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Metropolitan Swimming

Policy and Procedures

And Rules and Regulations Manual

Updated through the House of Delegates meeting
of

~~September 15th, 2018~~ April 17th 2019

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The purpose of the *Metropolitan Swimming Policy and Procedures Manual* is to organize in one location all of the policies and procedures that **Metropolitan Swimming, Inc.** (Metro) have adopted and are in effect. This document should be a resource for swimmers, coaches, officials, and other members to understand how to do those things that are necessary to accomplish the objectives of Metro. The policies and procedures herein are meant to be specific and detailed, so that the reader rarely needs to refer to yet another document. Any changes of policy or procedures that are adopted by the House of Delegates or Board of Directors or are mandated by USA Swimming will be reflected in this manual as soon as possible. The title page and footer will show the date of the last update and relieve the reader of regular searches of meeting minutes to know what Metro's current policies or procedures are.

This manual is not to conflict with either the Bylaws of Metro (Bylaws) or the Rules and Regulations of USA Swimming (Rules).

This manual will be maintained on the Metro web site along with Metro Bylaws. The various forms and information that are included as Appendices of this manual will also be made available as separate forms or files on the web site for individual download.

Part One - Club Requirements

Article 101 - Club Registration

101.1 Clubs shall be registered as a group member of Metro. Membership is subject to USA Swimming policies, rules and regulations and Metropolitan Swimming policies and procedures. Membership is a privilege, not a right. Along with membership come duties and responsibilities.

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- 263 **101.2** To register, a club shall:
- 264 .1 Complete a club membership application form (available on Metro web site). Applications must be printed or typed, in
265 blue or black ink.
- 266 .2 The registration fee will be determined by House of Delegates . \$25 of the fee is allocated to the Joseph J. Stetz Memorial
267 Scholarship Fund.
- 268 .3 Clubs must use their full registered name.
- 269 .4 A new club, or one that has had a gap in membership of more than 11 months and is rejoining, shall
270 follow the procedures outlined in *The Prospective Club Membership* available from USA Swimming, and submit the
271 following:
- 272 A Requirement Checklist for First-Year Club Membership and all documents listed on the
273 checklist.
- 274 B Bylaws showing how they are organized and controlled.
- 275 Those clubs will be on probation for the next registration year. New clubs on probation shall complete USA Swimming *Club*
276 *Leadership* and *Business Management* programs within one membership year. New clubs shall use Hy-Tek Team Manager
277 or any other compatible program for registration and meet entries.
- 278 .5 A renewing club shall submit the following:
- 279 A Safety Action Plan(s), if there have been changes or new facilities are in use.
- 280 B Club Bylaws, if they have changed in the past year
- 281 .6 Each club shall designate:
- 282 A A safety coordinator, who shall be an adult individual member of Metro. [*Bylaws 2.2.3*]
- 283 B A coach, who shall be an adult individual coach member of Metro. [*USA 502.4.4*]
- 284 C 1 to 3 representatives to the Metro House of Delegates, who each shall be individual
285 members of Metro.

286 **101.3** Registrations expire on December 31st. Renewal registrations are due no later than December 1st.

287

288 Article 102 - Individual Registration

289

- 290 **102.1** Clubs shall register their athletes and non-athletes (coaches, officials, and representatives) with Metro.
- 291 **102.2** Registrations are not valid until they are received, with payment, and accepted by the Metro Office.
- 292 **102.3** Renewal registrations are due no later than December 1st.
- 293 **102.4** When transferring between LSCs or Clubs within the same LSC, the swimmer shall submit a completed transfer form
294 in according with USA Swimming procedures. LSCs may not establish procedures for transfers which effectively deny a
295 swimmer the right to transfer from one LSC or Club to another [*USA 203.5*] – For a swimmer to represent a USA Swimming
296 club in a competitive event one hundred twenty (120) consecutive days must have elapsed without the swimmer having
297 represented any other USA Swimming club in USA Swimming competition.
- 298 There is a fee of \$5.00 for a transfer.
- 299 **102.5** A prospective swimmer may participate in tryouts for no more than 30 consecutive calendar days in a 12 month period.
300 This swimmer shall not have been previously a member of USA Swimming. During the tryout, the individual is not covered
301 by insurance, but the club insurance is still valid.

302 **102.6** Athletes shall have completed their registration with Metro in order to compete.

303

304 Article 103 - Club Representation

305

306 **103.1** Clubs shall appoint one, and may appoint up to three representatives to the House of Delegates. Each delegate casts
307 only one vote. They must be registered members with Metro. *[Bylaws 4.1.1 & 4.3.1]*

308 **103.2** Each club shall appoint one athlete over thirteen years old to the Athletes Committee.

309 **103.3** The September and May meeting of the House of Delegates are mandatory meetings. Each club shall have both a
310 representative to the House of Delegates and an athlete representative (September Only) to the Athletes Committee present.

311 There is a \$100 fine for each person not in attendance.

312 **103.4** It is each club's responsibility to read the minutes of the House of Delegates and Board of Directors meetings and be
313 aware of changes in policies.

314

315 Article 104 - Other Responsibilities

316

317 **104.1** A Coach Member shall conduct each practice in its entirety for it to be valid.

318 **104.2** In the event of any injury or sudden illness that occurs at practice, competition, or other covered team functions, a
319 *Report of Occurrence* form shall be sent to USA Swimming, Risk Management Services Inc., and the Metro Safety Chairman.

320 A *Report of Occurrence* online form is also available on the USA Swimming website.

321 **104.3** Clubs shall apply for and must receive a sanction to run a swim meet, a time trial, a swim clinic, an exhibition, or a
322 Swim-a-thon in order for it to be a covered USA Swimming event.

323 **104.4** Clubs that host a Swim-a-thon must file a contract and financial report with USA Swimming. Copies of these reports
324 shall also be sent to the Swim-a-thon Coordinator. *[USA 202.7]*

325 **104.5** In order to receive meet travel ~~stipends~~reimbursements, the club or swimmer shall submit the appropriate forms. The
326 stipend~~reimbursement~~ requests shall be within 30 days of the meet for spring meets and by August 25th, for summer meets.

327 (The forms for each meet are available on the Metropolitan Swimming website)

328 **104.6** In order to receive grants in the Metropolitan Swimming Club Achievement Program, clubs shall submit the
329 Metropolitan Swimming Club Achievement Program Application form. The application is due by January 15 for the annual
330 period ending August 31st of the previous year.

331 **104.7** Clubs shall request the subsidy for running a distance meet by notifying the Administrative Chair when filing the post-
332 competition report. Clubs shall be responsible to submit the Distance Stipend Form to the office.

333 **104.8** Clubs may not use personal checks for club or athlete registration fees but can use a club credit card for athlete
334 registration fees, sanction application fees, etc.

335 **104.9** Clubs shall be responsible for the bank fee and a \$50 fine for checks returned by the bank.

336

337 Appendix 1A - Club Registration Form

338 *[Available on the Metropolitan Swimming Inc. website]*

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340 Appendix 1B - Individual Registration Forms
341 *[Available on the Metropolitan Swimming Inc website.]*

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343 Appendix 1C - Report of Occurrence Form
344 *[Available on the Metropolitan Swimming Inc. website]*

345

346 Appendix 1D - Travel Expense Reimbursement Forms
347 *[Available on the Metropolitan Swimming Inc. website.]*

348

349 Appendix 1E - Metropolitan Swimming Club Achievement Program Application
350 *[To be inserted here Available on the Metropolitan Swimming Inc. website.]*

351

352 Appendix 1F – Distance Meet Stipend Form
353 *[Available on the Metropolitan Swimming Inc. website.]*

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365 Part Two - Individual Requirements

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367 Article 201 - Athlete Registration

368

369 **201.1** Athletes shall be registered as individual members with Metro. Membership is subject to USA Swimming policies,
370 rules and regulations and Metropolitan Swimming policies and procedures. Membership is a privilege, not a right. Along

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Metro Policy and Procedures Manual

April, 17th 2017-2019

Includes HOD Minutes 2009-2017-2019.

Updated through HOD ~~May~~^{Sept}

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371 with membership comes duties and responsibilities. [Bylaws 2.1.2A]

372 **201.2** The registration fee will be determined by the House of Delegates

373 **201.3** Athletes who are going to represent a club shall be registered by that club. Individuals who wish to be unattached shall
374 register directly with the Metro Office.

375

376 Article 202 - Meet Participation

377

378 **202.1** To participate in a Metro Championship meet, a swimmer shall have met the qualifying time standard established by
379 Metro for any event entered. The time shall have been achieved at a sanctioned, approved, observed swim meet, or time trial.

380 **202.2** To participate in the Senior Metropolitan Championships a swimmer shall have competed in an individual event in
381 three Metro sanctioned meets within the previous year. A Metro historical swimmer is one who has competed in Metro LSC
382 boundaries for three (3) years prior to the age of 18; those swimmers should be exempt from the 3 meets requirements needed
383 to swim in Senior Mets. The 3 meet rule is applicable during the year's swimmers are full-time college/university students
384 and during the season immediately following their graduation for college/university

385

386

387 Article 203 - Travel Expense Reimbursement

388

389 **203.1** Metro swimmers who qualify for and attend approved national and regional meets and National Select Camp are
390 eligible for travel expense reimbursement provided they meet eligibility requirements.

391 **203.2** Swimmers shall have competed in individual events in at least five Metro Sanctioned swim meets within one year prior
392 to the competition or camp. College students must attend one Senior Metropolitan Championships during the current season.

393 For all travel expense reimbursement request, one of the five Metro shall have been a Senior Metropolitan Championship.

394 **203.3** The club or athlete shall apply for the travel expense reimbursement.

395 **203.4** The meets and travel expense reimbursements ~~stipends~~ are as follows:

396 .1 Eastern Zone Speedo Champion Series (Sectionals) swimmers in individual events only are eligible for a [travel](#)
397 ~~stipend~~[reimbursement](#) of \$200.00. Both Summer and Winter. .2 Long Course Senior Zone Championship swimmers in
398 individual events only are eligible for a [travel](#) ~~stipend~~[reimbursement](#) of \$200.00. Relay only swimmers are excluded from
399 [travel](#) reimbursement.

400 .3 Beginning September 1, 2012, USA Swimming Winter Junior National Championships swimmers in individual events are
401 eligible for a [travel](#) ~~stipend~~[reimbursement](#) of \$500.00. USA Swimming Summer Junior National Championships swimmers
402 in individual events are eligible for a [travel](#) ~~stipend~~[reimbursement](#) of \$800.00. NCSA Junior National Championship Short
403 course or Long Course -& Futures Long Course Meet (HOD 5/2018) Swimmers in individual events are eligible for a [travel](#)
404 ~~stipend~~[reimbursement](#) of \$400.00. National Championship Winter swimmers in Individual Events are eligible for a [travel](#)
405 ~~stipend~~[reimbursement](#) of \$600.00. National Championships Summer swimmers in individual events are eligible for a [travel](#)
406 ~~stipend~~[reimbursement](#) of \$1000.00. US Open swimmers in individual events are eligible for a [travel](#) ~~stipend~~[reimbursement](#)
407 of \$1000.00. World Championship Trials swimmers in individual events are eligible for a [travel](#) ~~stipend~~[reimbursement](#) of
408 \$1000.00.

409 .4 Olympic Trial swimmers in Individual Events are eligible for a \$1,500.00 ~~stipend~~[travel reimbursement](#). Swimmers who

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410 have met the Metro Competition requirement for three of the four years preceding Olympic Trials are eligible for a
411 [stipendtravel reimbursement](#) of \$3000.00
412 OPEN WATER: 10K – Swimmers are eligible for a [stipendtravel reimbursement](#) of \$500.00. 5K – Swimmers are eligible
413 for a [stipendtravel reimbursement](#) of \$350.00.

414 **203.4** Swimmers who attend National Select Camps sponsored by USA Swimming are eligible for a [stipendtravel](#)
415 [reimbursement](#) of \$200.00.

416 **203.5** The Metro Swimming Policy [for stipend-travel reimbursement](#) requirements will be as follows:

417 List of acceptable meets: all Metro Sanctioned meets that were bid on, and accepted at the HOD Bid Meeting, or added on
418 the calendar at a later date with the Board Approval. Swimmers must have competed in individual events in each meet (no
419 time trials).

420 List of unacceptable meets: High school meets (dual meets, championship meets, State qualifier, State meets, etc.); Approved
421 meets; Observed meets; Out of LSC meets; Dual/tri meets between 2/3 clubs (or more); Time Trials; “Closed” meets; League
422 or association meets (ESSL, YMCA, WFA, etc.) [*HOD May 18, 2011*]
423
424

425 Article 204 - Swimmer Awards

426
427 **204.1** Metro Swimming will be offering the following two scholarships Joseph J. Stetz and the Len Galluzzi Memorial
428 Scholarship will be given annually to one male and one female athlete. The award is \$1000 each. The athlete must be a High
429 School Senior and shall submit the application to be considered for the award. The athlete must have competed in at least
430 five Metro Sanctioned swim meets within one year prior to application. The selection committee consists of the Officials
431 Area Chairs and a member of the Executive Committee.
432

433 Article 205 - Zone Meet Participation

434
435 **205.1** Swimmers qualify for any Eastern Zone Age Group Championships by achieving the time standard established by the
436 Eastern Zone. The Eastern Age Group SC is now a club team meet. Metro will continue to travel as a Metro team for the
437 Long Course Age Group Championship

438 **205.2** Swimmers 11 and older must travel and room with the team for the duration of the meet. Swimmers 10-under must
439 travel and stay with their parents; they are under their parent’s responsibility for the duration of the meet. The participation
440 fee for all swimmers will be determined and posted in the meet notices. Metro arranges for and pays transportation, lodging,
441 meals, and equipment for all swimmers 11 and older. Metro arranges for equipment for 10 and under.

442 **205.3** All participation fees are the responsibility of the swimmers and will be posted in the meet information packet.

443 **205.4** Swimmers who will participate in the Eastern Zone Age Group Championships shall complete the Application Form,
444 the Equipment List Form, and pay the appropriate fee. On the Application Form, the swimmer shall provide emergency
445 contact, medical insurance information, and sign the Metro Code of Conduct and social media policy.

446 **205.5** The Metropolitan Zone team can bring two swimmers with disabilities from 12 and under age groups and two swimmers
447 with disabilities from the 13 and over age groups as team members to the Zone Championship Meet. Interested swimmers
448 with disabilities are encouraged to apply. The form is available on the web.

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450 Article 206 - Coach Registration

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452 **206.1** Coaches shall be registered as individual members with Metro. Membership is subject to USA Swimming policies,
453 rules and regulations and Metropolitan Swimming policies and procedures. Membership is a privilege, not a right. Along
454 with membership comes duties and responsibilities.

455 **206.2** Coaches are required to complete and have current certification in CPR, and Safety Training for Swim Coaches.
456 Coaches are also required to complete and pass Background screening and the Athlete Protection Training (Safe Sport).

457 **206.3** Beginning January 1, 2013 – new coaches must take Foundations of Coaching 101 as part of the registration process.
458 Coaches must then take Foundations of Coaching 201 and foundation of coaching Rules & Regulations before they can
459 register for the 2nd year!

460 **206.4** All coaches shall complete the background screening as required by USA Swimming. Coaches pay for their own
461 screening, which is valid for two years. The screening is done by an independent firm. Any disputes and appeals are handled
462 through the independent firm and counsel to USA Swimming. To preserve your privacy, do not contact anyone in the LSC
463 or at USA swimming. [USA 502.4.3]

464 **206.5** The registration fee will be determined by the House of Delegates.

465 **206.6** Coaches who are going to represent a club shall be registered by that club. Individuals, who wish to be unattached,
466 register directly with the Metro Office.

467

468 Article 207 - Non-Athlete, Non-Coach Registration

469

470 **207.1** Any other individual who participates in USA Swimming shall be registered as individual members with Metro.
471 Membership is subject to USA Swimming policies, rules and regulations and Metropolitan Swimming policies and
472 procedures. Membership is a privilege, not a right. Along with membership comes duties and responsibilities. This includes
473 anyone who is an official, meet director, club representative, or safety coordinator.

474

475 **207.2** The registration fee will be determined by the House of Delegates.

476

477 Article 208 - Other Individual Responsibilities

478

479 **208.1** All individual members must abide by the USA Swimming Code of Conduct. [USA 304]

480

481 Appendix 2B - Zone Meet Forms

482 [Will be made available on the Metropolitan Swimming, Inc. website]

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488 Part Three - Swim Meets

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490 Article 301 - Types of Meets

491

492 **301.1** A sanctioned meet is open only to USA Swimming athletes and shall follow all USA Swimming rules. They may be
493 one of the following:

494 .1 An “Open” meet is open to all registered USA Swimming athletes who meet the entry requirements.

495 .2 A “Closed” meet is restricted to members of USA Swimming teams that have formed an association to compete amongst
496 themselves and follows all USA Swimming rules.

497 .3 An “Invitational” meet is open only to those USA Swimming teams that have been invited by the host team. The teams
498 that are invited shall be named in the meet information for the meet to be listed on the Metro website. When inviting all Metro
499 Teams it may be listed as “-All Metro Teams”

500 .4 A “Championship” meet is a meet open only to Metro athletes and has been so designated by the House of Delegates.

501 .5 A “Dual/Tri/Quad” meet is a sanctioned competition in which two, three, or four teams compete against each other.

502 .6 “Time Trials” is a form of competition whereby athletes are trying to achieve a qualifying time. Time Trials are not scored.
503 Time Trials may or may not be restricted to athletes entered in an affiliated meet. The total number of events permitted per
504 day in a Time Trial and its affiliated meet is subject to the USA Swimming rules that limit the number of events per day.
505 Time Trials may not be used for National Age Group Records. Time Trials must have separate sanctions.

506 .7 An “Approved” meet is open to both USA Swimming athletes and non-USA Swimming athletes but follows all USA
507 Swimming rules. [USA 202.4]

508 .8 USA Swimming athletes in a competition that does not conform to USA Swimming rules such as High School, College,
509 or YMCA Championships may request Observed swims. [USA 202.5]

510 **301.2** In all open meets, Metro clubs shall be given priority on a first come / first serve basis if their entries are received by a
511 specified time and date. After that time and date, teams from other LSC’s as well as later entries from Metro will be entered,
512 in the order they were received, as space allows. Teams may establish a second time and date for all entries to be received.

513 **301.3** At B Min. meets, entries shall be accepted according to date received. At A or un-classed meets, entries may be cut by
514 date received or according to times submitted but the method shall be stated in the meet bid and entry information.
515

516 Article 302 - Meet Program

517

518 **302.1** The recommended events for competition are listed in USA Swimming Rule 102.1. Metro may permit a meet host to
519 run a competition with events not listed in the USA Swimming Rules (i.e. Sprint Pentathlon).

520 **302.2** In all meets after the 1st Sunday in November until September 1st of the following year, at least 50% of the events shall
521 be from the long events for each sex and age group.

522 10 & Under -Short: all 50's and 100 I.M.

523 10 & Under -Long: all 100's except 100 IM-, all 200's and longer

524 11-12 Short: all 50's and 100 I.M.

525 11-12 -Long: all 100's except 100 IM and all 200's and longer

526 13-14 Short: all 100's and 50 Free

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527 13-14 Long: all 200's and longer
528 15-18 Short: all 100's and 50 Free
529 15-18 Long: all 200's and longer
530 **302.3** \$6000.00 subsidy will be allocated based on the number of clubs that bid and host a distance meet from September
531 through April. The total budget for that season will be divided equally among the accepted meets. The distance meet shall
532 be a separate meet with a separated sanction number from any other meet sponsored by that club on the same weekend. All
533 the events shall be on the same day. The 1650/1500 Free may be in a separate session. The events that shall be included are:
534 11-12 400 IM, 13-14 400 IM, 10 & Under 500 Free, 11-12 500 Free, and Open 1650 Free. The Open 400 IM may be offered
535 at the option of the host club. The age groups in the 400 IM and 500/400 Free may be combined but separate awards shall
536 be given for each age group. Teams that want to add events to this list shall ask the Board prior to receiving their sanction,
537 in writing, for an exception to this rule. The host team may collect entry fees.
538

539 Article 303 - Meet Entries

540
541 **303.1** Swimmers are limited to the number of individual events as stated in the meet information. The number of individual
542 events a swimmer competes in per day cannot exceed 5 events for timed finals and 3 events for trials and finals. This includes
543 the total number of events swum in a swim meet and its affiliated time trial. *[USA 102.2]*

544 **303.2** If there is an established qualifying time in an event, then the swimmer shall have met the qualifying time to enter the
545 event. The time shall have been done at a sanctioned, approved, or observed swim meet, or time trial (the time must be in
546 the SWIMS database).

547 **303.3** All changes of entries into a swim meet shall be made through the meet director or other designated meet personnel.

548 **303.4** All entry information shall use the athletes name and Id numbers as recorded by the registrar. Teams are subject to a
549 \$100 fine per individual for third and subsequent errors, for that individual when they are detected by the "recon".

550 **303.5** If an entire team's entry is rejected from a meet the host team shall return all entry items. If a team is partially rejected
551 from a meet all refunds shall be made to the entering team by the first day of the meet. Notification of rejected entries shall
552 be made personally to the coach, swimmer, or club representative prior to seven days before the start of the meet. If
553 notification is not made within the allotted time frame, the swimmer(s) shall be allowed to swim.

554 **303.6** In Metro Championship meets swimmers may not swim in more than two time trials during the course of the meet and
555 shall abide by the limit on total number of events per day and per meet as follows:

556 .1 Senior Metropolitan Championships - Swimmers may swim up to 3 individual events per day and 6 events total.

557 .2 Junior Olympics - Swimmers may swim up to 3 individual events per day. Each Relay must be made of at least 2 athletes
558 entered in individual events.

559 .3 Silver Championships - Swimmers may swim up to 5 events per day.

560 .4 Bronze Championships - Swimmers 9-18 may swim up to 4 events per day.

561 **303.7** When entering championship meets, clubs having more than one base, shall enter using a single file and shall pay using
562 1 check or money order. For all other meets the different bases may enter and pay independently.

563 **303.8** All entries must be submitted using a Hy-Tek or team Unify computer file or any other program approved by USA
564 swimming.

565 **303.9** All entries are subject to pre-meet recon for proof of times and registration

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566 **303.10** The entry deadline for Metro Championship meet shall not be more than 10 days prior to the first day of the meet.

567

568 Article 304 - Entry Fees

569

570 **304.1** The maximum entry fee that may be charged is: .1 In short course yards/meters – beginning September 1, 2016 - \$5.00
571 for an Individual Timed Final event, \$6.00 for an Individual Trials & Final event, and \$10.00 for a Relay event.

572 .2 In long course meets – beginning September 1, 2016 - \$6.00 for an Individual Timed Final event, \$7.00 for an Individual
573 Trials & Final event, and \$12.00 for a Relay event

574 **304.2** 20% of the entry fees, except those of the host club (Clubs may have an additional host(s) but only one team may be
575 exempt from the surcharge), constitute the Metro surcharge and shall be paid by the host club to Metro. This does not apply
576 to distance meets. Any team that host Invitationals that invite “all Metro Teams as well as teams from other LSC’s will still
577 have the 20% surcharge waived for their swimmers.

578 **304.3** There is a per swimmer surcharge at the following Championship meets:

579 .1 Senior Met surcharge is \$10.00 (~~beginning September 1, 2012~~)

580 .~~2~~ Junior Olympic surcharge is \$5.00 (~~beginning September 1, 2012~~)

581 .~~3~~ Silver Championships surcharge is \$1.00

582 .~~4~~ Bronze Championships surcharge is \$1.00

583 .~~5~~ 8 and Under Championship – ~~No Surcharge is \$1.00~~

584 .~~6~~ Metro Championship meets hosted by Metro Clubs shall be allowed to add a facility surcharge up to and not to exceed
585 \$4.00. The Total surcharge of the facility charge plus the Metro surcharge of \$1.00 shall not exceed \$9.00 for Junior Olympics
586 and \$5.00 for Silver, Bronze and 8 and Under Championship meets.

587

588 Article 305 - Scratch Procedure

589

590 **305.1** Unless otherwise stated, scratches are due 30 minutes prior to the start of the session. Any swimmer who is seeded
591 shall swim the event.

592 **305.2** In timed finals events or preliminaries of a trials and finals event, if a seeded swimmer does not want to swim, the
593 procedure is as follows:

594 .1 The swimmer should obtain a “Declare False Start Report”.

595 .2 The swimmer fills out the name, event, heat, lane, checks off false start, and writes “declared” next to it.

596 .3 The swimmer shall turn the report in to the Referee at the start of the event and prior to their heat.

597 **305.3** In JO’s, Silvers, Bronze and 8-Under Championship meets, No penalty shall apply for failure to withdraw or compete
598 in an individual event. ~~The missed event will still count against the athlete’s event limit for the day and for the meet.~~

599 ~~The Referee is notified in the event of illness or injury and accepts the proof thereof.~~

600 ~~It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.~~
601 ~~{USA-207.7.6E}~~

602 **305.4** A swimmer qualifying for a D,C, B, or A (bonus, consolation, championship) final race based upon the results of the
603 preliminaries notifies the Clerk of the Course within thirty (30) minutes after announcement of the qualifiers for that race that
604 they may not intend to compete and further declares their final intentions within thirty (30) minutes following their last

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605 individual preliminary event. [USA 207.7.9D]
606 **305.5** A swimmer who fails to follow this procedure will be barred from further competition for the remainder of the meet,
607 except as noted in USA Rule 207.7.6E. If this occurs during the last session of a championship meet the swimmer's club will
608 be fined \$150.00 per occurrence.

609 **305.6** Any relay team entered in a relay event at Junior Olympics (JO's) only and ~~not properly scratched must swim~~ no
610 show (NS) they will not be penalized ~~the event~~. Any relay team entered in a relay event at Sr. Mets and not properly scratched
611 must swim. Failure to do so will result in each member of the relay team being barred from the next relay event in which they
612 may otherwise be eligible to compete. A relay team member failing to appear ready to swim for a relay event will be barred
613 from his/her next individual event. Relay members who do appear ready to swim shall not be penalized.

614

615 Article 306 - Warm-up Procedure

616

617 **306.1** Coaches shall instruct their swimmers regarding the safety guidelines and warm-up procedures at meets. Coaches shall
618 actively supervise their swimmers during the warm-up session at meets.

619 **306.2** The Host Team shall supply Meet Marshals. Marshals shall be clearly identifiable (ie. Orange safety vest). Coaches
620 supervising swimmers in the pool during warm-up do not qualify as meet marshals. Meet Marshals shall check locker rooms
621 as well as being responsible for safety on deck. Marshals shall have full authority to warn or order to cease and desist, and,
622 with the concurrence of the Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe
623 manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet. [USA 102.18]

624 There shall be at least 1 male and 1 female marshal. The minimum number of required marshals is as follows:

- 625 .1 A six lane pool requires two marshals.
- 626 .2 An eight lane pool requires three marshals.
- 627 .3 A ten lane pool requires four marshals.
- 628 .4 If two different courses are being used, two additional marshals are required.

629 **306.3** Warm-up times and lane assignments shall be published in the meet information and posted at several locations around
630 the pool area. [USA 202.2.9]

631 **306.4** Backstrokers shall ensure that they are not starting when a swimmer is on the blocks. Swimmers are not to step up
632 onto the blocks if there is a backstroker ready to start.

633 **306.5** Swimmers shall exit the pool at the completion of their warm-up. This will allow other swimmers adequate warm-up
634 time.

635 **306.6** Host clubs may establish warm-up procedures for their own swim meets, remembering to include one way sprint lanes
636 and pace lanes if desired, ~~so~~ long as safety considerations are not compromised. Established procedures shall conform to
637 Metro and National policies. Any such procedures shall be announced, and/or posted in the pool area.

638 **306.7** There is no diving into the pool during any warm-up, except for designated one way sprint lanes.

639 **306.8** These warm-up procedures shall be followed during pre-meet warm-up, warm-ups inserted into the meet program, and
640 warm-ups in any available warm-up/warm-down lanes.

641 **306.9** In Championship meets, if there is a 60-minute warm-up period, the first 30 minutes will general warm-up in all lanes.
642 In a six lane pool, at 30 minutes prior to the start of the meet, lanes 1 and 6 will be designated for pace, and lane 2 will be
643 designated for one way sprints, and at 20 minutes prior to the start of the meet lane 5 will also become a one way sprint lane.

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644 In an eight lane pool, at 30 minutes prior to the start of the meet, lanes 1 and 8 will designated for pace, and lanes 2 and 7
645 will be designated for one way sprints, and at 20 minutes prior to the start of the meet lanes 3 and 6 will also become one
646 way sprint lanes. In a ten lane pool, at 30 minutes prior to the start of the meet, lanes 1, 2 and 10 will designated for pace,
647 and lanes 3 and 9 will be designated for one way sprints, and at 20 minutes prior to the start of the meet, lanes 2 and 8 will
648 also become one way sprint lanes. The competition pool will be cleared 5 minutes prior to the start of the meet.

649 **306.10** In Championship meets, if there is a 90 minute warm-up period, the first 30 minutes will general warm-up in all lanes.
650 In a six lane pool, at 60 minutes prior to the start of the meet, lane 1 will designated for pace, at 45 minutes prior to the start
651 of the meet, lane 2 will be designated for one way sprints and lane 6 for pace, and at 30 minutes prior to the start of the meet,
652 lane 5 will also become a one way sprint lane. In an eight lane pool, at 60 minutes prior to the start of the meet, lanes 1 and
653 8 will designated for pace, at 45 minutes prior to the start of the meet, lane 2 will be designated for one way sprints, at 30
654 minutes prior to the start of the meet, lane 3 and 7 will also become one way sprint lanes. In a ten lane pool, at 60 minutes
655 prior to the start of the meet, lanes 1 and 10 will designated for pace, at 45 minutes prior to the start of the meet, lane 2
656 becomes a pace lane and lanes 3 and 9 will be designated for one way sprints, and at 30 minutes prior to the start of the meet,
657 lane 2 and 8 will also become one way sprint lanes. The competition pool will be cleared 5 minutes prior to the start of the
658 meet.

659

660 [Article 307 - Meet Procedures](#)

661

662 **307.1** Coaches shall present USA Swimming certifications for access to the deck. Coaches without up to date certifications
663 shall not be on the pool deck. DECK PASS LIVE may be used to verify coach's registration

664 **307.2** Non-USA Swimming Registered individuals are not permitted on the pool deck at any time during the meet or practice,
665 with the exception of Official Timers.

666 **307.3** Clubs running meets that wish to secure their own officials are required to furnish the Area Officials Chair with a list
667 of officials working the meet before the start of the meet so that the Area Officials Chair can be assured that all officials
668 working the meet are credentialed and certified. Only currently certified officials may be used. Clubs may ask the Area
669 Officials Chair to supply officials for a meet by requesting them 30 days prior to the meet.

670 **307.4** Hazards on deck, in the locker rooms, or in areas used by coaches, swimmers, spectators, or officials shall be removed
671 or clearly marked.

672 **307.5** Meet marshals are responsible for meet safety for the duration of the meet.

673 **307.6** The Host Club is responsible for supplying backup timers for each lane as required by USA Rule 102.12.3 or 102.12.4.
674 Timers should be available 15 minutes prior to the start of the meet to receive instructions by a designated meet official and
675 the lane timing sheets.

676 **307.7** In Metro run Championship meets, clubs will be assigned to supply timers based on their entries in the meet.

677 **307.8** Computer operators who work a "Metro-run" Championship meet from start to finish, including pre-meet and post-
678 meet work, will receive \$150 per session. Person doing Pre-meet preparation only will receive \$75 per session. Person
679 running the computer only or the timing system only will receive \$75per session. Announcers for Metro run championship
680 meets will receive \$50 per session.

681 **307.9** An announcer shall be on duty for the entire warm-up session to announce lane and/or time changes and to assist with
682 the conduct of the meet.

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683 **307.10** Bells shall be used to signify the final two lengths of a distance event.
684 **307.11** Swimmers shall start from within the water if the water depth is 3'6" or below. If the pool depth is above 3'6", but
685 below 4' swimmers may start from the deck or in the water, not the starting platform. *[USA 103.2.3]*
686 **307.12** In all Metro swim meets awards given for 12 & Under will match the number of lanes in the pool.
687 **307.13** All swim meet sessions shall finish within 4 hours of the announced starting time. The only exception, is a club hosted
688 LCM Meet, the host team can run a 13 and older session at 5 hours with no penalty. Sessions set at Open events must follow
689 the 4 hour limit rule. *[BOD January 11, 2012]*

690
691 .1 Any session that runs more than 4 hours past the announced starting time shall be reported to the Admin Vice Chair. There
692 is no grace period, except if there is a major malfunction of the timing system, lightning, power failure, or major problem.
693 *[HOD January 18, 2011]*

694 .2 The Admin Vice Chair should consider the following in determining penalties:
695 A. Whether the violation was caused substantially by a matter beyond the control of the host. Such a violation may require
696 censure and/or probation.
697 B. The violation was caused unintentionally because of negligence or incompetence. Such a violation requires censure and/or
698 probation and a minimum fine of all entry fees representing those swims which went beyond the four hour limit.
699 C. The violation was intentional. Such a violation requires a minimum fine of all entry fees representing those swims which
700 went beyond the four hour limit, an additional monetary fine, a period of probation, and being barred from hosting any meets
701 during the same season and the following short course and long course seasons including any for which sanctions had already
702 been received.

703 **307.14** In multiple session meets, if there are fewer than 60 minutes between the end of one session and the start of warm-up
704 for the next session, the meet host shall provide a meal for coaches. It is recommended that meet hosts provide refreshments
705 for coaches, officials, and volunteers at all swim meets.

706 **307.15** The Host Club shall run the "recon" report at least 7 days prior to the swim meet and send it to the Metro office to
707 certify that all swimmers entered in the meet are registered swimmers and are eligible to represent the club they are entered
708 with. Clubs that fail to comply will be sent to Board of Review.

709

710 Article 308 - Meet Bidding and Information

711 Short Course Meets – September through April

712
713 **308.1** Bids must be submitted in writing on a Bid Application no later than April 15th. All information must be completed
714 on the application. Payment is required at the time of the bid application.

715 Meet directors listed on the bid application will be contacted by email no later than April 30th with the tentative schedule.
716 Meet directors will have until May 7th to notify the Metro office of any changes/corrections. Final schedule will be posted
717 after the May mandatory HOD meeting. Championship Bids/Schedules – If more than one team bids for a championship
718 meet – those meets will be decided by vote of the HOD. If there is only 1 bid for each meet, those bids will be accepted.

719

720 Long Course Meets – May through August

721
722 **308.2** Bids must be submitted in writing on a Bid Application no later than February 1st. All information must be completed

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Metro Policy and Procedures Manual

April 17th 17-2017-20198

Includes HOD Minutes 2009-2017-20198

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723 on the application. Payment is required at the time of the bid application. Meet directors listed on the bid application will be
724 contacted by email no later than Feb. 15th with the tentative schedule. Meet directors will have until February 20th to notify
725 the Metro office of any changes/corrections. Final schedule will be posted on the Metro web site no later than February 28th.
726 Championship Bids/Schedules – If more than one team bids for a championship meet – those meets will be decided by email
727 vote of the HOD. If there is only 1 bid for each meet, those bids will be accepted.

728
729 **308.3** If bidding for a Metro subsidized distance session, this shall be indicated on the bid.

730 **308.4** Any bids received after the due dates will be assessed a \$50.00 fine if accepted.

731 **308.5** Any other meet on a Metro Championship weekend shall be two levels removed.

732 **308.6** The Board has the right to grant additional meet sanctions if it feels that a significant need exists.

733 **308.7** Once a team is given a sanction, the following penalties will apply for failing to hold the meet:

734 .1 Canceled more than 12 weeks before the meet or by the Fall meeting of the LSC - loss of sanction fee.

735 .2 Canceled between 6 and 12 weeks prior to the meet - loss of sanction fee and a fine equal to the sanction fee.

736 .3 Canceled less than 6 weeks prior to the meet - loss of sanction fee, a fine equal to the sanction fee and the granting of one
737 less sanction in the next year than the number of meets actually held in the year the meet was canceled.

738 .4 Canceled after the meet information is sent out - loss of sanction fee, a fine equal to the sanction fee and the inability to
739 hold any sanctioned meets the following year.

740 **308.8** The penalties may be waived in part or in whole by the Board of Directors or the House of Delegates. They should
741 consider: a. Was the reason for cancelation beyond the control of the club? b. Was the reason foreseeable? c. Did the reason
742 lie primarily in lack of entries or lack of personnel?

743 **308.9** Any party that feels the penalties have been unfairly applied may appeal to the Board of Review.

744 **308.10** There is a sanction fee of \$25.00 per session except:

745 **308.11** The sanction form and fees shall be sent to the Metro Office. The meet information should not be posted on the web
746 or otherwise distributed until the sanction has been granted.

747 **308.12** Meet directors are required to have meet information posted on the Metro Website. Teams wanting a hard copy shall
748 request it.

749 **308.13** The meet template on Metro website MUST be used and shall include the following: sanction #, date(s), site, class(es),
750 events, start time for warm-up and competition, entry fees, mailing address, meet Director's phone number, method of cutting
751 entries, awards (number and type), and warm-up procedures. The following items shall also appear in the meet information:

752 .1 "Metropolitan Swimming Safety Guidelines and Warm-up Procedures will be in effect at this meet."

753 .2 "Swimmers with disabilities are encouraged to enter and participate. Please notify the meet director of any
754 accommodations you might require."

755 .3 Use of Audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms, locker
756 rooms and behind the blocks. The use of drone operation also must be included.

757 .4 USA 2011 - 202.3.7 "The meet announcement shall include information about water depth measured for a distance of 3
758 feet 3½ inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from both end walls."

759 .5 The meet announcement shall include the pool has/has not been certified in accordance with Article 104.2.2C (4)

760 .6 Meet announcements and requirements for approval of competition shall include the all requirements as per USA
761 swimming rules and regulations, as well as Metro meet template

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762 .7 Beginning September 1st 2017 All Meet bids must include four officials that are registered to the host team.

763

764

765 Article 309 - Championship Meet Bids

766

767 **309.1** A Metro Championship Contract form shall be used to bid on a Championship Meet.

768 **309.2** Clubs hosting a Metro Championship Meet shall send a copy of the Entry Blank to both the Technical Planning Chair
769 and either the Age Group or Senior Chair whichever is appropriate.

770 **309.3** Metro will take responsibility for running Zone Qualifier's and Senior Mets.

771 *[All teams bidding to host Metro Championship meets shall provide information about fees for admission, programs, and*
772 *parking at the time of bidding (to go on Championship Contract Form)]*

773

774 Article 310 - Championship Meets

775

776 **310.1** There will be 3 sets of time standards for all Senior Championship Meets. The conforming standard is the time in the
777 course the meet is be conducted in. The other time standards will be calculated from the standard in the conforming course.
778 Entry times for Championship meets may not be converted from another course. The meet eligibility date for all short course
779 Metro Championship meets (Senior Mets, JO's, Silvers, Bronze), will be from January 1st of the previous year. For the long
780 course season, the eligibility date will be as of May 1st of the previous year. *[HOD January 13, 2010]*

781 **310.2** The Meet Director shall appoint a Technical Jury composed of at least one athlete representative, at least one coach,
782 and at least one, but not more than three other persons. Written protests involving technical rules, except disqualifications
783 due to judgment decisions by the deck officials, shall be made to the meet referee within 30 minutes of the protested act or
784 occurrence. Decisions of the meet referee regarding these protests may be appealed to the Technical Jury, whose decision
785 shall be made the day of the protest and shall be final.

786 **310.3** Championship meets may run over the Metro 4 hour time limit. The meet host or Metro may alter the warm-up time
787 and starting times of sessions to accommodate long sessions. All teams entered in the meet shall be notified of any changes
788 of this nature 7 days in advance of the meet. Each club should provide an e-mail address or other means of being contacted
789 with their entries so that this notification can be made.

790 **310.4** All entries will be verified for registration and time reconciliation using a pre-meet recon file.

791 **310.5** There will be a separate table for the Clerk of Course at championship meets.

792 **310.6** Regions for Championship Meets that are held at multiple sites will be determined by the Technical Planning
793 Committee and posted on the Metropolitan Swimming website.

794 **310.7** Warm-up times for Short Course Senior Mets will be at 7:30AM with a 9:00AM start for prelims and 4:30PM with a
795 5:30PM start for finals. Senior Mets is a trials and finals meet. The starting time for the 1650 or 1500 at Senior Mets will be
796 adjusted so that last preliminary heat would end 10 minutes before start of warm-up for finals. When Senior Mets is held in
797 a facility with no warm down area, the warm up / warm down schedule will be determined by the Senior Chair in conjunction
798 with the Technical Planning Committee. Long Course Senior Mets Championships will follow the same format as the Short
799 Course Senior Mets Championships. The Senior Chair in consultation with Technical Planning may decide to permit Bonus
800 events (event(s) awarded to a swimmer as a result of making a qualifying time), the qualifying time, and the formula for entry

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801 based on anticipated size of the meet.

802 **310.8** -Updated scratch and check-in procedures at Senior Mets to follow USA Swimming National procedures. Distance
803 events would stay as positive check-in. The prelims events will be due the night before (half hour after the finals session
804 starts). An email address will be provided to scratch remotely. [HOD -Sept 15th 2018]

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805
806 **310.9** Finals for Junior Olympics will be conducted in Ten lanes. Each age group will have their own cuts (i.e. 11yr old
807 cuts, 12yr old cuts, 13yr old cuts, 14yr old cuts 10 & Under events are swum as timed finals. They will be scored/awarded
808 separately as 9 & Under and 10 year old events. For the 11-12 and 13-14 age group, there will be 2 'A' finals run at night -
809 a top age (12 or 14) final and a lower age (11 or 13) final.

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810
811 Medals will be awarded for 1st -3rd in each- A Final which will be ~~age-groups~~single age finals. 9u, 10 11, 12, 13 14 and
812 ribbons to be awarded ~~for B finals at J.O.'s finishers 4th-10th in each final.~~

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813 A plaque or trophy will be awarded to the individual high point winner for both genders in all ~~age-groups~~single ages. There
814 will be team awards at J.O.'s for 10& Under, 11&12, and 13&14 age groups. 10 & Unders will have only 1 relay per day at
815 J.O.'s. All 10 & under events, the 11&12 400 IM & 500 Free, 13-14 1000 Free, and the 15-18 1650 Free are run as timed
816 finals. All other events are trials and finals.

817 **310.10** Silver Championships will be held at 3 Regional sites on the same weekend. ~~Each age group will have their own cuts~~
818 ~~9 & under, 10, 11, 12, 13,14, , 15-18.~~ Swimmers shall achieve the established time ~~which will standard, but~~ be .01 slower
819 than the J.O. time standard ~~for that single age. The minimum Silvers time will remain the same for both odd and even ages.~~
820 At Silver Championships those achieving the J.O. Qualifying Standard ~~are not eligible for~~will receive an JO qualifying ribbon
821 ~~awards, but~~and may enter the J.O. Meet even if the entry deadline has passed. Medals are awarded ~~to for places 1-3 and~~
822 ~~ribbons for places 4-8 (or remaining lanes in the competition pool)as many swimmers as there are lanes in the pool.~~ Ribbons
823 ~~will be awarded to next group of swimmers for as many lanes as there are in the pool.~~

824 **310.11** Bronze Championships will be held at 3 Regional sites on the same weekend for age 9 through 18. Swimmers shall
825 be slower than the Silver time standard [HOD May 16, 2012]. Medals are awarded to as many swimmers as there are lanes
826 in the pool. Ribbons will be awarded to next group of swimmers for as many lanes as there are in the pool.

827 **310.12** Relays may be entered at the lowest priority cut, provided the team has qualified for the event.

828
829
830

831 Article 311 - Post Competition Responsibilities

832

833 **311.1** Clubs hosting meets shall send a full meet backup within 24 hours of the conclusion of the meet. Email backup to
834 Monique Grayson at monique.grayson@metroswimming.org

835 **311.2** Beginning January 1, 2013 - The following shall be submitted to the Administrative Chair within 30 days after each
836 meet: a. Meet Manager Team Fees Report (1 day Prior to the start of the meet), b. Meet Manager Team Fees Report (at the
837 end of the meet), c. the post competition report, d. the income and expense report, and e. a check for the meet surcharges.

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838 Host teams are exempt from paying surcharges on entries for their own swimmers

839

840 [Appendix 3A - Metro Regions \(Will be updated after the May HOD Meeting every year\)](#)

841

842 **NORTH:** Aqua Gems, BGC-N.Westchester Marlins, Club Fit Briarcliff, Club Fit Jefferson Valley, Condors Swim Club,
843 Devilfish Aquatics, Delaware Valley Water Mocasins, Empire Swimming, Fairview Aquatic Swim Team, GAEL Aquatic
844 Club of IONA, Hudson Valley Dolphins, Mid-Hudson HeatWaves, Minisink Valley, Monroe Woodbury, Newburgh Sharks,
845 Northern Dutchess, New Rochelle YMCA, New York Sharks, Ossining Spartans, Phoenix Aquatic Club, Patriot Swim Team,
846 Pine Bush Aquatic Club, Rivertown Aquatic, Red Fox Aquatic Club, Rye YMCA, Saw Mill Club Storm, Silver Streaks,
847 Suffern Sea Lions, Team Rockland, Viking Aquatic Club, Washingtonville Seahawks, YMCA of Middletown, White Plains
848 Middies

849 **CENTRAL:** Apex Swim Club, Asphalt Green, Brooklyn Otters, Badger Swim Club, Brooklyn
850 Stingrays, CAS Stingrays, Central Queens YMYWHA, Cross Island Y Barracudas, Flushing YMCA, Freedom Aquatics,
851 Gateway Swimmers, Hydroquatics, Hurricane Swimming, Harbor Seals/Bay Ridge, JCC Thunderbirds, Kips Bay Mako's,
852 LaGuardia Aquatic Club, Long Island Express (Silvers Only), Lion Swim Academy, Manhattan Makos, McBurney Manta
853 Rays, MatchPoint, NYC Nile Crocodile Aquatic Club, Nu Finmen, New York City Aquatic Club, New York City Parks,
854 Queens Aquatic Club, Riverbank Redtails, Roosevelt Island, Marlins Shorefront Y (Brooklyn Seals), Southern Westchester
855 Aquatic Group, Trident Swim Club, Trident Aquatic Club, Westchester Wolverines, Watersign
856 Aquatics, 92nd Street Flying Dolphins

857 **SOUTH:** Bethpage Barracudas, Connetquot Swim Club, East Hampton YMCA, Farmingdale Swim Club, Hauppauge
858 Aquatic Association, Huntington YMCA, Islanders Aquatics, Long Beach Aquatics, Long Island Aquatic Club, Long Island
859 Express (Bronze Only), Sachem Swim Club, Swimmin, Team Suffolk, Three Village Swim Club, and West Islip Swim Club

860 [Appendix 3B - Championship Meet Programs](#)

861 *[Available on the Metropolitan Swimming, Inc. website.]*

862

863 [Appendix 3C - Championship Meet Qualifying Standards](#)

864 *[Available on the Metropolitan Swimming, Inc. website]*

865

866 [Appendix 3D - Championship Meet Bid Form](#)

867 *[Available on the Metropolitan Swimming, Inc. website]*

868

869 [Appendix 3E - Sanction Form](#)

870 *[Available on the Metropolitan Swimming, Inc. website]*

871

872 [Appendix 3F - Post-Competition Forms](#)

873 *[Available on the Metropolitan Swimming, Inc. website.]*

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888 Part Four – Administration

889 Article 401 - House of Delegates for USA swimming HOD/Convention

890 Article 401.1 – The Metro by-laws designates who attends the USA Swimming HOD/Convention. Metro will provide
891 hotel, travel, registration and a per diem in accordance with government guidelines
892
893
894

895 Article 418 – Officials’ Chair

896
897 **418.1** The Officials’ Chair is appointed by the General Chairman with the advice and consent of the Board of Directors. The
898 Officials’ Chair must have a minimum of five ~~years-experience~~ years’ experience as a certified Referee and must have, at a
899 minimum, current N2 Referee certification.

900 **418.2** The Officials’ Committee will consist of the following: The Officials’ Chair, the Area Chairs, the recent past Officials’
901 Chair, the Administrative Vice-Chairman, and at least one appointed athlete representative to the committee.

902 **418.3** The Metro Officials areas are:

- 903 .1 Suffolk
- 904 .2 New York City
- 905 .3 Hudson Valley South
- 906 .4 Hudson Valley North
- 907 .5 Nassau

908 And functional areas: Recruiting, Education and Advancement

909 **418.4** The Officials’ Committee governs as a body entrusted with the interpretation of the USA Swimming Rules and the
910 manner in which Metropolitan Certified Official conducts him/herself within the pool venue. The Officials’ Committee will
911 also serve in any other capacity deemed necessary by Metro. Specific responsibilities of the Officials Committee will include
912 but are not limited to:

- 913 .1 Training, advancing, and critiquing officials
- 914 .2 Determining officials’ certification status

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915 .3 Setting the agenda for and running officials' clinics
916 .4 Conducting rules discussions
917 .5 Reviewing charges brought against any official and determining penalties if appropriate in accordance with the procedures
918 set forth in the USA Swimming document "General Guidelines for Discipline and Decertification."
919 **418.5** The Area Chairs will be appointed by the Officials' Chair in consultation with the Administrative Vice-Chairman.
920 Generally, the minimum requirements for Area Chair are 3 years' experience as a Referee and current national certification
921 at the N2 level or above.
922 **418.6** Area Chairs are responsible for the following within their own area:
923 .1 Critiquing officials, especially at championship meets. They should consider whether the official possesses a sound
924 command of the technical rules of swimming and: a) was at the meet a minimum 60 minutes prior to start, b) was properly
925 attired, c) demonstrated a sound understanding of deck protocol, and d) was in the proper position to make calls. In critiquing
926 Meet and Deck Referees, Area Chairs should also consider whether the deck was adequately staffed with all relevant
927 personnel and whether the deck was set up in accordance with Metro's established policies and practices. They should also
928 consider whether the Meet Referee entered the meet into OTS in a timely fashion following its conclusion.
929 .2 Help to ensure that each meet has the required number of officials with the necessary certifications. a). Meet directors may
930 choose officials, but the selections must be approved by the Meet Referee or Area Chair.
931 .3 Regularly review the LSC certifications of all officials in their area to ensure that officials have worked the minimum
932 number of sessions, have attended all required clinics, and have met the testing requirements.
933 .4 Set up their area's meets in OTS
934 .5 Attend a minimum of three meetings per year. Topics on the agenda will include: a) meet critiques, b) officials'
935 certification, and c) discussion of rules
936 **418.7** Requirements for becoming a Stroke & Turn Judge are: a) be at least 18 years old, b) attend a stroke & turn clinic for
937 apprentice officials, c) take the Stroke & Turn Judge on-line test d) receive a score of 80% or better, e) complete six apprentice
938 sessions on at least two different decks under the supervision of a certified Stroke & Turn Judge or higher-level official, f)
939 complete athlete protection requirements, including courses and background checks as determined by USA Swimming.
940 Apprentice Stroke and Turn Judges must attend a stroke and turn clinic and must have either their temporary or regular
941 registration on file in the Metro office before they can begin their on-deck apprentice training. Once certified, the official
942 must work an additional 3 sessions during their initial year to maintain their status as a Certified Stroke & Turn Judge.
943 **418.8** To maintain Stroke & Turn certification an official must work a) a minimum of 6 sessions per year as a Stroke & Turn
944 judge or higher level, b) attend a mandatory Stroke & Turn Judge recertification clinic in designated years, and c) pass in
945 designated years the recertification test with score of no less than 85%. With a score below standard, the official must re-
946 take the initial exam and receive a score of no less than 90% to maintain Stroke & Turn Judge status. In order for LSC
947 certifications to be renewed, the clinic and test requirements must be successfully completed by December 1st in designated
948 clinic and test years.
949 **418.9** To become a Starter, an official must be a certified Stroke and Turn Judge for a minimum of one year and must have
950 worked a minimum of 16 sessions as a Stroke and Turn Judge before seeking advancement. The official must then submit a
951 request to the Area Chair requesting to advance to Starter apprentice, and receive a positive response from the Area Chair.
952 Requirements for becoming a Starter are: a) be at least 20 years old, b) attend a Starter clinic c) take the Starter exam and
953 receive a score of 85% or better, and d) work 8 sessions on deck as Starter, at least one of which has to be a session that

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954 includes 10 and Under swimmers. At sessions in which apprentice Starter is part of the Starter rotation, the apprentice Starter
955 must start a minimum of 25 heats to be given credit for the session. Either during the eighth session, or after completing eight
956 sessions, the Starter apprentice must be observed by the Officials' Chair, an Area Chair, or an approved Starter evaluator.
957 Upon the Starter apprentice's successful completion of the above requirements, the Area Chair will notify the Officials' Chair
958 so that the newly certified Starter's LSC certifications can be updated. Starter apprentice sessions count towards the total
959 number of sessions done per year. Certification must be completed within one year from the start of the apprenticeship and
960 is subject to the renewal requirements outlined in section 418.8 above.

961 **418.10** To maintain Starter certification, an official must a) work a minimum of 8 sessions per year with at least 5 8
962 sessions as Starter, and b) pass the Starter recertification exam in testing years with a score of no less than 805%. Failure to
963 fulfill these requirements will result in the Starter having her or his Starter certification revoked.

964 **418.11** To advance to Referee, an official must be a certified Starter for a minimum of one full year, and have worked a
965 minimum of 24 sessions as a Stroke and Turn Judge and/or Starter, including at sessions with 10 and Under swimmers and
966 at least two sessions at either long- or short-course Senior Mets or another Metro-run meet in the year preceding their request
967 to advance. An official seeking to advance to Referee needs to make her or his desire to advance known to her or his Area
968 Chair, who will review her or his record and, if the record warrants it, will then nominate her or him to the Officials' Chair
969 as a candidate for advancement. After receiving a nomination from an Area Chair, the Officials' Chair will review the
970 nominee's record and will consult with the nominating Area Chair. If, after consulting with the Area Chair and other senior
971 officials as necessary, the Officials' Chair determines that the nominee possesses the necessary skills and experience to be a
972 suitable candidate for advancement to Referee, the Officials' Chair will extend a formal written invitation to the nominated
973 official to begin his or her Referee Apprenticeship. Referee apprentices must work a minimum of 8 sessions, under at least
974 two certified Referees on at least two different pool decks. The Referee apprentice's eighth session (or a subsequent session)
975 must be completed under the observation of either the Officials' Chair or one of the Area Chairs. Once the Apprentice Referee
976 has completed 8 sessions and has met the requirement that he or she be observed in the eighth (or a subsequent session) by
977 the Officials' Chair or an Area Chair, he or she will supply the Officials' Chair with the names of the Referees under whom
978 she or he apprenticed. The Officials' Chair will then ask each of these Referees to complete an apprentice Referee
979 Observation report. Once these reports are returned to the Officials' Chair, she or he will take them into consideration in
980 determine whether he or she will either advance the apprentice to certified Referee (if the Referee Observation reports are
981 favorable) or ask him or her to complete further apprentice sessions (if the Referee Observation reports indicate that further
982 training is warranted). Referee apprentice sessions count towards the total number of sessions required per year. Certification
983 must be completed within one year from the time the apprenticeship begins. Certification requires positive reports by at least
984 two of the certified Referees who helped train the Referee apprentice during his or her apprenticeship and a positive report
985 on the final observation conducted by an Area Chair or the Officials' Chair. The Officials' Chair must sign-off on all
986 advancements to Referee.

987 **418.12** To maintain Referee certification, an official must a) work a minimum of 16 sessions per year with at least 8 sessions
988 as Referee or Meet Referee, b) attend the mandatory annual Referee clinic, c) work a minimum of two sessions each year at
989 a Metro-run meet such as long-course or short-course Senior Mets, and d) pass the Referee re-certification exam with a score
990 of no less than 90% in test years. The test must be taken and passed by December 1st in designated testing years. Failure to
991 fulfill these requirements will result in the Referee having her or his Referee certification revoked.

992 **418.13** To be a Relay Take-off Judge you must be a certified for Stroke & Turn Judge.

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993 **418.14** To be a Chief Judge you must be at least 20 years old, and be a currently certified ~~for~~ Stroke & Turn Judge with at
994 least one year of experience and a minimum of 12 sessions as a certified Stroke and Turn Judge.
995 **418.15** To become an Administrative Referee, you must have a minimum of three years' experience as a Deck Referee, must
996 pass the Administrative Referee exam with a minimum score of 90%. The Officials' Chair must sign-off on all advancements
997 to Administrative Referee.
998 **418.16** Meet Referees are required to enter meet information into the USA Swimming Officials Tracking System (OTS)
999 within 14 days of the end of the meet.
1000 **418.17** When an official is charged with not performing their duties properly, the Officials' Committee shall follow the
1001 *General Guidelines for Discipline and De-Certification* as outlined by the Officials Committee of USA Swimming.
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1006 Part Five - Revising Policy and Procedures Manual

1008 Article 501 – Jurisdiction

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1010 **501.1** Changes to Parts 1, 2, or 3 may be proposed by any Non-athlete member or any member of the Athlete's Committee
1011 of Metro and shall be submitted to either the Board of Directors or the Technical Planning Committee in advance of the
1012 House of Delegates meeting whenever possible.
1013 **501.2** Changes to Part 5 may be proposed by any member of the House of Delegates and shall be submitted to the Board of
1014 Directors.
1015

1016 Article 502 – Method of Submission

1017
1018 **502.1** Proposed changes shall be in such form as to show the entire section as it will read if adopted, with any changes in
1019 language underlined if new and lined out if deleted. The *Proposal to Amend Policy and Procedures Manual* form shall be
1020 used.
1021

1022 Article 503 – Adoption

1023
1024 **503.1** Proposed changes to Parts 1, 2, or 3 may be amended, adopted, or rejected by the House of Delegates by a majority
1025 vote, except as provided in Article 706.2.
1026 **503.2** Proposed changes to Part 4- may be amended, adopted, or rejected by the Board of Directors by a majority vote.
1027 Changes adopted by the Board of Directors are subject to further amendment or rejection by the House of Delegates by a
1028 majority vote.
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Article 504 – Suspension

504.1 The House of Delegates may temporarily suspend, by a two-thirds majority, any policy or procedure when deemed in the best interest of Metro and the sport of swimming

Article 505 – Effective Date

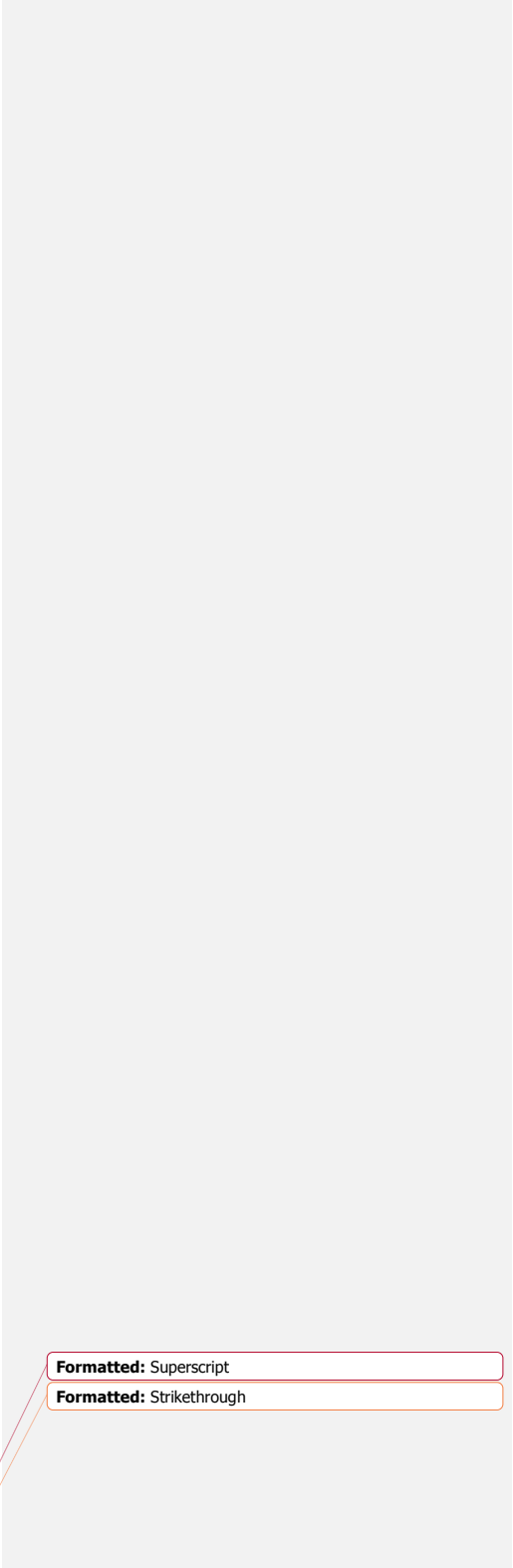
505.1 Unless otherwise specified, all changes approved as prescribed shall become effective at the conclusion of the meeting of their adoption.

Article 506 – Conformity

506.1 All policies and procedure must conform to the Metro Bylaws and USA Swimming Rules and Regulations.
506.2 Any change to the Metro Bylaws or USA Swimming Rules and Regulations that causes a policy or procedure not to conform shall supersede that policy or procedure. When this non-conformity occurs, or is discovered between meetings of the House of Delegates, the Board of Directors or the Executive Committee may amend the policy or procedure to Parts 1, 2, 3, or 5 by a majority vote.

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