

**RULES AND REGULATIONS
AND
POLICIES AND PROCEDURES
OF
LOUISIANA SWIMMING, INC.**



Revised August, 2015

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CHAPTER 1 – ABOUT LOUISIANA SWIMMING

1.1 Mission Statement

To connect parents, swimmers, and certified coaches to our USA Swimming registered clubs for a stronger Louisiana Swimmer competitive community.

1.2 Vision Statement

Louisiana Swimming strives for a competitive swimming community in which all of our members work toward a faster and cohesive competitive swimming environment, properly funded, so that everyone has an equal opportunity to develop and excel.

1.3 Core Values

We believe in a positive environment. We will provide *fun* and rewarding experiences in a safe and healthy atmosphere. We will give athletes experiences that provide opportunities for success. We will provide strong guidelines for safe behavior. We will encourage good physical health through providing education to athletes and parents.

We value integrity and fairness. We will uphold the rules of fair play and provide opportunities for all to participate. We will encourage team spirit and group and individual sportsmanship. We will deal fairly and honestly with each other and with our athletes in all that we do. We value leadership. We will demonstrate personal and organizational leadership in all that we do. We will do our best to develop the leadership qualities of our athletes.

1.4 Statement of Principles, Ethical Behavior, Conflict of Interest

Those who choose to serve Louisiana Swimming and USA Swimming, whether as volunteers or paid professionals, are held to a high standard of conduct. As guardians of Olympic ideals, they assume an obligation to subordinate individual interests to the interests of the Olympic movement. What may be considered acceptable conduct in some businesses may be inappropriate in Olympic service.

Those who serve Louisiana Swimming and USA Swimming must do so without personal gain, in order to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real conflict of interest, as well as to avoid even the appearance of a conflict or interest. While no set of guidelines can guarantee acceptable behavior, the principles which guide behavior in this area are disclosure, non-participation in the decision making process where personal or family gain is a possibility and a commitment to honor the confidentiality of organizational information. All conduct is founded on the individual's own sense of integrity. Any individual accepting the honor of serving USA Swimming must also accept the burdens of public disclosure and public scrutiny. In our complex society, the inter-mix of volunteer work, business interests, governmental activity and family relationships often create potentially conflicting interests. What is required is disclosure of conflicting interest when they arise and strict non-participation in any evaluation process relating to the matter in question. The following guidelines are not a precise road map to acceptable conduct. They are signposts. Each individual must find his or her own way.

- A. The business of Louisiana Swimming and USA Swimming is to be conducted in observance of both the spirit and letter of applicable federal and state laws.
- B. Louisiana Swimming and USA Swimming properties, services, opportunities, authority and influence are not to be used for private benefit.

- C. All individuals who participate with Louisiana Swimming and USA Swimming will disclose the nature and extent of an actual or potential conflict of interest when it occurs in the evaluation of an issue and will avoid evaluating and voting on the matter involved. This includes the award of contracts, the purchase of goods and services, the award of contracts for professional services and the allocation of Louisiana Swimming and USA Swimming resources for individual use.

1.5 Athletes Code of Conduct

- A. The possession or use of alcohol, tobacco products, or controlled substances by any team member is prohibited.
- B. Curfews established by the staff will be adhered to each day of the trip on **any** team travel trips where swimmers are representing Louisiana Swimming.
- C. Team members will attend all team functions including meetings, practices, meals, competitions, etc., unless otherwise excused by the Head Coach or Age Group Chair.
- D. To insure the propriety of the athletes and to protect the staff, there will be no male athletes in female athletes' rooms and no female athletes in male athletes' rooms.
- E. Members will refrain from any illegal or inappropriate behavior that would detract from a positive image of Louisiana Swimming or be detrimental to its performance objectives.
- F. All persons will display proper respect and sportsmanship toward coaches, officials, administrators, fellow competitors, and all persons with whom they come into contact.

CHAPTER 2 – MEMBERSHIP

Louisiana Swimming is comprised of Clubs, Organizations, Affiliated Groups, Athletes and Non-Athletes, as defined in the Louisiana Swimming Bylaws. All memberships in Louisiana Swimming include membership in USA Swimming.

2.1 Group Membership

- A. Applications for Club membership may be obtained from the Louisiana Swimming website. Annual dues are as shown on the form. Membership is for a calendar year, although applications received after September 1 are valid until December 31 of the following year. The affiliations of at least one Athlete Member and one properly credentialed Coach Member are required for Club membership. A Club member is entitled to compete in its' own name and to field relays at sanctioned meets.
- B. Group Members are organizations operating in the Territory which have, upon application, been granted membership in USA Swimming and Louisiana Swimming and paid the fees established by USA Swimming and Louisiana Swimming, pursuant to Article 603. An organization may be denied membership by the Membership/Registration Chair or the Board of Directors for failure to satisfy the criteria for membership or for any reason for which a Group Membership could be terminated. Any denial of membership may be appealed to the Board of Review. An organization's status as a Group Member is subject to its continued satisfaction of the criteria for membership and compliance with its responsibilities under these Bylaws, the USA Swimming Code, the rules, regulations, policies, procedures and codes of conduct and ethics of Louisiana Swimming and USA

Swimming and may be terminated by a decision of the Board of Review or the National Board of Review. Group Members in good standing shall be entitled to participate in the program of swimming conducted by Louisiana Swimming and competitions sanctioned or approved by USA Swimming, in accordance with Section 609.2.

- C. All clubs, including seasonal clubs, shall ensure that all athletes and coaches participating in practices and USA Swimming sanctioned competition are members of USA Swimming.
- D. All clubs which register for the first time as a year-round club member shall comply with the New Club Membership Requirements established by USA Swimming.
- E. All clubs are required to comply with USA Swimming Pre-Employment Screening Procedures for new Employees for all new employees who are required to be members under 305.4 or 502.6.4
- F. All clubs are required to comply with USA Swimming Racing Start Certification that the club complies with all Racing Start Certification requirements as stated in USA Swimming Rules and Regulations, Article 103.2.2 and maintains records for all its athlete members. (*Revised August, 2015*)

2.2 Athlete Memberships

A. Full Athlete

A swimmer must be a current member of USA Swimming in order to participate in any sanctioned USA Swimming meet, including Louisiana Swimming. Swimmers may compete representing their Club or as an unattached swimmer.

1. Athlete memberships are valid from January 1 through December 31. Registrations received after September 1 are valid through December 31 of the following year (up to 16 months). Current annual dues are shown on forms which can be found in Appendix A and B of this document or on the Louisiana Swimming website.
2. Applications for membership are available from each Louisiana Swimming club or from the Louisiana Swimming website.
3. Transfers:
 - a. An athlete transferring from one Club to another, from representing a specific Club to unattached status, or from one LSC to another, must submit a Louisiana Swimming Transfer Form signed by the coach or parent. The purpose of this form is to record the affiliation intent of the swimmer. USA Swimming Rule 203.3 requires that 120 days must pass from the date of last competition representing the prior Club before a swimmer may represent a new Club in competition.
 - b. Transfer forms are available from each Louisiana Swimming club and from the Louisiana Swimming website. A fee of one-half of the current Athlete registration fee is required to process the transfer of an Athlete from one club to another club or from a Club to unattached. There is no fee for changing from unattached to be attached to a specific Club. In order to be approved for transfer, swimmers must be in good standing with the departing club. A copy of this form can be found in Appendix E of

this document.

B. Outreach Athlete

Outreach Athlete membership is available to qualified athletes in accordance with USA Swimming guidelines. The purpose is to make membership available to athletes who might otherwise not be able to afford regular membership. Other than the membership fee, an Outreach Athlete member is not distinguishable from an Athlete member. This form and information on how to apply can be found in Appendix F of this document.

C. Seasonal Athlete

1. Louisiana Swimming offers a summer or fall seasonal membership at a reduced membership rate. Summer seasonal membership is open from March 1 through July 31 or fall membership from August 1 through November 30 of each year. Seasonal athletes are offered the same insurance coverage as year-round athletes.

There are three limitations to a seasonal athlete membership:

1. Seasonal athletes cannot compete "above" the Louisiana Swimming championships. Meets not eligible include Zones, Sectionals, Junior Championships, US Open, Nationals or Olympic Trials.
2. Seasonal athletes cannot transfer their membership to another club or another LSC.
3. Seasonal athletes will not receive Splash Magazine from USA Swimming.

2.3 Non-Athlete Memberships

A. Coach Members

Anyone who coaches athletes at a USA Swimming practice or competition must be a coach member of USA Swimming and must have satisfactorily completed safety training, criminal background checks and other coaches' education as required by USA Swimming. Requirements must be kept current at all times. Coach membership is not valid if any of the requirements lapse or expire.

To be a coach member of USA Swimming, an individual must be a non-athlete member and must:

1. Submit the current Louisiana Swimming non-athlete application found on the Louisiana Swimming website
2. Submit the current non-athlete membership fee as documented on the application.
3. Satisfactorily complete criminal background checks and athlete protection education as required by USA Swimming.
4. Satisfactorily complete safety training and other coaches' education as required by USA Swimming. The current list of USA Swimming approved safety certifications can be found on the USA Swimming or Louisiana Swimming website. Submit photocopies of the front and back of coach credentials cards.
5. Be at least eighteen (18) years of age.

Coaches must present their USA Swimming membership card in order at every meet in order to pick up heat sheets. *(Revised August, 2015)*

Coach membership cards will be valid until December 31 of the current year or until the first expiration date of the background check, athlete protection education, or safety credentials, whichever occurs first. The **Valid To** date will be printed in large bold numbers on the face of each coach membership card. When a coach member submits new credentials with a changed expiration dates on a timely basis, a new card will be printed and mailed to the coach. There is no additional fee for this service.

Expired **Valid To** Cards: If the required requirements are not provided before the passage of the **Valid To** date, the coach will lose all coach privileges and authorities. The individual will not be permitted on deck at practices and at meets and risks lapsed insurance coverage for the club.

B. Non-Athlete, Non-Coach Members

Any person interested in the purposes and programs of Louisiana Swimming is eligible to be a non-athlete member. All referees, starters, administrative officials, chief judges, stroke and turn judges must be non-athlete members of Louisiana Swimming. Club representatives in the House of Delegates must be members of Louisiana Swimming.

To be a non-athlete, non-coach member of USA Swimming, an individual must:

1. Submit the current Louisiana Swimming non-athlete application found on the Louisiana Swimming website
2. Submit the current non-athlete membership fee as documented on the application.
3. Satisfactorily complete criminal background checks and athlete protection education as required by USA Swimming.

Non-athlete, non-coach membership cards will be valid until December 31 of the current year or until the first expiration date of either the background check or athlete protection training, whichever occurs first.

Expired **Valid To** Cards: If the required requirements are not provided before the passage of the **Valid To** date, the non-athlete, non-coach member will lose all privileges and authorities. The individual will not be permitted on deck to officiate at meets.

2.4 Registration Fees

Payments for all memberships shall be cash, check, or money order. PayPal can be used for credit cards payments which will incur a 4% surcharge for all credit card payments. (*Revised August, 2015*) The effective date of the registration is the date the electronic file is transmitted or the postmark date. (*Revised August, 2015*)

A. Club Member

Every Club Member shall pay an annual fee consisting of a national club fee established by USA Swimming and a local club fee established by Louisiana Swimming, together with any other charges, fees, etc., as may be established by Louisiana Swimming. A copy of the club registration can be found in Appendix D of this document.

B. Athletes

Each Athlete Member and Seasonal Athlete Member shall pay an annual or seasonal fee, respectively, consisting of a national fee established by USA Swimming and a local fee

established by Louisiana Swimming, together with any other charges, fees, etc., as may be established by Louisiana Swimming. A copy of the Athlete registration forms can be found in Appendixes A and B of this document.

All Athlete Members should be registered members when they are in the water with their club, even at practices. When Athletes swim in meets, their registration will be verified with USA Swimming. Any athlete swimming in a meet without being registered can result in their club being assessed a fine of \$100 per swimmer per meet (USA Swimming Rules 302.4)

C. Non-Athletes

Each Non-Athlete Member shall pay an annual fee consisting of a national fee established by USA Swimming and a local fee established by Louisiana Swimming, together with any other charges, fees, etc., as may be established by Louisiana Swimming. A copy of the Non-Athlete form can be found in Appendix C of this document.

Non-Athlete, non-coach background checks shall be paid for by Louisiana Swimming. Officials will be reimbursed for the cost of the background check after filling out the form in Appendix G of this document.

2.5 Insurance

A. Club Insurance

USA Swimming provides insurance coverage to Clubs, subject to their compliance with USA Swimming regulations.

B. Organization (Affiliated Group)

USA Swimming provides NO insurance coverage to Affiliated Group Members.

C. Individual

Individual membership in Louisiana Swimming includes membership in USA Swimming. USA Swimming provides liability and secondary medical insurance coverage.

CHAPTER 3 – BOARD MEETINGS AND REPORTS

3.1 Meetings

- A. Louisiana Swimming House of Delegates meetings are held in September or October of each year, after the USA Swimming National Convention.
- B. Louisiana Swimming Board of Directors meetings are held at the Short Course and Long Course State Championships in the spring and summer of each year.

3.2 Reports Generally

Louisiana Swimming shall make all reports and remittances to USA Swimming as specified in the USA Swimming Code, the National Board of Directors, or National House of Delegates, in such a manner and on such written forms as may be requested by USA Swimming national headquarters. The General Chair, Membership/Registration Chair, Secretary, Finance Vice-Chair and Treasurer

shall be collectively, responsible for seeing that all required reports and remittances are made.

CHAPTER 4 – FINANCES

4.1 Financial

Financial controls and procedures are essential and serve as a system of checks and balances to protect Louisiana Swimming and its staff and volunteers from a risk. These policies must be followed in order for Louisiana Swimming to serve its primary mission in support of the growth and development of the swimming community.

4.2 Deposits and Records

- A. Depositories, etc: All receipts, income, charges and fees of Louisiana Swimming shall be deposited to its credit in the banks, trust companies, other depositories or custodians, investment companies or investment management companies as the Board of Directors may select, or as may be selected by the Finance Vice-Chair, any officer(s) or agent authorized to do so by the Board of Directors.
- B. Endorsements for deposit to the credit of Louisiana Swimming in any of its duly authorized depositories shall be made in the manner determined by the Board of Directors. All funds of Louisiana Swimming not otherwise employed shall be maintained in the banks, trust companies, other depositories or custodians, investment companies or investment management companies designated by the Finance Vice-Chair, the Board of Directors, any officer(s) or agent(s) authorized to do so by the Board of Directors.
- C. Signature Authority – All checks, drafts or other orders for the payment or transfer of money and all notes or other evidences of indebtedness issued in the name of Louisiana Swimming shall be signed by the General Chair, Treasurer, other officer(s) or agent(s) of Louisiana Swimming and in the manner, as shall be determined by the Finance Vice-Chair or the Board of Directors.

4.3 Disbursements

- A. All disbursements in the name of Louisiana Swimming are to go through the Treasurer's office. All payments of expenses or purchases of \$500.00 or less require the approval of the General Chair. Amounts over this, up to \$1000.00, require the approval of the Board of Directors. Amounts greater than \$1000.00 require the approval of the full House of Delegates. Exceptions to this are the Long and Short Course State Championships.
- B. Reports of disbursements are to be made at our annual House of Delegates meeting in writing one week following convention.

4.4 Reimbursements

- A. Team and individual reimbursement for convention expenses requires the approval of the Board of Directors. The Zone Meet expenses require the full House of Delegates approval.
- B. Reimbursement for travel for swimmers competing at national meets, such as Futures Meets, Sectionals, Junior Nationals, National Olympic Trials and Olympics, is available by filling out the reimbursement form found in Appendix H of this document. *(Revised August, 2015)* All current members of Louisiana Swimming are eligible for this reimbursement as

long as they were members of Louisiana Swimming prior to their senior year of high school.

- C. Reimbursement for officials' background checks is available as stated in section 2.4 of this document.

CHAPTER 5 – MEETS

5.1 Sanctioned Meets

A Sanctioned Meet (see USA Swimming Rulebook, Article 202.2) is a competition conducted in accordance with USA Swimming technical rules where all athletes are members of USA Swimming. Requirements for Sanctioned Meets are set by USA Swimming, but approval of such meets is granted by the Louisiana Swimming.

A. Requirements for Sanctioned Meets:

1. Sanctions may be issued only to USA Swimming and Louisiana Swimming group members.
2. No sanction will be issued to any organization or person whose interest in swimming competition is purely commercial, or where the event is to be promoted solely for the profit or the advertising value to be derived there from. Any income derived from sanctioned events must be used for the further promotion of swimming, for an approved charity, or for the general welfare of the promoting organization as a whole. Approvals may be issued to member clubs for closed competition conducted in accordance with USA Swimming technical rules.
3. Sanctions issued to one organization cannot be transferred to another. Any sanction so transferred shall be void for all purposes and Louisiana Swimming is empowered to deny further sanctions to any organization violating this provision.
4. No further sanction shall be given to any organization which has failed to satisfy expense obligations to athletes or to award prizes as stated in its meet announcement until the obligations are satisfied or the prizes awarded.
5. No sanction will be granted for any competition if the word "Olympic," or any derivative thereof, is used in any manner in connection with such competition unless consent is obtained from USA Swimming.
6. The fee to sanction a meet is \$10 per day (*Revised August, 2015*).
7. A written application in the form of a Meet Sanction Form shall be submitted to Louisiana Swimming no later than ten (10) days prior to the competition. The application can be found in Appendix I of this document. Application for sanction shall be accompanied by the complete meet announcement which shall include the following:
 - a. A statement of the nature of the prizes to be awarded.
 - b. A complete schedule of lanes and times for all warm-up procedures which must be adhered to by all participants.
 - c. Information about water depth measured for a distance of 3 feet 3½ inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from both end walls.

- d. The following statement: "Any athlete entered in the meet must be certified by a USA Swimming member-coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the athlete or the athlete's legal guardian to ensure compliance with the requirement."
 - e. A statement that no swimmer will be permitted to compete unless the swimmer is a member as provided in Article 302.
 - f. A statement indicating whether on-deck registration will be permitted and under what conditions.
 - g. One of the following two statements:
 - i. The competition course has been certified in accordance with 104.2.2C(4). A copy of such certification is on file with USA Swimming; or
 - ii. The competition course has not been certified in accordance with 104.2.2C(4).
 - h. The following statement: "Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms, or locker rooms."
 - i. The following statement: "Except where venue facilities require otherwise, changing into or out of swimsuits other than in locker rooms or other designated areas is prohibited."
 - j. The following statement: "Held under the sanction of USA Swimming."
 - k. The following statement: "In granting this sanction, it is understood and agreed that USA Swimming and Louisiana Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of this meet."
8. Complete meet results, meet close out forms and all fees shall be submitted to Louisiana Swimming within two (2) weeks of the completion of the meet.
 9. The meet surcharge shall be \$7.00 for a regular season meet and \$12 for all championship meets. The meet entry fee for individual events shall be \$3.50 and relays shall be \$8.00 with 10% of the fees going to the Louisiana Swimming General Fund and 90% of the entry fees going to the host team. *(Revised August, 2015)*
 10. No sanction to hold any athletic event of any kind shall thereafter be issued to an organization who has failed to satisfy expense obligations to Louisiana Swimming or to award prizes as stated on its meet announcement until the obligations are satisfied or the prizes awarded.
 11. Sanctions may be withheld or withdrawn by Louisiana Swimming if the competition was not conducted in accordance with the above requirements.

B. Conditions for Sanctioned Meets:

A condition for which a sanction is required according to USA Swimming Article 202.1 is subject to the following conditions:

1. No swimmer who is not a member as provided in USA Swimming Article 302 will be allowed to compete or participate except as provided under 202.6 or USA Swimming's "open

border" policy.

2. At a sanctioned competitive event, USA Swimming athlete members must be under the supervision of a USA Swimming member coach during warm-up, competition, and warm-down. Swimmers participating under the provisions of USA Swimming 202.6 or "open border" policy must be under the supervision of their own coach or a USA Swimming member coach. The Meet Director or Meet Referee may assist the swimmer in making arrangements for such supervision, but it is the swimmer's responsibility to make such arrangements prior to the start of the meet.
3. All referees, starters, administrative officials, chief judges, and stroke and turn judges, serving in an official capacity in a sanctioned event, must be non-athlete members of USA Swimming. All meet directors for meets sanctioned by USA Swimming must be members of USA Swimming. Except for coaches accompanying athletes participating under the provisions of 202.6, all persons acting in any coaching capacity in a sanctioned event must be coach members of USA Swimming.
4. The membership (registration) number of each swimmer must be presented prior to or at the time of the event, and his/her affiliation must be printed before or after his/her name on the program.
5. Entry blanks, advertising, and the program must bear conspicuously the statement, "Held under the sanction of USA Swimming."
6. Conduct of the sanctioned meet shall conform in every respect to all technical and administrative rules of USA Swimming.
7. Warm-up procedures and schedule must be posted throughout the pool area, announced on a regular basis before and during warm-up, and are to be monitored jointly by the Meet Director and the Meet Referee or their designees.

5.2 **Approved Meets**

An Approved Meet (see USA Swimming Rulebook, Article 202.4) is a competition conducted in accordance with USA Swimming technical rules, but where all athletes are not members of USA Swimming. Requirements for an Approved Meet are set by USA Swimming, but approval of such meets is granted by Louisiana Swimming. Times achieved by member athletes may be used for entry into any USA Swimming competition.

A. Requirements for Approved Meets:

1. Approvals may be issued to USA Swimming non-member clubs or organizations for meets conducted in accordance with USA Swimming technical rules.
2. Approvals may be issued to member clubs for closed competition conducted in accordance with USA Swimming technical rules.
3. Approvals may be issued to member clubs for open competition conducted in accordance with USA Swimming technical rules if that competition has been specifically approved by the USA Swimming Program Operations Vice-President or their designee.
4. Both USA Swimming athlete members and non-USA Swimming athlete participants may compete in approved meets.
5. A written application in the form of a Meet Sanction Form shall be submitted to Louisiana Swimming no later than ten (10) days prior to the competition. The

application can be found in Appendix I of this document. Application for approval shall be accompanied by the meet announcement which shall include the following:

- a. A statement of the nature of the prizes to be awarded.
 - b. Information about water depth measured for a distance of 3 feet 3½ inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from both end walls.
 - c. The following statement: "In granting this approval, it is understood and agreed that USA Swimming and Louisiana Swimming shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of this meet."
 - d. One of the following two statements:
 - i. The competition course has been certified in accordance with 104.2.2C(4). A copy of such certification is on file with USA Swimming; or
 - ii. The competition course has not been certified in accordance with 104.2.2C(4).
 - e. The following statement: "Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms, or locker rooms."
 - f. The following statement: "Except where venue facilities require otherwise, changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is strongly discouraged."
6. Payment of a fee or expenses to the assigned USA Swimming officials shall not be a requirement for approval.
 7. No competition shall be approved unless a sufficient number of USA Swimming officials, certified by Louisiana Swimming, at a minimum of Stroke and Turn level, are present to observe and certify that the conduct of competition and all times achieved in such competition were in conformance with all applicable USA Swimming technical rules including, but not limited to, the following:
 - i. Article 101 (all), or Article 105 (Disability) or Article 701 (Open Water) – Start, individual stroke and relay rules
 - ii. 102.2.2 and 102.2.3 – Entry limit per day
 - iii. 102.8.1 A, B, C, D, and E – Swimwear restrictions
 - iv. 102.10 - Officials
 - v. 102.24 – Timing rules
 - vi. 103.2.3, 103.3.1, 103.4, 103.13, and 103.15 or Article 702 (Open Water) – Minimum standards for facilities
 8. The organization requesting approval shall permit USA Swimming officials to be on the deck at both ends of the course where they can properly view strokes and turns.
 9. No approval for domestic competition will be issued to any organization or person whose interest in swimming competition is purely commercial, or where the event is to be promoted solely for the profit or the advertising value to be derived there from. Any income derived from approved events must be used for the further promotion of swimming, for an approved charity, or for the general

welfare of the promoting organization as a whole.

10. Approvals issued to one organization cannot be transferred to another. Louisiana Swimming may deny further approval to any organization violating this provision.
11. No further approval will be given to any organization which has failed to satisfy expense obligations to swimmers or to award prizes as stated on its meet announcement until the obligations are satisfied or the prizes awarded.
12. No approval will be granted for any competition if the word "Olympic," "World," "National," "United States of America," or any derivative thereof is used in any manner in connection with such competition unless consent for such usage is obtained from USA Swimming.
13. Approvals granted by Louisiana Swimming are understood and agreed that USA Swimming and Louisiana Swimming shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the meet.
14. Complete meet results and meet close out forms shall be submitted to Louisiana Swimming within two (2) weeks of the completion of the meet.
15. Approval may be withheld or withdrawn by Louisiana Swimming if the competition was not conducted in accordance with the above requirements.

5.3 Observed Meets

An Observed Meet (see USA Swimming Rulebook, Article 202.5) is a meet held under rules other than those of USA Swimming, but from which certain times can be used for entry into any USA Swimming Meet. USA Swimming certified officials observe individual swims and provide verification that the swimmer has complied with current USA Swimming Rules.

A. Requirements for Observed Meets:

1. The meet must be a season-culminating Championship, e.g., League, Conference, District, Sectional, State, Regional, High School Championship, or be specifically approved by the USA Swimming Program Operations Vice President or designee. A time trial held in conjunction with the meet that is officiated in accordance with the same standard as the championship meet may also be observed.
2. Requests for USA Swimming observers for certification for times from meets in the championship progression must be made to Louisiana Swimming at least ten (10) days prior to the meet. Applications for observation of all other meets must be made to the Louisiana Swimming at least ten (10) days prior to the meet. Authorization of such non-championship meets must then be approved by the USA Swimming Program Operations Vice President or designee.
3. A USA Swimming official must verify that all swims approved for USA Swimming purposes were in accordance with the requirements of 102.24 (Timing Rules), 103.3 (Racing Course Dimensions), and 103.13 (Starting Platforms).
4. Where the technical rules of the stroke differ from USA Swimming as defined in Article 101, at least two (2) USA Swimming observers, who shall be certified Stroke and Turn Judges assigned or approved by the Louisiana Swimming Officials Chair, must be present, one at each end of the course, to verify compliance of the swim or swims with that part of the USA Swimming rule that differs from the organization's rule.

Where the technical rules as listed in Article 101 are identical to those of the organization under whose rules the meet is being conducted, the judgment of the organization officials shall be sufficient. An individual swim being observed requires notification to the observers prior to the start of the competition. The times should be entered, upon request, into SWIMS, the National Times Database.

5.4 Meet Classifications

A. Louisiana State Championship Meets

This meet is open to all current Louisiana swimmers who are in good standing with Louisiana Swimming, Inc, regardless of their age, high school, or home town. These meets are held during Long Course and Short Course season. A committee shall be responsible for developing the meet invitation and meet entry files. These meets are exempt from the LSU time limit rule.

This is a qualifying championship using time standards established by Louisiana Swimming. These time standards are based on USA National Age Group Standards. Louisiana State time standards are reviewed in odd years. The standards are derived by a system voted on and approved by Louisiana Swimming. The method of recalculation is to take the current Louisiana Swimming Standard and average it with the USA "BB" standard.

Swimmers may compete in six (6) events total at the Short Course Championship Meet and seven (7) events total at the Long Course Championship Meet. A swimmer who has one or two state qualifying times may swim two (2) bonus events, provided they meet the bonus time standard.

Clubs may enter two (2) relays in events at both the Short Course and Long Course State Championships.

The USA Swimming Online Meet Entry (OME) will be used for all meet entries. After OME closes, an athlete roster will be sent to all teams to check for accuracy of events and swimmers.

Beginning in 2016, the Short Course State Championship will be split into two (2) separate meets for a minimum of two years. The meets will be as follows:

- 12 and Under, consisting of 10 and Under and 11 - 12 age groups.
- 13 and Over, consisting of 13 - 14 age group, 15 - 16 age group, and Open.

The warm-up procedures for all final sessions at the State Meet Championships shall be as follows:

- Ninety (90) minutes prior to the start of the meet, all lanes will be open and circle swimming;
- Forty-five (45) minutes prior to the start of the meet, lanes 1 and 8 will be pace lanes;
- Twenty-five minutes prior to the start of the meet, lanes 2 and 8 will be one-way dive lanes; and
- Ten minutes prior to the start of the meet, the pool will be closed.

B. District Meet Championships

This meet is open to all current Louisiana swimmers whom meet the criteria. This meet is held during Long Course and Short Course season. This is a non-qualifying championship

meet. You may **not** compete in this meet if you have a Louisiana state qualifying time. If you win an event at the District Championship Meet, you qualify to compete in that event at the State Meet. No bonus events are given for District wins unless the qualifying standard is met. Swimmers will compete in their respective age group from 10 and Under, to 15 and Over with a continuance of the 17 and 18 age group. For age groups of 13 - 14 and 15 and Over, the following events will be included: 50 Breaststroke, 50 Backstroke and 50 Butterfly.

C. 8 and Under Championship Meet

This meet is held during Long Course and Short Course season, but is always held as a Short Course Meet. There are no qualifying times for this meet. All swimmers registered in Louisiana Swimming, ages 8 and under, can compete. At this meet, age groups are broken down as 6 and under, 7 year old and 8 year old.

D. Invitational Meets

These are meets hosted by individual clubs and sanctioned by Louisiana Swimming. Formats and age standards are set up by host clubs.

E. Zone Meets

This meet is held yearly within the Southern Zone of USA Swimming for a selected group of Athletes from each LSC within the Southern Zone. Athletes registered within Louisiana can apply for the team. To be considered for the Louisiana Zone team, each Athlete must submit an application by the specified deadline. Athletes will be selected based on the guidelines developed by the Louisiana Zone team and found in Appendix M. The minimum number of individual events that a swimmer will swim is four (4) or one (1) per day. The time standard to qualify for the Zone Team will be 50% of the times achieved in each event at the previous two (2) Zone Meets. Any swimmer may apply without first achieving the established time standard.

CHAPTER 6 – RECORDS

6.1 Records

Louisiana Swimming maintains records for the following men and women age groups (individual and relay events):

- 8 Years Old and Under
- 9 - 10 Years Old
- 11 - 12 Years Old
- 13 - 14 Years Old
- 15 - 16 Years Old
- 15 - 18 Years Old
- 17 - 18 Years Old
- Senior and Open
- 15- 18 Years Old (Relay events only)

Louisiana Swimming records may be set by any Louisiana registered swimmer, either in or outside the LSC. It shall be the responsibility of the swimmer, coach, or team representative, to submit any record application to the Records Chair. Application must include:

- Swimmer's full name

- Swimmer's USA Swimming number
- Team name
- Swimmer's age as of date of record event
- Event name
- New record time
- Date of meet
- Name of meet
- Meet sanction number
- Coach's name , phone number and email address
- Cover sheet of official final meet results and page containing the record-setting swim.
This is especially important for records set out of our LSC.

Top 16 Individual and Top 10 Relays reportable times must be reported to the Top 16 Chair with the information set forth above. Deadlines for reporting Top 16 Individual and Top 10 Relays times to the Louisiana Swimming Top 16 Chair are:

- April 30 – Short Course
- August 31 – Long Course

All Louisiana Swimming record and Top 16 Individual and Top 10 Relays submissions must be conforming to USA Swimming timing requirements (Article 102.17 Timing, Level - I # 2 or above). Records set in Time Trials, unless at a Junior National or Senior National Meet, are not accepted.

CHAPTER 7 – SAFETY

7.1 Safety

A. Incident Occurrence Reports

An occurrence report providing all of the information requested by applicable USA Swimming form should be completed at the time of the occurrence by the meet director, officer, coach or club officer, with copies to USA Swimming national headquarters, the Safety Chair and the Administrative Vice Chair and the Louisiana Swimming office. This form can be found in Appendix K of this document.

B. Reports of Injuries

The Safety Chair shall present a report concerning swimming-related injuries within the Territory at each House of Delegates and Board of Directors meeting.

1. House of Delegates Reports

The report to the House of Delegates shall be written and shall provide in summary form, the pertinent information including whether the injured party is a member of Louisiana Swimming and USA Swimming, the location of the occurrence and a brief description of the incident, the resulting injury and the emergency-care steps taken, together with any recommendation for action by Louisiana Swimming and its members to reduce the likelihood of a re-occurrence and the status of that recommendation. The written report shall include a review of the pertinent statistical information provided by USA Swimming national headquarters. The Safety Chair is responsible for distribution of this report to each Club Safety Coordinator. A copy of each House of Delegates report shall also be sent to the

USA Swimming national headquarters.

2. Board of Directors Report

The regular report to the Board of Directors may be a summary addressing primarily, any recommendation for action by Louisiana Swimming and its members.

C. Safety Education

The Safety Chair shall be responsible for disseminating safety information flowing from USA Swimming Headquarters and, exploring safety education opportunities and developing a safety education program tailored to Louisiana Swimming and its members and Territory.

CHAPTER 8 – OFFICIALS

8.1 Officials at LSC-Hosted Meets

In order to provide the appropriate officiating level at Louisiana Swimming run swim meets, the Officials Chair appoints a meet referee to be responsible for each of these meets. The meet referee is expected to be present at the entire meet – which usually runs for two or more days – and generally includes both preliminaries and finals sessions.

8.2 Procedure to Become a Certified Official

- A. Attend an official's clinic. These are held throughout the year by various clubs around the state. Often, they are in conjunction with a Louisiana Swimming Championship Meet or club hosted invitational meet.
- B. Take the officials test. This test can be found online at the USA Swimming website on the officials' page. Upon completion of the test, if the person has passed, scores will be sent to Louisiana Swimming Official Chair.
- C. Complete the background check and the athlete protection education at the USA Swimming website. As stated in Section 2.4 of this document, the fee for this background check will be reimbursed for all officials by Louisiana Swimming.
- D. After completing the first three steps above, an official must do provisional officiating at two different meets, totaling three sessions, to complete their certification as an official.
- E. After becoming an official, one may become a starter after being an official for one year.
- F. After one year, a certified official may take the starters test online at USA Swimming and then do provisional starting at two different meets, totaling three sessions, to complete their certification as a starter.
- G. After becoming a starter, one may become a referee after being a starter for one year. After one year, a certified starter may take the referees test online at USA Swimming and then do provisional referee work at two different meets, totaling three sessions, to complete their certification as a referee.

Appendix B - Seasonal Athlete Registration Application



USA SWIMMING

2016 SEASONAL ATHLETE REGISTRATION APPLICATION LSC: LOUISIANA SWIMMING

CHECK APPROPRIATE SEASONAL PERIOD:
 SEASON 1 SEASON 2 INDIVIDUAL SEASON

***THIS MEMBERSHIP IS ONLY FOR MEETS BELOW
ZONE, SECTIONAL AND NATIONAL LEVELS.***

PLEASE PRINT LEGIBLY ● COMPLETE ALL INFORMATION:

LAST NAME	LEGAL FIRST NAME	MIDDLE NAME

PREFERRED NAME	DATE OF BIRTH (M/D/YYYY)	SEX (M/F)	AGE	CLUB CODE	NAME OF CLUB YOU REPRESENT

(Bill, Beth, Scooter, Liz, Bobby)		If not affiliated with a club, enter "Unattached"	
PARENT/GUARDIAN #1 LAST NAME	PARENT/GUARDIAN #1 FIRST NAME	PARENT/GUARDIAN #2 LAST NAME	PARENT/GUARDIAN #2 FIRST NAME

MAILING ADDRESS

CITY	STATE	ZIP CODE

U. S. CITIZEN: YES NO

AREA CODE	TELEPHONE NO.	FAMILY/HOUSEHOLD E-MAIL ADDRESS

ARE YOU A MEMBER OF ANOTHER FINA FEDERATION? YES NO

IF YES, WHICH FEDERATION: _____

- DISABILITY:**
- A. Legally Blind or Visually Impaired
 - B. Deaf or Hard of Hearing
 - C. Physical Disability such as amputation, cerebral palsy, dwarfism, spinal injury, mobility impairment
 - D. Cognitive Disability such as severe learning disorder, autism

- RACE AND ETHNICITY (You may check up to two choices):**
- Q. Black or African American
 - R. Asian
 - S. White
 - T. Hispanic or Latino
 - U. American Indian & Alaska Native
 - V. Some Other Race
 - W. Native Hawaiian & Other Pacific Islander

MAKE CHECK PAYABLE TO:

Your local swim club

MAIL APPLICATION & PAYMENT TO:

Your local swim club

HAVE YOU REPRESENTED THAT FEDERATION AT INTERNATIONAL COMPETITION? YES NO

2016 REGISTRATION FEE	
USA Swimming Fee	\$30.00
LSC Fee	\$15.00
TOTAL DUE	\$45.00

HIGH SCHOOL STUDENTS - Year of high school graduation: _____

YEAR LAST REGISTERED: _____ IF YOU REGISTERED WITH A DIFFERENT USA SWIMMING CLUB IN 2015, ENTER THAT

CLUB CODE: _____ LSC CODE: _____ AND THE DATE OF YOUR LAST COMPETITION REPRESENTING THAT CLUB: _____

- Check if you would like to learn more about the USA Swimming Foundation's initiatives
- Check if you would like to receive the electronic USA Swimming Newsletter (must be 13 years of age or older)

SIGN

HERE x _____

SIGNATURE OF ATHLETE, PARENT OR GUARDIAN

DATE

REG. DATE/LSC USE ONLY _____

Appendix C - Non-Athlete Athlete Registration Application



USA SWIMMING

2016 NON-ATHLETE REGISTRATION APPLICATION LSC: LOUISIANA SWIMMING

PLEASE PRINT LEGIBLY • COMPLETE ALL INFORMATION TO ENSURE THAT CONTACT INFORMATION IS CORRECT AND UP TO DATE:

LAST NAME: _____ LSC/L. FIRST NAME: _____ MIDDLE NAME: _____

Have you ever been a member of USA Swimming under a different last name? If yes, please provide that name: _____

Previously registered with USA Swimming? Yes No If registered in a different LSC, which LSC: _____

FINISHER'S NAME: _____ DATE OF BIRTH (MM/DD/YY): _____ SEX (M): F: CLUB CODE: _____ CLUB NAME: _____

(Bill, Beth, Scooter, Liz, Bobby) (Required) If not affiliated with a club, enter "Unattached"

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

HOME AREA CODE TELEPHONE NO. WORK AREA CODE TELEPHONE NO. EXTENSION FAX AREA CODE TELEPHONE NO. MOBILE AREA CODE TELEPHONE NO.

E-MAIL ADDRESS: _____

IF ANY OF THE ABOVE INFORMATION CHANGES DURING THE YEAR – PLEASE NOTIFY YOUR LSC REGISTRATION/MEMBERSHIP PERSON OF THE CHANGES

- RACE AND ETHNICITY:** You may check up to two choices
- Q. Black or African American
 - R. Asian
 - S. White
 - T. Hispanic or Latino
 - U. American Indian & Alaska Native
 - V. Some Other Race
 - W. Native Hawaiian & Other Pacific Islander
- CITIZENSHIP/FINA:**
- U.S. Citizen: Yes No
- Are you a member of another FINA federation: Yes No
- If Yes, which federation: _____

- Check if you would like to learn more about the USA Swimming Foundation's initiatives
- Check if you would like to receive the electronic USA Swimming Newsletter

- MEMBERSHIP CODE:** Check all that apply
- Coach-Full Time (Employed full time as a coach) Requires a Background Check & Athlete Protection Training
 - Coach-Part Time (Primary employment is NOT coaching) Requires a Background Check & Athlete Protection Training
 - Certified Official (Starter, Stroke & Turn, Meet Referee, Administrative, etc.) Requires a Background Check & Athlete Protection Training
 - Other (Chaperone, Meet Director, Meet Manager, etc.) Requires a Background Check & Athlete Protection Training

If coach, primary age group that you coach (may be more than one): 10-Un 11-12 13-14 15-18 19+ Masters

ALL NON-ATHLETE S must have a current USA Swimming Background Check and Athlete Protection Training
 BGC at www.usaswimming.org/backgroundcheck APT at www.usaswimming.org/apptest
 COACHES: Also requires current CPR/AED & Safety Training for Swim Coaches certifications
 EDUCATION REQUIREMENT FOR COACHES at usaswimming.org/FOC
 • An individual registering as a coach for the first time must complete the online Foundations of Coaching 101 test prior to becoming a Coach Member.
 • Prior to registering as a coach for the second year, the online tests for Foundations of Coaching 201 and Rules and Regulations must be completed.
 ACCEPTABLE SAFETY REQUIREMENT COURSE S AND ONLINE TEST S ARE AVAILABLE AT www.usaswimming.org/coachmember

CHECK IF APPLYING FOR A FAMILY MEMBERSHIP – ATTACH A SECOND COMPLETED NON-ATHLETE APPLICATION FOR THE SECOND FAMILY MEMBER

By becoming a member of USA Swimming, I hereby agree to abide by the rules, regulations and Code of Conduct of USA Swimming.

Signature _____ Date _____
 By signing this application I verify that the above is true and correct.

MAKE CHECK PAYABLE TO:

Louisiana Swimming, Inc.

MAIL APPLICATION & PAYMENT TO:

Judy Ramirez
 Louisiana Swimming, Inc.
 207 Duffon Court
 Slidell, LA 70481

2016 REGISTRATION FEE			
September 1, 2016 through December 31, 2016			
	USA Swimming Fee	+ LSC Fee	= TOTAL DUE
<input type="checkbox"/> Individual	\$54.00	+ \$10.00	= \$64.00
<input type="checkbox"/> Family	\$108.00	+ \$13.50	= \$121.50
<input type="checkbox"/> Life	\$1,000.00	+	= \$1,000.00

FOR LSC REGISTRATION USE ONLY: REGISTRATION DATE: _____

BGC _____ ART _____ STSC _____ LG _____ + ONLINE STTEST _____

CPR _____ FOC 101 _____ FOC 201 _____ Rules & Regs. _____ Y Principles _____

Appendix D - Club Registration Application



USA SWIMMING – 2016 CLUB APPLICATION

CLUB CODE: _____ CLUB NAME: _____

NAME OF OWNER/BUSINESS/LEGAL ENTITY IF DIFFERENT FROM CLUB NAME:

1. _____ 4. _____
 2. _____ 5. _____
 3. _____

CLUB SETTING: Rural Suburban Urban

PLEASE CHECK ONE:

NEW CLUB RENEWING CLUB NEW ORGANIZATION RENEWING ORGANIZATION
 (Club is defined as a group with athletes and coaches. Insurance certificate will be issued.) (Organization is defined as a group without athletes and coaches. No insurance certificate will be issued. Seasonal clubs cannot be organizations.)

FIRST YEAR AS A USA SWIMMING CLUB: _____

NEAREST MAJOR CITY: _____ CLUB WEB SITE: _____

PRE-EMPLOYMENT SCREENING

By checking this box and signing below, I formally acknowledge that this club is conducting a pre-employment screening on all new employees who are required to be members of USA Swimming as required in the USA Swimming Rules & Regulations, Article 502.6.8.

Signature: _____ Printed Name: _____ Date: _____

Failure to check this box and sign this statement will result in the club application being rejected.

RACING START CERTIFICATION

By checking this box and signing below, I formally acknowledge that this club complies with all Racing Start Certification requirements as stated in the USA Swimming Rules & Regulations, Article 103.2.2 and maintains records for its athlete members.

Head Coach Signature: _____ Printed Name: _____ Date: _____

Failure to check this box and sign this statement will result in the club application being rejected.

CLUB/MARKETING CONTACT/REPRESENTATIVE (This person will receive USA Swimming mailings and be responsible for distributing the information.)

CLUB/MARKETING CONTACT/REPRESENTATIVE: _____

POSITION (board president, owner, coach, etc.): _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ BUSINESS: _____ MOBILE: _____

FAX: _____ EMAIL: _____

PRIMARY ORGANIZATIONAL AFFILIATION, WHO OWNS THE CLUB, CLUB TAX LISTING (To register as a club, a selection must be made for Primary Organizational Affiliation, Who Owns the Club and Club Tax Listing.)

Check if registered last year and there are no changes to the Primary Organizational Affiliation, Who Owns the Club and Club Tax Listing that were listed last year.

PRIMARY ORGANIZATIONAL AFFILIATION
 (Please note the club's primary relationship/affiliation with any one of the following organizations. Choose one only.)

- Not Applicable
- Boys & Girls Club
- College/University
- Country Club
- Health & Fitness Club
- Hospital
- Jewish Community Center
- Park & Recreation Department
- Private School
- Public School/District
- Summer Club or Home Owner's Association
- YMCA
- YWCA
- Other

WHO OWNS THE CLUB

- Coach Owned
- Boys & Girls Club
- College/University
- Country Club
- Health & Fitness Club
- Hospital
- Jewish Community Center
- Non-Profit Corporation (Parent Board)
- Park & Recreation Department
- Private School
- Public School/District
- Summer Club or Home Owner's Association
- YMCA
- YWCA
- Other

Continued on back....

CLUB TAX LISTING

(Please list the club's main tax listing and not the parent's/booster organization if it is a separate entity.)

- | | | |
|--|---|---|
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Sub-S Corporation | <input type="checkbox"/> Other 501(c) Non-Profit |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Other For-Profit Corporation | <input type="checkbox"/> Other Non-Profit Corporation |
| <input type="checkbox"/> LLC | <input type="checkbox"/> 501(c)(3) Non-Profit Corporation | <input type="checkbox"/> Does Not Apply |

FIND-A-CLUB CONTACT (To register as a club, a Find-a-Club Contact must be listed. Information will appear on the Find-A-Club page of USA Swimming's Web site.)

FIND-A-CLUB CONTACT: _____

PHONE: _____ EMAIL: _____

REGISTRATION DATE AND TYPE

REGISTRATION DATE: _____ (For LSC Office Use Only)

PLEASE CHECK ONE:

- YEAR-ROUND CLUB SEASON 1 CLUB SEASON 2 CLUB ORGANIZATION

HEAD COACH

COACH: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ BUSINESS: _____ MOBILE: _____

FAX: _____ EMAIL: _____

CLUB PRESIDENT

CLUB PRESIDENT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ BUSINESS: _____ MOBILE: _____

FAX: _____ EMAIL: _____

FACILITIES USED BY YOUR CLUB – LIST ALL FACILITIES (To register as a club, a facility must be listed. If additional space is needed to list facilities, use separate sheet of paper and attach to application.)

Check if registered last year and there are no changes to the facilities that were listed last year.

If a facility is no longer in use by the club, list the facility name and the word "Delete" (example: Nathan Natatorium – Delete)

FACILITY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

POOLS AT THIS FACILITY:

Pool 1: Length: _____ <input type="checkbox"/> Yards <input type="checkbox"/> Meters	Width: _____ <input type="checkbox"/> Yards <input type="checkbox"/> Meters	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor
# of Lanes: _____	# of Lanes: _____	<input type="checkbox"/> L-shaped pool

Pool 2: Length: _____ <input type="checkbox"/> Yards <input type="checkbox"/> Meters	Width: _____ <input type="checkbox"/> Yards <input type="checkbox"/> Meters	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor
# of Lanes: _____	# of Lanes: _____	<input type="checkbox"/> L-shaped pool

FACILITY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

POOLS AT THIS FACILITY:

Pool 1: Length: _____ <input type="checkbox"/> Yards <input type="checkbox"/> Meters	Width: _____ <input type="checkbox"/> Yards <input type="checkbox"/> Meters	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor
# of Lanes: _____	# of Lanes: _____	<input type="checkbox"/> L-shaped pool

Pool 2: Length: _____ <input type="checkbox"/> Yards <input type="checkbox"/> Meters	Width: _____ <input type="checkbox"/> Yards <input type="checkbox"/> Meters	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor
# of Lanes: _____	# of Lanes: _____	<input type="checkbox"/> L-shaped pool

FACILITY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

POOLS AT THIS FACILITY:

Pool 1: Length: _____ <input type="checkbox"/> Yards <input type="checkbox"/> Meters	Width: _____ <input type="checkbox"/> Yards <input type="checkbox"/> Meters	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor
# of Lanes: _____	# of Lanes: _____	<input type="checkbox"/> L-shaped pool

Pool 2: Length: _____ <input type="checkbox"/> Yards <input type="checkbox"/> Meters	Width: _____ <input type="checkbox"/> Yards <input type="checkbox"/> Meters	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor
# of Lanes: _____	# of Lanes: _____	<input type="checkbox"/> L-shaped pool

If any of the above information changes, please notify your LSC Registration Chair.

Appendix E - Swimmer Transfer Form



2016 Athlete Transfer Form Louisiana Swimming, Inc.

Please select: Athlete Transfer Athlete Information Revision

Legal Last Name + any Suffixes Legal First Name Legal Middle Name

Preferred Name Date of Birth Gender (M/F)

Mailing Address Preferred Telephone Number

City State Zip Code

USA Swimming ID Number Email Address

Old LSC Old Team/Club Last Registered

Last competition date representing old team/club
(information can be obtained from USA Swimming Times database) Name of Meet

New Team Club Date Joined

This will confirm that the above information is correct. I understand that the above athlete will remain Unattached for 120 consecutive days from the date of the last sanctioned competition in accordance with USA Swimming Rules and Regulations 203.3.

Signature of New Club Coach or Parent Date

Mail completed form along with **Swim Club Check** for \$34 made out to Louisiana Swimming to:
Judy Ramirez
Louisiana Swimming, Inc.
207 Dutton Court
Slidell, LA 70461

Revised 6-13-2012

LA Swimming Outreach Program

Swimmers from low-income families may be eligible for financial assistance on USA Swimming athlete registration fees. The **fee will be waived** for all individuals applying who have a Medicaid Card.

How to Apply:

Fill out the form below to apply. Eligibility is based on Medicaid Medical Card. Individuals receiving this card are eligible. Individual clubs may also offer reduced fee programs for swimmers with financial need.

Name of Swimmer _____

Date of Birth _____

Age _____

Father's Name _____

Mother's Name _____

Mailing Address:

Street _____

City _____ Zip code _____

Phone _____

Email _____

Fill out this form, attach a copy of your Medicaid Medical Card and give it to your club. Clubs will send this form along with the copy of the Medicaid Card with the athlete registration batch to Judy Ramirez, LA Swimming. Once approved the applying swimmer's USS Registration **will be waived** and their registration will be paid for by LA Swimming.

Appendix G - Official Background Check Reimbursement Form

**Louisiana Swimming, Inc.
Official Background Check Reimbursement**

Louisiana Swimming, Inc. will reimburse any Louisiana registered official for the \$39 charge of the Level 2 background check that is now a requirement of USA Swimming. This reimbursement is for individuals who are officials only; not for officials who are also coaches. Please ensure that your USA Swimming registration and Level 2 background check are completed prior to submitting the reimbursement request.

Official's Name: _____

Mailing Address:

Street: _____

City: _____

State: _____ Zip Code: _____

Phone: _____

eMail Address: _____

LSI Team: _____

I certify that the above information is both accurate and correct.

Official's Signature: _____

Date: _____

* * * * *

Please mail the completed request form to:

Warren Lind
720 Green Acres Road
Metairie, LA 70003

Appendix H - Travel Reimbursement Forms

Louisiana Swimming, Inc.

2014 - 2015 Swimmer Travel Reimbursement Request

Swimmer's Name _____ Age _____

Address _____
(street)

_____ (city) (state) (zip code)

Phone _____ Date of Application _____
(must be mailed no later than 2 weeks after meet concludes)

L.S.I. Team Represented _____ U.S.S. # _____

Which meet?: _____ Senior Circuit _____ Sectionals _____ U.S. Open
_____ Seniors _____ Junior Nationals _____ Olympic Trials

Date of Meet _____ Location of Meet _____

List best qualifying time for each event actually swum at the approved meet. (Note: place a "B" if the event was a BONUS SWIM)

_____ 50 Free _____ 1500 Free _____ 200 Breast
_____ 100 Free _____ 1650 Free _____ 50 Fly
_____ 200 Free _____ 50 Back _____ 100 Fly
_____ 400 Free _____ 100 Back _____ 200 Fly
_____ 500 Free _____ 200 Back _____ 200 I.M.
_____ 800 Free _____ 50 Breast _____ 400 I.M.
_____ 1000 Free _____ 100 Breast
_____ 400 Free Relay _____ 800 Free Relay _____ 400 Medley Relay

I certify that the above information is both accurate and correct and have provided required travel information on the next page with proper documentation.

Swimmer's Signature: _____

Coach's Name _____ (PRINT) Coach's Signature: _____

Mail completed request to:
(must be mailed no later than two weeks after meet concludes)

Louisiana Swimming, Inc.
Warren Lind, Treasurer
720 Green Acres Road
Metairie, LA 70003-2437

Louisiana Swimming, Inc.

2014 - 2015 Swimmer Travel Reimbursement Request

Travel Information (necessary due to I.R.S. regulations)

How did you travel to the meet?

_____ by air or train (provide proof of travel, i.e. ticket receipt, boarding pass)

_____ by car (submit a mileage log – see next page)

Hotel Stay

Name of motel/hotel _____

Check-in date _____

Check-out date _____

Provide a copy of the motel/hotel bill

Louisiana Swimming, Inc.

2014 - 2015 Coach Travel Reimbursement Request

Name _____ Age _____

Address _____
(street)

_____ (city) _____ (state) _____ (zip code)

Phone _____ Date of Application _____
(must be mailed no later than 2 weeks after meet concludes)

L.S.I. Team Represented _____ U.S.S. # _____

Which meet?: _____ Senior Circuit _____ Sectionals _____ U.S. Open
 _____ Seniors _____ Junior Nationals _____ Olympic Trials

Date of Meet _____ Location of Meet _____

Please provide the information requested below and attach documentation for airfare and hotel cost.

Name of Airline used to travel to the meet: _____

Cost of Airline Ticket: _____

Name of hotel: _____ Cost of hotel stay: _____

Check-In Date _____ Check-Out Date _____

I certify that the above information is both accurate and correct

Coach's Name _____ (PRINT) Coach's Signature: _____

Mail completed request to:
(must be mailed no later than two weeks after meet concludes)

Louisiana Swimming, Inc.
Warren Lind, Treasurer
720 Green Acres Road
Metairie, LA 70003-2437

Appendix I - Meet Sanction Application

Louisiana Swimming, Inc. Meet Sanction Application

Instructions:

1. Meet name will be in format Year LA ClubCode Meet Name
2. Request for sanction will be submitted not less than 10 days prior to meet date.
3. Create, revise or update your meet announcement with all required information as found on the attached page and the Louisiana Swimming website.
4. Submit meet announcement to laswimming@att.net for review and approval. If the meet announcement is emailed, there is no need to send a copy with your application.
5. Send this completed application with the appropriate fee in order to receive the sanction number. A sanction number will not be issued until this application, fee and meet announcement are received and reviewed.

Judy Ramirez
Louisiana Swimming, Inc.
207 Dutton Court
Slidell, LA 70461

From _____ for _____
Name of Host Club Name of Meet

To be held at _____ in _____
Name of Facility City

on _____ fee _____
Date(s) \$10 per day

Type of Meet (Sanctioned, Approved or Observed) _____

Meet Referee _____ email _____

Meet Director _____ email _____

Starter _____ Stroke Judge _____

Stroke Judge _____ Stroke Judge _____

- It is understood and agreed, upon granting of this Sanction Application, that the host club will submit within 3 business days after the event the Meet Manager Backup file and 10 business days after the event ALL required reports and fees to Louisiana Swimming.
- In making this sanction application and upon the granting of this sanction, it is the intent of this host club and its official representatives to fulfill each stated and implied requirement for the conduct of this athletic event as herein described and as required by the USA Swimming Code and Louisiana Swimming, Inc. Rules, unless specifically modified in writing in the official sanction.
- In granting this sanction, it is understood and agreed that USA Swimming and Louisiana Swimming, Inc. shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of this event.

Signed _____ Date _____
Club President

Signed _____ Date _____
Club Representative

**SANCTION MEET
ANNOUNCEMENT REQUIREMENTS**

Application for sanctioned meets must be accompanied by a copy of the complete meet announcement which must include the following:

- A. A statement about the nature of prizes to be awarded.
- B. A complete schedule of lanes and times for all warm-up procedures which must be adhered to by all participants.
- C. Information about water depth measured for a distance of 3 feet 3½ inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from both end walls.
- D. The following statement: "Any swimmer entered in the meet must be certified by a USA Swimming member-coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement."
- E. A statement that no swimmer will be permitted to compete unless the swimmer is a member as provided in Article 302.
- F. A statement indicating whether on-deck registration will be permitted and under what conditions.
- G. One of the following two statements:
 1. The competition course has been certified in accordance with 104.2.2C (4). The copy of such certification is on file with USA Swimming; or
 2. The competition course has not been certified in accordance with 104.2.2C(4).
- H. The following statement: "Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms, or locker rooms."
- I. The following statement: "Except where venue facilities require otherwise, changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is strongly discouraged."
- J. The following statement: "Held under the sanction of USA Swimming and Louisiana Swimming, Inc."
- K. The following statement: "It is understood and agreed that USA Swimming and Louisiana Swimming, Inc. shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event."

Requirements for Sanctioned Meets:

- USA Swimming athlete members must be under the supervision of a USA Swimming member coach during warm-up, competition, and warm-down. The Meet Director or Meet Referee shall assist the athlete in making arrangements for such supervision.
- All meet directors, referees, starters, and stroke and turn judges, serving in an official capacity must be members of USA Swimming.
- All coaches and officials MUST constantly display their current USA Swimming credential or be prepared to present their USA Swimming ID card as proof of their registration to the Meet Director or designee at any time. The meet referee reserves the right to ask for coach credential display and/or deny deck access if coach does not comply or card is no longer valid or current.

Appendix K - Incident Occurrence Form

USA Swimming - Report of Occurrence - Draft Copy Only - Submit Online
Use this form for notes only, go to the [ONLINE REPORT OF OCCURRENCE FORM](#) to key in the information you documented below
Report ALL occurrences/accidents, regardless of how minor
Club Personnel or Club Safety Coordinator is responsible for ONLINE REPORTING - www.usaswimming.org/RQQ

PERSONAL INFORMATION

Name (Legal): _____ Gender: Male Female Date of Birth: _____ Age: _____
Address: _____ City, State, Zip: _____
Contact Phone: (_____) _____ Email: _____
USA Swimming Member: YES NO LSC: _____ (IE: Indiana Swimming, IllinoisSwimming, etc)
Name of Club: _____ USA Swimming ID: _____
Enter UN if Unattached *If known*

ACCIDENT INFORMATION

Date of Accident (MMDD/YY): _____
Activity: Meet / Competition Meet / Warm-Ups Meet / Warm-Down
 Practice / Water Practice / Dry-Land
 Other _____
Where Accident Occurred: In Water Deck On Blocks
 Locker Room Bleachers Hallway
 Stairs Gym Outside Venue
 Other _____
Describe the Accident: _____

ACCIDENT LOCATION INFORMATION

Facility Name: _____ Address / City / State / Zip: _____
Type: Indoor Outdoor

INJURY INFORMATION

Affected Body Part: Head / Neck Eye / Ears / Nose Shoulder
 Torso Internal Hand / Arm / Wrist
 Knee Leg / Ankle / Foot Mouth / Teeth / Chin
 Other _____
Description of Injury: _____

FIRST AID INFORMATION

On Site Care: Yes No Care Refused by Injured: Yes No
Parent/Guardian Notified: Yes No Comment? _____
Taken to Hospital/Clinic: Yes No

CONTACT INFORMATION FOR TWO WITNESSES

Witness 1 Name _____ Address/City/State/Zip _____ Phone (_____) _____
Witness 2 Name _____ Address/City/State/Zip _____ Phone (_____) _____
Activity/Meet Supervisor Name _____ Phone (_____) _____

REPORT SUBMITTED BY: coach or club personnel only

Name _____ Phone (_____) _____ Email _____

Appendix L - Statement of Principles on Ethical Behavior and Conflict of Interest

LOUISIANA SWIMMING, INC.

STATEMENTS OF ACCOUNTABILITY:

Those who choose to serve Louisiana Swimming, whether as volunteers or paid professionals, are held to a high standard of conduct. Those who serve must do so without personal gain in order to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real or perceived conflict of interest.

While no set of guidelines can completely define acceptable behavior, the principles that guide behavior in this area, is disclosure, non-participation in the decision making process where personal or family gain is a possibility, and a commitment to honor the confidentiality of organization information. All conduct is founded on the individual's own sense of integrity. Any individual accepting the honor of serving Louisiana Swimming must accept the burdens of public disclosure and public scrutiny.

In our complex society, the mix of volunteer work, business interests, governmental activity, and family relationships often creates potentially conflicting interests. What is required is disclosure of potential conflicting interest when they arise, and strict non-participation in any evaluation process relating to the matter in question.

CONFLICT OF INTEREST:

The following items reflect specific expectations by Louisiana Swimming of people signing this agreement. These items cannot and do not however, completely define what is acceptable. They are intended rather as guidelines and not a precise road map to what is acceptable conduct. Each individual must find his or her own way within this guidance.

- A good faith effort must be exercised by those signing this statement to conduct the business of Louisiana Swimming in observance of both the spirit and letter of applicable federal and state laws. The Board of Directors affirms that the directors, officers, administrators and other employees of Louisiana Swimming have an obligation to exercise their authority and to carry out the duties of their respective positions for the sole benefit of Louisiana Swimming.
- Louisiana Swimming properties, services, opportunities, authority and influence are not to be used for private benefit.

DISCLOSURE STATEMENT:

All individuals who participate with Louisiana Swimming will disclose the nature and extent of an actual or potential conflict of interest when it occurs in the evaluation of an issue and will avoid evaluating or voting on the matter involved. This includes the award of contracts, the purchase of goods and services, the award of contracts for professional services, and the allocation of Louisiana Swimming resources for individual use or any other adverse interest to Louisiana Swimming.

GIFTS AND FAVORS:

Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given (except with full approval of the Board of Directors) nor received, except those of nominal value exchanged in the normal course of business. Gifts and favors of more than one hundred dollars (\$100.00) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told the gift is being accepted on behalf of and will be delivered to Louisiana Swimming.

Expenses incurred in the furtherance of Louisiana Swimming business are to be reasonable, necessary and if twenty five dollars (\$25.00) or more, substantiated.

All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with Louisiana Swimming and with each other.

INSIDE INFORMATION:

Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING:

I acknowledge receipt and understanding of Louisiana Swimming's Statement of Principles on Ethical Behavior and Conflict of Interest and I pledge my full support of the spirit and the letter of the requirements contained therein.

Print Name

Signature

Date

Louisiana Swimming Position

Appendix M - Louisiana Zone Team Selection Guidelines

Louisiana Zone Team Selection Guidelines



In order to apply for the LA Zone team, athletes must submit an application by the stated deadline. Late applications will not be selected.

The team will consist of the following athletes:

- Six 11 - 12 year old boys
- Six 13 - 14 year old girls
- Six 13 - 14 year old boys
- Seven 15 - 18 year old girls
- Seven 15 - 18 year old boys
- Seven at-large spots to be filled by the zone selection committee to create the fastest possible team to represent Louisiana

An athlete will swim five events. They can swim six events plus relays. These events will be selected by their club coach and submitted to the Zone Coordinator.

Priority events used for selection:

11 - 12 Year Old: 50 Free, 50 Back, 50 Breast, 50 Fly

13 - 14 and 15 - 18 Year Old: 50 Free, 100 Back, 100 Breast, 100 Fly

Selection for the first four spots in each age group will be based on the results in the priority events. If an athlete is fastest in more than one priority event, then their priority event shall be chosen for an event by looking at where they would have scored highest in last year's Zone Meet. The athlete will be placed in that event. Only results in first and second place will be used.

For the remaining spots on the team, athletes will be selected using Long Course times to get Hy-Tek Age Group Power Points for their best three events. Swimmers with the highest combined score will be selected to the team. In case of a tie, the power point score in the swimmer's best event will be used to break the tie. If there is still a tie, the second individual highest score will be used all the way down until a distinction can be made.

Athletes will be selected for relays by the fastest time in the priority events.