserve and Strategic Initiatives Funds will be explicitly identified and approved by the Finance Committee. A target for operating fund balances – in the LSC checking account – will be identified in the budget proposal prepared by the Treasurer.

C. Reporting

- Financial reports will be prepared by the Treasurer in advance of the Annual Meeting and the regular Board meeting.

- A finance report will be prepared and presented at each Board meeting showing the actual amount of income and expense versus budget. Where significant deviations exist, drivers of those variances will be identified.
- Upon formal request to the Executive Committee, members of Adirondack Swimming may be provided details from within the financial records of the LSC. The Treasurer, upon receiving notice from the Executive Committee of a request to be met, will have 30 days to provide the report to the Executive Committee. If the request can not be met in 30 days, the Treasurer will notify the Executive Committee and a specific report date will be determined.
- At each reporting interval, a separate accounting will be made of the Cash Reserve and Strategic Initiatives Funds. Deposits and withdrawals from these accounts will be detailed and compared to allocations approved by the Board.

D. Financial Controls

- LSC bank accounts will have three signatories on file: General Chair, Administrative Vice Chair, and Treasurer. Credit cards will be provided to the General Chair, Administrative Vice Chair and Zone Team Coordinator. The credit card will be authorized for expenditures up to \$30,000 to support unplanned or emergency expenses.
- LSC accounts will be setup in a bank where full electronic access to accounts is available including: remote deposits via scanner and PC, transfers between accounts, interface to common finance software, and electronic bill pay.

Whenever practical, expenses made by the LSC will be paid through electronic transactions. This allows better tracking and control of funds disbursement. Whenever an electronic transmission of funds is executed, a copy of the purchase order or invoice will be attached to the transaction. Any expense greater than \$5000 shall be paid by the Treasurer. Any individual budget line expense that exceeds the budget by more than \$1000 will require the approval of any single member of the Finance Committee. If the deviating expense originates with a Finance Committee member, a different member must approve.

Whenever the treasurer makes a payment the General Chair or the head of the Finance Committee shall be notified.

E. Audit

- An audit will occur every year between Jan 1 and May 1 of the prior year's accounting records.
- The audit will be performed by the AD Audit Committee. The Audit Committee will be formed in accord with the Adirondack LSC by-laws.
- The purpose of the audit is to ensure that financial controls are effective and that all funds are accounted.
- At a minimum, the audit will involve the inspection of the following records:
 - Electronic records in financial management software
 - IRS tax forms
 - Annual budget
- Results, including, deviations or concerns will be reported to the Finance Committee in writing. The Finance Committee has the responsibility to report on the findings of the audit in the spring Board meeting. This report will indicate any recommended remedial actions to be taken in the event of findings.

F. Approval and changes to Adirondack Swimming Financial Policies and Procedures

- a. Financial policies and procedures shall be approved by the House of Delegates
- b. If there is a need to amend, add, or delete a policy or procedure in between meetings of the House of Delegates, such action may be taken by the Treasurer with the approval of the Finance Committee. Subsequent permanent approval shall be requested at the next meeting of the House of Delegates

Article XVII – Volunteer recognition policy

Adirondack Swimming recognizes that the strength of our program is inextricably related to the efforts of our members. It is in the best interests of AD, our swimmers, coaches, officials, and other members, that those efforts be recognized through a series of awards:

A Phillips 66 Outstanding Service Award

This award is presented to a volunteer in each LSC in recognition of service to swimming.

1. Selection is made by the General Chair of Adirondack Swimming
2. Presentation of the award is made at the Short Course Championships prior to the start of finals on Sunday night.

B Coach of the Year

This award is presented to the outstanding Coach of the current year.

1. Selection is made by the coaches by vote. Voting is coordinated by the Coaches' Representative of the Adirondack Swimming Board of Directors.
2. This award will be the registration fee for any approved coaches clinic up to \$300.
3. This award must be used within one year of election.

Presentation of the award is made at the Short Course Championships prior to the start of finals on Sunday night.

C Maxwell Excellence Award - Officials

This award is presented by Swimming World Magazine to recognize an official "for their outstanding contributions to local swimming".

1. Award is made once per quarter by Swimming World Magazine and Maxwell Medals
2. Nominations are made through the LSC Official's Chair

Presentation of the award is made at the Short Course Championships prior to the start of finals on Sunday night.

The nomination form is available on the USA Swimming Website.