

# **Metropolitan Swimming**

## **Policy and Procedures Manual**

Updated through the House of Delegates meeting on

**May 16, 2007**

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 incorporates information from the Bylaws or from the Rules as a convenience to the reader, sometimes in a less legalistic or easier to understand format. However, in the event of conflict between this manual and either the Bylaws or the Rules, the Bylaws or the Rules take precedence. An effort has been made to reference the source of information from the Bylaws and from the Rules. These references are denoted in [square brackets].

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.

A shorter version of this manual with only the day-to-day information needed by clubs or individuals will be extracted and published separately as the *Metro Guidebook*.

# 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 comes duties and responsibilities. *[Bylaws 2.1.1]*

**101.2** To register, a club shall:

.1 Complete a club membership application form (available on Metro web site). Applications must be printed or typed, in blue or black ink.

.2 Pay the \$150 annual registration fee. \$25 of the fee is allocated to the Joseph J. Stetz Memorial Scholarship Fund.

.3 Clubs must use their full name.

.4 A new club, or one that has had a gap in membership of more than 11 months and is rejoining, shall follow the procedures outlined in *The Prospective Club Membership Booklet* available from USA Swimming, and submit the following:

A Requirement Checklist for First-Year Club Membership and all documents listed on the checklist.

B Bylaws showing how they are organized and controlled.

New or lapsed clubs shall appear before the Board of Directors for acceptance. Those clubs will be on probation for the next registration year. New clubs on probation shall complete *Club Leadership* and *Business Management* programs within one membership year. New clubs shall use Hy-tek Team Manager for registration and meet entries.

.5 A renewing club shall submit the following:

A Safety Action Plan(s), if there have been changes or new facilities are in use.

B Club Bylaws, if they have changed in the past year

.6 Each club shall designate:

A A safety coordinator, who shall be an adult individual member of Metro. *[Bylaws 2.2.3]*

B A coach, who shall be an adult individual coach member of Metro. *[USA 502.4.4]*

C 1 to 3 representatives to the Metro House of Delegates, who each shall be individual members of Metro.

**101.3** Registrations expire on December 31<sup>st</sup>. Renewal registrations are due on December 1<sup>st</sup>.

## **Article 102 - Individual Registration**

**102.1** Clubs shall register their athletes and non-athletes (coaches, officials, marshals, and representatives) with Metro.

**102.2** Registrations are not valid until they are received, with payment, and accepted by the Metro Office.

**102.3** Renewal registrations are due on December 1<sup>st</sup>.

**102.4** Clubs shall file a transfer form for swimmers who were previously registered for a different USA Swimming club. The transfer form is sent to the Metro office with the appropriate fee. The Metro office forwards the transfer form to the previous club to complete. The previous club has 30 days to respond with approval or denial. If the previous club has not returned the form to the Metro office within 30 days, the previous club will be deemed to have approved the transfer. The swimmer may not represent the new club until 120 days have elapsed since they last represented their previous club. There is a fee of \$5.00 for a transfer. *[USA 203.3]*

**102.5** A prospective swimmer may participate in tryouts for no more than 30 consecutive calendar days in a 12 month period. This swimmer shall not have been previously a member of USA Swimming. During the tryout, the individual is not covered by insurance, but the club insurance is still valid.

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

## **Article 103 - Club Representation**

**103.1** Clubs shall appoint one, and may appoint up to three representatives to the House of Delegates. Each delegate casts only one vote. *[Bylaws 4.1.1 & 4.3.1]*

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

**103.3** The September meeting of the House of Delegates is a mandatory meeting. Each club shall have both a representative to the House of Delegates and an athlete representative to the Athletes Committee present. There is a \$100 fine for each person not in attendance.

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

## **Article 104 - Other Responsibilities**

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

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

**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 Swim-a-thon in order for it to be a covered USA Swimming event.

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

**104.5** In order to receive meet travel stipends, clubs shall submit the appropriate forms on behalf of swimmers and coaches. The stipend requests shall be within 30 days of the meet for spring meets and by August 25th, for summer meets.

**104.6** In order to receive grants in the Metropolitan Swimming Club Achievement Program, clubs shall submit the Metropolitan Swimming Club Achievement Program Application form. The application is due by October 15 for the annual period ending August 31<sup>st</sup>.

**104.7** Clubs shall request the subsidy for running a distance meet by notifying the Administrative Chair when filing the post-competition report.

**104.8** Clubs may not use personal checks for club or athlete registration fees.

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

## **Appendix 1A - Club Registration Form**

*[To be inserted here.]*

## **Appendix 1B - Individual Registration Forms**

*[To be inserted here.]*

**Appendix 1C - Report of Occurrence Form**

*[To be inserted here.]*

**Appendix 1D - Travel Stipend Forms**

*[To be inserted here.]*

**Appendix 1E - Metropolitan Swimming Club Achievement Program Application**

*[To be inserted here.]*

## **Part Two - Individual Requirements**

### **Article 201 - Athlete Registration**

**201.1** Athletes shall be registered as individual members with 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 comes duties and responsibilities.

*[Bylaws 2.1.2A]*

**201.2** The registration fee is \$10 above the national registration fee. (From 2007 through 2013 the national fee will increase \$1 per year from \$43 to \$50. In 2007, the fee totals \$53.)

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

### **Article 202 - Meet Participation**

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

**202.2** To participate in the Senior Metropolitan Championships a swimmer shall have competed in an individual event in three Metro sanctioned meets within the previous year. Swimmers who have historically competed in Metro shall have this provision waived only during years that they are residing at school.

### **Article 203 - Travel Stipends**

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

**203.2** Swimmers shall have competed in at least five Metro Sanctioned swim meets within one year prior to the competition or camp. For a national or regional meet at least one meet shall have been a Senior Metropolitan Championship.

**203.3** The club that entered the swimmer in the competition shall apply for the stipend on behalf of the Metro Policy and Procedures Manual *Draft 7*

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swimmer. Only swimmers not affiliated with any club may apply directly for the stipend.

**203.4** The meets and stipends are as follows:

.1 Eastern Zone Speedo Sectional Championship swimmers in individual events are eligible for a stipend of \$200 and relay only swimmers are eligible for a stipend of \$100.

.2 Junior National Championships and the Winter “Junior” NCSA Championship swimmers in individual events are eligible for a stipend of \$450 and relay only swimmers are eligible for a stipend of \$150.

.3 National Championship swimmers in Individual Events are eligible for a stipend of \$600 and relay only swimmers are eligible for a stipend of \$150.

.4 Olympic Trial swimmers in Individual Events are eligible for the same stipend as swimmers in National Championships. Swimmers who have met the Metro Competition requirement for three of the four years preceding Olympic Trials are eligible for a stipend of \$1500.

**203.5** Swimmers who attend National Select Camps sponsored by USA Swimming are eligible for a stipend of \$200.

**203.6** One coach per club who attends any of the above meets will be eligible for a stipend equal to that for the athletes.

## **Article 204 - Swimmer Awards**

**204.1** A Metro Age Group Swimmer of the Year Award will be given annually at the Hall of Fame Dinner to a male and a female athlete under 15 years old and a male and a female athlete from 15 to 18 years old.

**204.2** The Joseph J. Stetz Memorial Scholarship will be given annually at the Hall of Fame Dinner to one male and one female athlete. The award is \$1000 each. The athlete must be a High School Senior and shall submit the application to be considered for the award. The athlete must have competed in at least five Metro Sanctioned swim meets within one year prior to application. The selection committee consists of the Officials Area Chairs and a member of the Executive Committee.

## **Article 205 - Zone Meet Participation**

**205.1** Swimmers qualify for the Spring Eastern Zone Age Group Championships by application with best

submitted time for all events. Eastern Zone policy allows only two swimmers in each event. Swimmers qualify for the Summer Eastern Zone Age Group Championships by achieving the time standard established by the Eastern Zone.

**205.2** Swimmers 11 and older must travel and room with the team for the duration of the meet. The participation fee is \$325 for the spring meet and \$400 for the summer meet. Metro arranges for and pays transportation, lodging, meals, and equipment.

**205.3** The participation fee for swimmers 10 and under is \$150 for the spring meet and \$200 for the summer meet. Metro arranges and pays for equipment.

**205.4** Metro pays entry fees for the spring meet. Individual entry fees for the summer meet are paid by the swimmer. Metro pays entry fees for relays at the summer meet.

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

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

## **Article 206 - Coach Registration**

**206.1** Coaches shall be registered as individual members with 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 comes duties and responsibilities.

*[Bylaws 2.1.2B]*

**206.2** Coaches are required to complete and have current certification in CPR, First Aid, and either Safety Training for Swim Coaches or Lifeguard Training. *[USA 502.4.3]*

**206.3** New coaches shall complete the education courses required by USA Swimming before receiving their coach membership for the second year. *[USA 502.4.5]*

**206.4** All coaches shall complete the background screening as required by USA Swimming. Coaches pay for their own screening, which is valid for two years. The screening is done by an independent firm. Any

disputes and appeals are handled through the independent firm and counsel to USA Swimming. To preserve your privacy, do not contact anyone in the LSC or at USA swimming. [USA 502.4.3]

**206.5** The registration fee is \$10 above the national registration fee. (From 2007 through 2013 the national fee will increase \$1 per year from \$43 to \$50. In 2007, the fee totals \$53.)

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

### **Article 207 - Non-Athlete, Non-Coach Registration**

**207.1** Any other individual who participates in USA Swimming shall be registered as individual members with 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 comes duties and responsibilities. This includes anyone who is an official, marshal, club representative, or safety coordinator. [Bylaws 2.1.2C]

**207.2** The registration fee is \$10 above the national registration fee. (From 2007 through 2013 the national fee will increase \$1 per year from \$43 to \$50. In 2007, the fee totals \$53.)

### **Article 208 - Other Individual Responsibilities**

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

### **Appendix 2A - Swimmer Award Nomination Forms**

*[To be inserted here.]*

### **Appendix 2B - Zone Meet Forms**

*[To be inserted here.]*



## Part Three - Swim Meets

### Article 301 - Types of Meets

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

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

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

.3 An “Invitational” meet is open only to those USA Swimming teams that have been invited by the host team. The teams that are invited shall be named in the meet information for the meet to be listed on the Metro website.

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

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

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

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

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

**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 specified time and date. After that time and date, teams from other LSC’s as well as later entries from Metro will be entered, in the order they were received, as space allows. Teams may establish a second time and date for all entries to be received.

**301.3** At B Min. meets, entries shall be accepted according to date received. At A or unclassified meets, entries may be cut by date received or according to times submitted but the method shall be stated in the

meet bid and entry information.

## **Article 302 - Meet Program**

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

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

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

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

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

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

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

13-14 Long: all 200's and longer

15-18 Short: all 100's and 50 Free

15-18 Long: all 200's and longer

**302.3** Clubs that host a distance meet will receive up to a \$1,000 subsidy. \$5,000 is allocated for meets from September through April and \$2,500 is allocated for meets from May through August. If more meets are offered than the \$1,000 per meet subsidy would allow, the total budget for that season will be divided equally among the accepted meets. The distance meet shall be a separate meet from any other meet sponsored by that club on the same weekend. All 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: 11-12 400 IM, 13-14 400 IM, 10 & Under 500/400 Free, 11-12 500/400 Free, and Open 1650/1500 Free. The Open 400 IM may be offered 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 be given for each age group. Teams that want to add events to this list shall ask the Board prior to receiving their sanction, in writing, for an exception to this rule. The host team may collect entry fees.

## **Article 303 - Meet Entries**

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

**303.2** If there is an established qualifying time in an event, then the swimmer shall have met the qualifying time to enter the event. The time shall have been done at a sanctioned, approved, or observed swim meet, or time trial.

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

**303.4** All entry information shall use the athletes names and Id numbers as recorded by the registrar. Teams are subject to a \$50 fine per individual for third and subsequent errors, for that individual when they are detected by the “recon”.

**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 from a meet all refunds shall be made to the entering team by the first day of the meet. Notification of rejected entries shall be made personally to the coach, swimmer, or club representative prior to seven days before the start of the meet. If notification is not made within the allotted time frame, the swimmer(s) shall be allowed to swim.

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

- .1 Senior Metropolitan Championships - Swimmers may swim up to 3 individual events per day and 6 events total.
- .2 Junior Olympics - Swimmers may swim up to 3 individual events per day.
- .3 Silver Championships - Swimmers may swim up to 5 events per day.
- .4 Age Group Championships - Swimmers may swim up to 4 events per day.
- .5 Zone Qualifying Meet: 11 & Overs are limited to 3 events per day, and 10 & unders may swim up to 5 events per day.

**303.7** Clubs having more than one base, when entering championship meets, shall enter using 1 disc and shall pay using 1 check or money order. For all other meets the different bases may enter and pay independently.

**303.8** All entries must be submitted using a Hy-Tek computer file.

**303.9** All entries must include proof of time by sending the Hy-tek Team Manager report of the entries

with proof of times either by mailing hard copy or by email.

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

## **Article 304 - Entry Fees**

**304.1** The maximum entry fee that may be charged is:

.1 \$3.00 for an Individual Timed Final event, \$4.00 for an Individual Trials & Final event, and \$8.00 for a Relay event in short course meets.

.2 \$4.00 for an Individual Timed Final event, \$5.00 for an Individual Trials & Final event, and \$10.00 for a Relay event in long course meets.

**304.2** 20% of the entry fees, except those of the host club, constitute the Metro surcharge and shall be paid by the host club to Metro. This does not apply to distance meets.

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

.1 Senior Met surcharge is \$2.00

.2 Zone Qualifying Meet surcharge is \$1.00

.3 Junior Olympic surcharge is \$1.00

.4 Silver Championships surcharge is \$1.00

.5 Age Group Championships surcharge is \$1.00

## **Article 305 - Scratch Procedure**

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

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

.1 The swimmer should obtain a "Disqualification Report".

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

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

**305.3** No penalty shall apply for failure to withdraw or compete in an individual event if:

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

.2 It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer. *[USA 207.7.9E]*

**305.4** A swimmer qualifying for a C, B, or A (bonus, consolation, championship) final race based upon the results of the preliminaries notifies the Clerk of the Course within thirty (30) minutes after announcement of the qualifiers for that race that they may not intend to compete and further declares their final intentions within thirty (30) minutes following their last individual preliminary event. *[USA 207.7.9D]*

**305.5** A swimmer who fails to follow this procedure will be barred from further competition for the remainder of the meet, except as noted in USA Rule 207.7.9E. If this occurs during the last session of a championship meet the swimmer's club will be fined \$50.00 per occurrence.

**305.6** Any relay team entered in a relay event and not properly scratched must swim the event. Failure to do so will result in each member of the relay team being barred from the next relay event in which they may otherwise be eligible to compete. A relay team member failing to appear ready to swim for a relay event will be barred from his/her next individual event. Relay members who do appear ready to swim shall not be penalized.

## **Article 306 - Warm-up Procedure**

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

**306.2** The Host Team shall supply Meet Marshals, who shall be current members of USA Swimming. Marshals shall be clearly identifiable (ie. Orange safety vest). Coaches supervising swimmers in the pool during warm-up do not qualify as meet marshals. Meet Marshals shall check locker rooms as well as being responsible for safety on deck. Marshals shall have full authority to warn or order to cease and desist, and, with the concurrence of the Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet. *[USA 102.18]* There shall be at least 1 male and 1 female marshal. The minimum number of required marshals is as follows:

.1 A six lane pool requires two marshals.

.2 An eight lane pool requires three marshals.

.3 A ten lane pool requires four marshals.

.4 If two different courses are being used, two additional marshals are required.

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

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

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

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

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

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

**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. 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 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. 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 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 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, 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 also become one way sprint lanes. The competition pool will be cleared 5 minutes prior to the start of the meet.

**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. 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 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, 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 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 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 prior to the start of the meet, lanes 1 and 10 will be designated for pace, at 45 minutes prior to the start of the meet, lane 2 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, 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 meet.

## **Article 307 - Meet Procedures**

**307.1** Coaches shall wear USA Swimming cards on deck. Coaches without up to date certifications shall not be on the pool deck.

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

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

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

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

**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. Timers should be available 15 minutes prior to the start of the meet to receive instructions by a designated meet official and the lane timing sheets.

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

**307.8** Computer operators who work a Metro run Championship meet from start to finish, including pre-meet and post-meet work, will receive \$100 per session. Announcers for Metro run championship meets will receive \$50 per session.

**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 the conduct of the meet.

**307.10** Bells shall be used to signify the final two lengths of a distance event.

**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 below 4' swimmers may start from the deck or in the water, not the starting platform. [USA 103.2.3]

**307.12** In all Metro swim meets awards given for 12 & unders will match the number of lanes in the pool.

**307.13** All swim meet sessions shall finish within 4 hours of the announced starting time.

.1 Any session that runs more than 4 hours and 30 minutes past the announced starting time shall be reported to the Board of Review.

.2 The Board of Review should consider the following in determining penalties:

A. Whether the violation was caused substantially by a matter beyond the control of the host. Such a violation may require censure and/or probation.

B. The violation was caused unintentionally because of negligence or incompetence. Such a violation requires censure and/or probation and a minimum fine of all entry fees representing those swims which went beyond the four hour limit.

C. The violation was intentional. Such a violation requires a minimum fine of all entry fees representing those swims which went beyond the four hour limit, an additional monetary fine, a period of probation, and being barred from hosting any meets during the same season and the following short course and long course seasons including any for which sanctions had already been received.

**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 for the next session, the meet host shall provide a meal for coaches. It is recommended that meet hosts provide refreshments for coaches, officials, and volunteers at all swim meets.

**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 certify that all swimmers entered in the meet are registered swimmers and are eligible to represent the club they are entered with. Clubs that fail to comply will be sent to Board of Review.

## **Article 308 - Meet Bidding and Information**

**308.1** The schedule for Short Course Championship meets for the following year will be determined at the January House of Delegates meeting. Bids for meets to be conducted from September through April will be conducted at the May House of Delegates meeting.

**308.2** The schedule for Long Course Championship meets for the following year will be determined at the September House of Delegates meeting. Bids for meets to be conducted from May through August will be

conducted at the January House of Delegates meeting.

**308.3** At the start of or prior to the bid meeting clubs wishing to host a meet will submit the following information: a. Club name, b. Date(s) desired, c. Contact person and address, d. Meet description including class(es), e. Method of cutting, f. Session format (specific events not required.)

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

**308.5** During the bid meeting, a tentative schedule based on the information received is announced. Clubs may then move their meet to another date or opt to withdraw their request. If no representative is at the meeting, a club relinquishes the right to change a meet date. After all such changes the schedule is finalized.

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

**308.7** When a meet is granted, the club will accept by returning a sanction request form and fees within thirty days of the meets' bid meeting. If at the end of 30 days the sanction request and fees have not been received, a delinquent letter will be sent. If after 60 days (30 + 30 days) the sanction request and fees have not been received, the meet will be removed from the calendar.

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

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

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

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

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

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

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

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

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

.1 Sessions that consists exclusively of events 800m or longer will have no fee.

.2 Sessions that receive the Metro distance subsidy will have no fee.

**308.13** The sanction form and fees shall be sent to the Metro Office. The meet information should not be

posted on the web or otherwise distributed until the sanction has been granted.

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

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

- .1 "Metropolitan Swimming Safety Guidelines and Warm-up Procedures will be in effect at this meet."
- .2 "Swimmers with disabilities are encouraged to enter and participate. Please notify the meet director of any accommodations you might require."

### **Article 309 - Championship Meet Bids**

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

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

**309.3** Metro will take responsibility for running J.O.'s and Senior Mets.

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

### **Article 310 - Championship Meets**

**310.1** There will be 3 sets of time standards for all Metro Championship Meets. The conforming standard is the time in the course the meet is be conducted in. The other time standards will be calculated from the standard in the conforming course. Entry times for Championship meets may not be converted from another course.

**310.2** The Meet Director shall appoint a Technical Jury composed of at least one athlete representative, at least one coach, and at least one, but not more than three other persons. Written protests involving technical rules, except disqualifications due to judgment decisions by the deck officials, shall be made to the meet referee within 30 minutes of the protested act or occurrence. Decisions of the meet referee

regarding these protests may be appealed to the Technical Jury, whose decision shall be made the day of the protest and shall be final.

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

**310.4** Swimmers failing to achieve the meet entry standard shall have thirty (30) days to prove having accomplished said time. This includes all disqualifications, declared false starts, and no shows. Every time unproven is subject to a \$50.00 fine.

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

**310.6** Regions for Championship Meets that are held at multiple sites will be determined by the Technical Planning Committee.

**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 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 adjusted so that last preliminary heat would end 10 minutes before start of warm-up for finals. When Senior Mets is held in a facility with no warm down area, the warm up / warm down schedule will be determined by the Senior Chair in conjunction with the Technical Planning Committee. Long Course Senior Mets Championships will be conducted with trials in the evening and finals the following morning. Warm-up to start 60 minutes prior to each session. The Senior Chair in consultation with Technical Planning may decide to permit Bonus events (event(s) awarded to a swimmer as a result of making a qualifying time) , the qualifying time, and the formula for entry, based on anticipated size of the meet.

**310.8** Zone qualifying meet is to be run in same order as the Zone Championship Meet. The swimmers age for the Zone Qualifying meet will be the same as the age for the Zone Meet. Swimmers shall be eligible by Eastern Zone rules to participate in the Eastern Zone meet. A swimmer who becomes ineligible for the Eastern Zone meet while competing at the Zone Qualifying Meet may continue to compete in preliminaries only. Swimmers who have competed in a meet representing an educational institution above the 12<sup>th</sup> grade are not eligible to compete in the Zone Qualifying Meet. There are no awards given at the Zone Qualifying Meet. Only swimmers intending to compete at the Zone Meet may compete in the Zone Qualifying Meet. At the Zone Qualifying Meet events are run either as trial and finals or timed final the same as at the Zone Meet.

**310.9** Finals for Junior Olympics will be conducted in eight lanes. Medals will be awarded for the A Final, and ribbons to be awarded for B finals at J.O.'s. A plaque or trophy will be awarded to the individual high point winner for both genders in all age groups. There 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 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 finals. All other events are trials and finals.

**310.10** Silver Championships will be held at 3 Regional sites on the same weekend. Swimmers shall achieve the established time standard, but be slower than the J.O. time standard. At Silver Championships those achieving the J.O. Qualifying Standard are not eligible for awards, but may enter the J.O. Meet even if the entry deadline has passed. Medals are awarded to as many swimmers as there are lanes in the pool. Ribbons will be awarded to next group of swimmers for as many lanes as there are in the pool.

**310.11** Age Group Championships will be held at 4 Regional sites on the same weekend. Swimmers shall be slower than the J.O. time standard. Medals are awarded to as many swimmers as there are lanes in the pool. Ribbons will be awarded to next group of swimmers for as many lanes as there are in the pool.

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

**310.13** Officials working at Metro run championship meets will receive a \$20 per session stipend. If more than four officials per course are in attendance at the meet, the primary officials shall be designated by the Officials Chair.

## **Article 311 - Post Competition Responsibilities**

**311.1** Clubs hosting meets shall send a full meet backup within 2 days of the conclusion of the meet. Results from Queens and Long Island go to Mary Ann Senecal at [Msenecal@optonline.net](mailto:Msenecal@optonline.net), results from the rest of New York City and counties north go to Monique Grayson at [mggrayson@aol.com](mailto:mggrayson@aol.com).

**311.2** The following shall be submitted to the Administrative Chair within 14 days after each meet: a. heat sheet, b. psych sheets, c. meet results, d. the post competition report, e. the income and expense report, and f. a check for the meet surcharges. Host teams are exempt from paying surcharges on entries for their own swimmers.

## **Appendix 3A - Metro Regions**

NORTH: Aqua Gems, Big Blue Swimming, Boys and Girls Club of Northern Westchester Marlins, Club Fit Aquatics Club, Condors, Dutchess Devilfish, Empire Swimming, Fairview Aquatic Swim Team, Middletown Recreation Center Swim Team, Marist Swim Club, Minisink Valley Aquatics, Monroe-Woodbury Marlins, New York Sharks Aquatics, Newburgh Sharks, Northern Dutchess Aquatic Club, Pace Setter Swim Team, Pine Bush Aquatic Club, St. Columbia Dolphins, Saw Mill River Club, Suffern Sea Lions, Team Rockland, United States Military Academy, Viking Aquatic Club, Washingtonville Seahawks, West Point Swim Club, White Plains YMCA, and White Plains YWCA Middies.

CENTRAL: Apex, Asphalt Green, Badger Swim Club, Blue Arrow Swim Club, Boys Club of NY, Brooklyn Sports Club Aquatic Team, Central Queens YM&YWA, Cross Island YMCA, Dolphin Swim Club, Flushing YMCA, Flying Dolphin Swim Team, Gael Aquatics, Harbor Seals, LaGuardia Aquatics, \*Long Beach Aquatics, \*Long Island Express, Kraken Swim Team, Manhattan Boys and Girls Club, McBurney YMCA, New York City Aquatic Club, New York Athletic Club, New York City Marlins, Nu-Finmen Swimming, Riverbank Redtails, Roosevelt Island Swim Team, Shorefront Y, Silver Streaks, and Wagner Aquatic Club.

SOUTH(Silver)/EAST(Age Group): Connetquot Swim Club, East Hampton YMCA, \*Farmingdale Swim Club, Half Hallow Hills Swim Club, Hauppauge Aquatic Association, Huntington YMCA, Islip Aquatics, \*Lindenhurst Swim Club, \*Long Island Aquatic Club, North Shore Aquatics Association, \*Old Westbury Aquatics, Sachem Swim Club, Team Suffolk, Three Village Swim Club, and West Islip Swim Club

\* SOUTH(Age Group): Farmingdale Swim Club, Lindenhurst Swim Club, Long Beach Aquatics, Long Island Aquatic Club, Long Island Express, and Old Westbury Aquatics

### **Appendix 3B - Championship Meet Programs**

*[To be inserted here.]*

### **Appendix 3C - Championship Meet Qualifying Standards**

*[To be inserted here.]*

### **Appendix 3D - Championship Meet Bid Form**

*[To be inserted here.]*

### **Appendix 3E - Sanction Form**

*[To be inserted here.]*

### **Appendix 3F - Post-Competition Forms**

*[To be inserted here.]*

## **Part Four - Administration**

### **Article 401 - House of Delegates** *[Bylaws 4]*

**401.1** The House of Delegates consists of three representatives of each Group Member, the elected members of the Board of Directors, and up to ten At-Large Members.

**401.2** At-Large Members are appointed by the General Chairman with the advice and consent of the Board of Directors.

**401.3** Each member of the House of Delegates must be a member in good standing of Metro.

**401.4** Each member of the House of Delegates is entitled to only one vote. There are no votes by proxy.

**401.5** Group Member Representatives of Affiliated Group Members, unless entitled to vote under another provision of the Metro Bylaws, shall have voice but no vote in meetings of the House of Delegates and its committees.

**401.6** Individual Members who are not members of the House of Delegates may attend open meetings of the House of Delegates and its committees and be heard at the discretion of the presiding officer. Unless entitled to vote under another provision of the Metro Bylaws, Individual Members shall have no vote in meetings of the House of Delegates.

**401.7** A quorum of the House of Delegates shall consist of twenty (20) percent of members eligible to vote.

**401.8** The House of Delegates has three regular meetings per year, in September (mandatory), January, and May.

**401.9** Special meetings of the House of Delegates may be called by the Board of Directors or the General Chairman. Should the Board of Directors or the General Chairman fail to call the annual or scheduled regular meetings or should a special meeting be appropriate or helpful, a meeting of the House of Delegates may be called by a petition signed by at least five members of the House of Delegates.

**401.10** House of Delegates meetings shall be open to all members of Metro and USA Swimming. Issues pertaining to personnel, disciplinary action, legal, tax or similar affairs of Metro shall be deliberated and decided in a closed executive session which only House of Delegates members may attend. By a majority vote on a motion of a question of privilege, the House of Delegates may decide to go into executive session on any matter deserving of confidential treatment or of personal concern to any member of the House.

**401.11** Any action which may be taken at any regular or special meeting of the House of Delegates, except elections, removals of Board Members, members of the Board of Review, elected committee chairmen or coordinators, and amendments of the Metro Bylaws, may be taken without a meeting. If an action is taken without a meeting, the Secretary, by first class mail, postage prepaid, shall distribute a written ballot to every member of the House of Delegates entitled to vote on the matter. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval, and provide a reasonable time (but in no event less than twenty days) within which to return the ballot to the Secretary. Action by written ballot shall be valid only when the number of votes cast in favor of the proposed action within the time period specified constitutes a majority of the votes entitled to be cast.

**401.12** Not less than twenty days written notice shall be given to each member of the House of Delegates and each Group Member for any annual, regular or special meeting of the House of Delegates. See Section 16.1.5 of the Metro Bylaws for the various permitted forms of notice. Amendment of the Bylaws shall require not less than thirty days written notice.

**401.13** The notice of a meeting shall contain the time, date, and site. For special meetings of the House of Delegates, the expected purpose (which may be general) of the meeting shall be stated. If an expected purpose is the amendment of the Bylaws, a copy of the proposed amendment shall be included in the notice. Failure to have included in the notice any germane amendments subsequently adopted by the House of Delegates at this meeting shall not be the basis for any claim that the amendments as so adopted are invalid.

#### **Article 402 - Board of Directors** *[Bylaws 5]*

**402.1** The Board of Directors consists of General Chairman, the Administrative Vice-Chairman, the Senior Vice-Chairman, the Age Group Vice-Chairman, the Finance Vice-Chairman, the Secretary, the Treasurer, the Coach Representative, the Athlete Representatives, Safety Coordinator, the Technical Planning Chairman, The Immediate Past General Chairman of Metro (if an Individual Member of Metro in good standing), Members of the USA Swimming Board of Directors who are Individual Members of Metro in good standing, and USA Swimming Committee Chairmen who are Individual Members of Metro in good standing.

**402.2** Each member of the Board of Directors must be a member in good standing of Metro.

**402.3** Each member of the Board of Directors is entitled to only one vote. There are no votes by proxy.

**402.4** No more than three members or coaches of any Club Member or Affiliated Group Member shall serve on the Board of Directors at any time. This limitation shall be applied separately as to Athlete Members and other Individual Members.

**402.5** Individual Members who are not Board Members may attend open meetings of the Board of Directors and its committees and be heard at the discretion of the presiding officer. Unless entitled to vote under another provision of the Metro Bylaws, Individual Members shall have no vote in meetings of the Board of Directors or its committees.

**402.6** The Board of Directors shall act for Metro and the House of Delegates during the intervals between meetings of the House of Delegates, subject to the exercise by the House of Delegates of its powers of ratification or prospective modification or rescission. The Board of Directors shall not remove a Board Member, a Board of Review member or other person elected by the House of Delegates or amend the Metro Bylaws.

**402.7** The Board of Directors shall not override policy or program established by the House of Delegates unless the vote reflects a two-thirds or greater majority.

**402.8** Special meetings of the Board of Directors may be called by the General Chairman. Should the Board of Directors or the General Chairman fail to call regular meetings or should a special meeting be appropriate or helpful, a meeting of the Board of Directors shall be called at the written request of any three Board Members.

**402.9** Board of Directors meetings shall be open to all members of Metro and USA Swimming. Matters relating to personnel, disciplinary action, legal, taxation or similar affairs shall be deliberated and decided in a closed executive session which only Board Members are entitled to attend. By a majority vote on a motion of a question of privilege the Board of Directors may decide to go into executive session on any matter deserving of confidential treatment or of personal concern to any member of the Board of Directors.

**402.9** A quorum of the Board of Directors shall consist of a majority of the members.

**402.10** Not less than six days notice shall be given to each Board Member for any annual, regular or special meeting of the Board of Directors. Separate notices need not be given for regular meetings that are designated in the Metro Bylaws or otherwise scheduled and noticed well in advance

### **Article 403 - Executive Committee** *[Bylaws 5.7]*

**403.1** The Executive Committee consists of the General Chairman, the Administrative Vice-Chairman,

the Senior Vice-Chairman, the Age Group Vice-Chairman, the Secretary, the Treasurer, the Coach Representative, and the Senior Athlete Representative.

**403.2** Each member of the Executive Committee must be a member in good standing of Metro.

**403.3** Each member of the Executive Committee is entitled to only one vote. There are no votes by proxy.

**403.4** A meeting of the Executive Committee may be called by the General Chairman or any three Executive Committee Members.

**403.5** Individual Members who are not Executive Committee Members may attend open meetings of the Executive Committee and its committees and be heard at the discretion of the presiding officer. Unless entitled to vote under another provision of these Bylaws, Individual Members shall have no vote in meetings of the Executive Committee or its committees.

**403.6** The Executive Committee shall have the authority and power to act for the Board of Directors and Metro between meetings of the Board of Directors and the House of Delegates.

**403.7** Executive Committee meetings shall be open to all members of Metro and USA Swimming. Matters relating to personnel, disciplinary action, legal, taxation or similar affairs shall be deliberated and decided in a closed executive session which only Executive Committee members are entitled to attend. By a majority vote on a motion of a question of privilege the Executive Committee may decide to go into executive session on any matter deserving of confidential treatment or of personal concern to any member of the Executive Committee.

**403.8** A quorum of the Executive Committee shall consist of four members of the Committee.

**403.9** A minimum of three days notice shall be given to each Executive Committee Member for any meeting of the Executive Committee.

#### **Article 404 - General Chairman** *[Bylaws 6.7.1]*

**404.1** The General Chairman is elected in even numbered years by the House of Delegates for a two year term. The General Chairman may not serve more than two consecutive terms. The General Chairman is a member of the Board of Directors and the Executive Committee.

**404.2** The General Chairman oversees the management of Metro. The General Chairman appoints coordinators, chairs, and members of committees, for all non-elected positions, with the approval of the Board of Directors. The General Chairman will present to and discuss with the Board of Directors information that pertains to Metro. The General Chairman calls for, sets the agenda of, and presides at

House of Delegates, Board of Directors, and Executive Committee meetings. The General Chairman is a member of the Budget, Finance, and Personnel Committees. The General Chairman chairs the Personnel Committee.

**404.3** The General Chairman attends the USA Swimming annual convention.

**Article 405 - Administrative Vice-Chairman** [*Bylaws 6.7.4*]

**405.1** The Administrative Vice-Chairman is elected in even numbered years by the House of Delegates for a two year term. The Administrative Vice-Chairman may not serve more than two consecutive terms. The Administrative Vice-Chairman is a member of the Board of Directors and the Executive Committee.

**405.2** The Administrative Vice-chairman shall act as the General Chairman in the absence of or in the event of the disability of the General Chairman.

**405.3** The Administrative Vice-chairman oversees the Administrative Division. The Administrative Vice-chairman shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, committees, and coordinators. The Administrative Division includes Legal Counsel, Officials, Personnel, Safety, Secretary, and Technical Planning. The Administrative Division shall be responsible for bylaws/legislation/rules, elections, publications, special events, and the web. The Administrative Division shall be responsible for the creation and maintenance of Metro's Policies and Procedures Manual.

**405.4** The Administrative Vice-chairman shall be an ex-officio member (with voice and vote) of the Officials Committee. The Administrative Vice-chairman is a member of the Budget, Finance, and Personnel Committees. The Administrative Vice-chairman serves as a liaison to the Athlete Representatives and the Athletes Committee, and shall be responsible to see that the Athlete Representatives elections are held in accordance with these Bylaws.

**405.5** The Administrative Vice-chairman receives the Post Competition Reports and follows up on them.

**405.6** The Administrative Vice-chairman attends the USA Swimming annual convention.

**Article 406 - Senior Vice-Chairman** [*Bylaws 6.7.5*]

**406.1** The Senior Vice-chairman is elected in even numbered years by the House of Delegates for a two

year term. The Senior Vice-chairman may not serve more than two consecutive terms. The Senior Vice-chairman is a member of the Board of Directors and the Executive Committee.

**406.2** The Senior Vice-chairman oversees the Senior Division. The Senior Vice-chairman shall aid in the development of policy and the coordination of the activities of committees within the division internally and with other divisions, committees, and coordinators. The Senior Division shall be responsible for awards, camps/clinics, meet evaluation, meet management, meet sponsorship, open water, and time standards.

**406.3** The Senior Vice-chairman is a member of the Budget and Technical Planning Committees.

**406.4** The Senior Vice-chairman is the meet director of the Senior Metropolitan Championship meets.

**406.5** The Senior Vice-chairman attends the USA Swimming annual convention.

#### **Article 407 - Age Group Vice-Chairman** [*Bylaws 6.7.6*]

**407.1** The Age Group Vice-chairman is elected in odd numbered years by the House of Delegates for a two year term. The Age Group Vice-chairman may not serve more than two consecutive terms. The Age Group Vice-chairman is a member of the Board of Directors and the Executive Committee.

**407.2** The Age Group Vice-chairman oversees the Age Group Division. The Age Group Vice-chairman shall aid in the development of policy and the coordination of the activities of committees within the division internally and with other divisions, committees, and coordinators.

**407.3** The Age Group Division shall be responsible for disability swimming, camps/clinics, program development, time standards, and the zone team.

**407.4** The Age Group Vice-chairman is a member of the Budget and Technical Planning Committees.

**407.5** The Age Group Vice-chairman is the meet director of the Junior Olympics meets and the Zone Qualifying Meet, when they are run by Metro.

**407.6** The Age Group Vice-chairman attends the USA Swimming annual convention.

#### **Article 408 - Finance Vice-Chairman** [*Bylaws 6.7.7*]

**408.1** The Finance Vice-chairman is elected in even numbered years by the House of Delegates for a two year term. The Finance Vice Chair may not serve more than two consecutive terms. The Finance Vice-

chairman is a member of the Board of Directors.

**408.2** The Finance Vice-chairman is the chief financial officer of Metro and oversees the Finance Division. The Finance Division includes the Treasurer.

**408.3** The Finance Vice-chairman is a member of the Budget, Finance, and Personnel Committees. The Finance Vice-chairman chairs the Budget and Finance Committees.

**408.4** The Budget Committee consults with officers, committee chairmen, and coordinators; prepares and presents a proposed budget for consideration and approval by the Board of Directors and the House of Delegates. The proposed budget may contain alternatives.

**408.5** The Finance Committee develops, recommends to the Board of Directors, and supervises the investment of Metro's working capital, funded reserves, and endowment funds. The Finance Committee shall review Metro's equipment needs (both operational and office), the methods available to finance the acquisition of any needed equipment, and make recommendations to the Budget Committee and the Board of Directors.

#### **Article 409 - Secretary** [*Bylaws 6.7.2*]

**409.1** The Secretary is elected in even numbered years by the House of Delegates for a two year term. The Secretary may serve any number of consecutive terms. The Secretary is a member of the Board of Directors and the Executive Committee.

**409.2** The Secretary, or a delegate, shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and other notices and making such reports to USA Swimming as are required by Article 8 of the Metro Bylaws.

**409.3** The Secretary, or the staff of Metro's permanent office, shall be custodian of the records of Metro, and attest the execution of all duly authorized instruments.

**409.4** The Secretary shall see to the keeping, at Metro's permanent office, copies of all minutes, official correspondence, meeting and other notices, and any other records of Metro.

**409.5** The Secretary shall see that items pertinent to Metro are placed on the web site.

#### **Article 410 - Treasurer** [*Bylaws 6.7.3*]

**410.1** The Treasurer is elected in odd numbered years by the House of Delegates for a two year term. The

Treasurer may serve any number of consecutive terms. The Treasurer is a member of the Board of Directors and the Executive Committee.

**410.2** The Treasurer shall be the principal receiving and disbursing officer of Metro.

**410.3** The Treasurer shall receive all moneys, incomes, fees, and other receipts of Metro and pay all bills, salaries, expenses and other disbursements approved or required to be paid.

**410.4** The Treasurer shall issue a monthly report listing the current budget variances by line item, all receipts, all expenditures, and the current fund and account balances for the preceding month and for the fiscal year to date, together with such other items as the Finance Vice-chairman, the Finance Committee, the General Chairman, or the Board of Directors may direct.

**410.5** The Treasurer shall forward to USA Swimming national headquarters and present to the House of Delegates a copy of the annual closing Balance Sheet and Statement of Income and Expense for the preceding fiscal year following completion of the audit of the accounts and internal financial controls and procedures of Metro and the report thereon prepared in accordance with Section 8.5 of the Bylaws, within fifteen (15) days of receipt of the audit report and shall advise USA Swimming national headquarters within thirty (30) days following acceptance by the House of Delegates. Copies of any corresponding federal income tax return required to be filed by Metro under the IRS Code shall be included with the annual audit report sent to USA Swimming national headquarters.

**410.6** The Treasurer shall exhibit, within a reasonable time, the books or a duplicate, to any member of the Board of Directors.

**410.7** The Treasurer shall exhibit, within a reasonable time, the monthly financial reports and the annual audited financial statement to any member of Metro.

**410.8** The Treasurer shall have an annual audit of Metro performed.

**410.9** The Treasurer shall have tax returns prepared and filed in a timely manner.

**410.10** The Treasurer is a member of the Budget and Finance Committees.

#### **Article 411 - Safety Coordinator** [*Bylaws 7.2.2B*]

**411.1** The Safety Coordinator is elected in odd numbered years by the House of Delegates for a two year term. The Safety Coordinator may serve any number of consecutive terms. The Safety Coordinator is a member of the Board of Directors.

**411.2** The Safety Coordinator shall be responsible for coordinating safety enhancement and training

opportunities as needed and for the dissemination of USA Swimming safety education information to all Group Members, athletes, coaches, and officials of Metro. The Safety Coordinator shall develop safety education programs and policies for Metro and make recommendations regarding those programs and policies and their implementation to the Applicable Division Vice-chairmen and the Board of Directors.

**411.3** The Safety Coordinator shall provide a written report to the House of Delegates, Club Safety Coordinators, and to USA Swimming national headquarters summarizing swimming related injuries and recommendations to Metro and its members to reduce the likelihood of a re-occurrence.

**411.4** The Safety Coordinator shall report to the Board of Directors a summary addressing primarily any recommendation for action by Metro and its members.

#### **Article 412 - Technical Planning Chairman** *[Bylaws 7.2.2C]*

**412.1** The Technical Planning Chairman is elected in odd numbered years by the House of Delegates for a two year term. The Technical Planning Chairman may serve any number of consecutive terms. The Technical Planning Chairman is a member of the Board of Directors.

**412.2** The Technical Planning Chairman chairs the Technical Planning Committee and reports the results of meetings to the House of Delegates and the Board of Directors.

**412.3** The Technical Planning Committee is responsible for long-range planning regarding the swimming programs conducted by Metro, overseeing the setting of short and long course schedules, the setting of time standards, the continuing review and development of the Metro philosophy, and for advising other committees and divisions regarding the implementation of that philosophy in the context of Metro's swimming programs.

**412.4** The members of the Technical Planning Committee shall be the Technical Planning Committee Chairman, who shall serve as chair, an Athlete Member, and at least six additional members of whom at least fifty percent (50%) shall be Coach Members. These additional members shall include the Senior and Age Group Vice Chairmen.

**412.5** The Technical Planning Committee shall oversee the awarding of meet sponsorships to member clubs.

**412.6** The Technical Planning Committee shall be responsible for seeing that all levels of swimming will be served within the yearly meet schedule.

**Article 413 - Coach Representative** [Bylaws 6.7.9]

**413.1** The Coach Representative is elected in even numbered years by the Coach Members for a two year term. The Coach Representative may not serve more than two consecutive terms. The Coach Representative is a member of the Board of Directors and the Executive Committee.

**413.2** The Coach Representative shall be elected at the Short Course Senior Metropolitan Championships by the Coach Members in good standing present at a meeting called for that purpose.

**413.3** The Coach Representative shall serve as a liaison between the Metro coaches and the Board of Directors and House of Delegates.

**413.4** The Coach Representative attends the USA Swimming annual convention.

**413.5** The Coach Representative oversees the selection of Age Group and Senior Coach of the Year Awards. The Coach Representative will receive the nomination. The award will be voted on by the coaches at the May House of Delegates meeting and presented at the Hall of Fame Dinner.

**Article 414 - Athlete Representative** [Bylaws 6.7.8]

**414.1** One Athlete Representative shall be elected each year for a two-year term, or until their respective successors are elected. An Athlete Representative may not serve more than two consecutive terms. The Athlete Representatives are members of the Board of Directors. The Senior Athlete Representative is a member of the Executive Committee. At the time of election, the Athlete Representative must:

.1 be an Athlete Member in good standing

.2 be at least sixteen (16) years of age or at least a sophomore in high school

.3 be currently competing, or have competed during the three (3) immediately preceding years, in the program of swimming conducted by Metro or another LSC

.4 reside in Metro and expect to reside therein throughout at least the first half of the term.

**414.2** Election of an Athlete Representative shall be conducted annually during Metro's short course age group swimming championship, or other regularly scheduled meet designated by the Board of Directors. The balloting shall take place at a meeting called for that purpose by the Senior Athlete Representative or the Athletes Committee, or failing that, at a time and in a manner designated by the Board of Directors.

The Athlete Representatives elected shall be determined by a majority of the Athlete Members in good standing present and voting who are thirteen (13) years of age or older.

**414.3** The Senior Athlete Representative is the representative in the second year in office, The Senior Athlete Representative shall chair the Athletes' Committee.

**414.4** The Junior Athlete Representative is the representative in the first year in office.

**414.5** It is the Athlete Representative's duty to determine the views of the member athletes and present those views to the Board and/or the LSC.

**414.6** The Athlete Representatives attend Board of Directors Meetings, House of Delegates Meetings, and annual National Convention of USA Swimming.

**414.7** The Athletes Committee shall be responsible for the publication of an athletes' newsletter and shall undertake other activities (a) delegated to it by the Board of Directors or the General Chairman or (b) undertaken by the Committee as being in the best interests of the Athlete Members, Metro, USA Swimming, and the sport of swimming.

#### **Article 415 - Swimmers with Disabilities Coordinator** *[Bylaws 7.2.2F]*

**415.1** The Swimmers with Disabilities Coordinator is appointed by the General Chairman with the advice and consent of the Board of Directors.

**415.2** The Swimmers with Disabilities Coordinator shall be a resource to interpret Article 105 of the USA Swimming Rules and Regulations, provide information relative to the Americans with Disabilities Act, and encourage the participation of swimmers with disabilities in the programs of Metro and USA Swimming. The Swimmers with Disabilities Coordinator shall determine whether there are swimmers with disabilities being served in Metro and provide information on competitive opportunities for those swimmers.

**415.3** The Swimmers with Disabilities Coordinator receives applications to represent Metro at the Zone Championship Meet. In the event that the number of applications received exceeds the number of swimmers with disabilities that are permitted; the following criteria will be used to determine the swimmers to represent Metro:

- .1 Swimmer has been a member of Metropolitan swimming for at least 6 months.
- .2 Swimmer shall submit to Disability Chair person a list including times achieved in the events that they hope to participate in at the Zone Meet. The times should be achieved within the 12 months prior to the

date of the Zone Meet and should be achieved during a USA sanctioned swim meet.

.3 Swimmer will have attended at least 3 USA sanctioned meets during the same season of the Zone Championship meet.

**415.4** If after all the above criteria are met, there are still too many applicants, the swimmers will be selected from those qualified based on the above criteria by a Committee consisting of Swimmers with Disabilities Coordinator, the Age Group Vice-Chairman, and the Coach Representative.

[Note: The term 'Adapted Swim' has been replaced the term 'Swimmers with Disabilities' to conform to current practice. The Bylaws should be updated to reflect this change.]

#### **Article 416 - Membership/Registration Coordinator**

**416.1** The duties of the Membership/Registration Coordinator shall be performed by the Permanent Office Secretary.

**416.2** The Membership/Registration Coordinator shall receive all registrations for clubs and individuals.

**416.3** The Membership/Registration Coordinator shall receive all transfer forms.

**416.4** The Membership/Registration Coordinator maintains the membership database.

**416.5** The Membership/Registration Coordinator processes all registrations and transmits the information to USA Swimming.

#### **Article 417 - National Times Verification Coordinator**

**417.1** The National Times Verification Coordinator is appointed by the General Chairman with the advice and consent of the Board of Directors.

**417.2** The National Times Verification Coordinator receives all times performed in Metro at sanctioned meets, approved meets, time trials, and observed swims and transmits them to USA Swimming for inclusion in the National database.

#### **Article 418 - Officials Chair**

**418.1** The Officials Chair is appointed by the General Chairman with the advice and consent of the Board of Directors.

**418.2** The Officials Committee will consist of the following: the officials chair, the area chairs, and the Administrative Vice-Chairman.

**418.3** The Metro Officials areas are:

- .1 Suffolk and Nassau counties
- .2 New York City
- .3 Westchester
- .4 Rockland, Sullivan, Orange, Dutchess, and Putnam

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

- .1 Critiquing officials
- .2 Determining officials certification status
- .3 Setting the agenda for and running officials' clinics
- .4 Conducting rules discussions
- .5 Reviewing charges brought against any official and determining penalties if appropriate.

**418.5** The Area Chair will be appointed by the Officials Chair in consultation with the Administrative Vice-Chairman. The minimum requirements for area chair are 5 years experience as a Referee and National Certification.

**418.6** Area Chairs are responsible for the following within their own area:

- .1 Critique officials, especially at major meets. They should consider whether the official was: a) at the meet a minimum 45 minutes prior to start, b) properly attired, c) properly equipped, and d) in proper position to make calls. In critiquing referees, Area Chairs should also consider whether the required number of officials was present and the conduct and positioning of the other officials was appropriate.
- .2 Ensure that each meet has the required number of officials with the necessary certifications. a) Area Chairs will assign officials to meets if requested by the meet director. Assignment will be done from a list of approved officials maintained by the Officials Chair. All selections made by the Area Chair must be with the approval of the host club. b) Meet directors may choose officials, but must confirm the selection with the Area Chair. This shall be completed within 30 days of receipt of the schedule. An assignment list

shall then be sent to officials.

.3 Conduct administrative and deck officials' clinics under the supervision and guidance of the Administrative Vice-Chairman and Officials Chair.

.4 Attend a minimum of three meetings per year. Topics on the agenda will include: a) meet critiques, b) Officials Certification, c) discussion of rules, and d) agenda for clinics.

.5 Assign Apprentice officials to work with senior officials in appropriate situations.

**418.7** Requirements for becoming a Stroke & Turn Judge are: a) be at least 18 years old, b) attend USA Stroke & Turn clinic, c) take the Stroke & Turn exam, d) receive a score of 80% or better, and e) complete on-deck training with a Certified Stroke & Turn Judge or higher-level official. Apprentice Stroke & Turn Judges must work a minimum of 6 sessions under two different Referees. The Apprentice cannot make a disqualification during these sessions. Once certification is achieved, the newly certified official must work an additional 3 sessions as a Certified Stroke & Turn Judge.

**418.8** To maintain Stroke & Turn certification an official must work a) a minimum of 6 sessions per year as a Stroke & Turn judge or higher level, and b) attend a Stroke & Turn clinic and pass the re-certification test with score of no less than 80%. With a score below standard, the Official must re-take the initial exam and receive score of no less than 90% to maintain Stroke & Turn judge status.

**418.9** To become a Starter, an official must be a certified Stroke and Turn Judge, submit a letter to the Area Chair requesting to move to Starter Apprentice status, and receive a positive response from the Area Chair before beginning Apprenticeship. Requirements for becoming a Starter are: a) be at least 20 years old, b) attend and successfully complete a Starter clinic taught by the Area Chair, c) take the Starter exam and receive a score of 80% or better, and d) work 8 sessions on deck with trainer's approved by the Area Chair. The Starter Apprentice must work with two different trainers as designated by the Area Chair. The Starter Apprentice must work one of eight sessions alone as a Starter. Starter Apprentice sessions count towards the total number of sessions done per year. Certification must be completed within one year of the clinic.

**418.10** To maintain Starter certification, an official must a) work a minimum of 8 sessions per year with at least 5 sessions as Starter, and b) attend a Starter clinic and pass the re-certification exam with score of no less than 80%.

**418.11** To become a Referee, an official must a Certified Starter for at least one full year, submit a letter to the Area Chair requesting to move to Referee Apprentice status, and receive a positive response from the Area Chair before beginning Apprenticeship. Requirements for becoming a Referee are: a) must be familiar with the positions of Stroke & Turn Judge, Starter, Referee, Chief Judge, Timer, and Head Timer

b) attend and successfully complete a Referee clinic taught by the Area Chair, c) take the Referee exam and receive a score of 90% or better, and d) work 8 sessions on deck with trainer's approved by the Area Chair. The Referee Apprentice must work with two different referees as designated by the Area Chair. Referee Apprentice sessions count towards the total number of sessions done per year. Certification must be completed within one year of the clinic. Certification requires favorable recommendations by at least two designated Referee trainers and sign-off by the Officials Chair.

**418.12** To maintain Referee certification, an official must a) work a minimum of 8 sessions per year with at least 5 sessions as Referee, and b) attend the Referee clinic and pass the re-certification exam with score of no less than 90%.

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

**418.14** To be a Chief Judge you must be certified for Stroke & Turn and be at least 20 years old.

**418.15** To become a Referee – Non-starter, an official must be Stroke & Turn III and submit a letter to the Area Chair requesting to move to Referee – Non-starter Apprentice status. The other requirements are the same as Referee in Article 418.11. To maintain Referee – Non-starter certification the requirements are the same as Referee in Article 418.12.

**418.16** Meet Referees are required to submit a 'Meet Report' form to the Area Chair within 14 days of the end of the meet.

**418.17** When an official is charged with not performing their duties properly, the Officials Committee shall follow the *General Guidelines for Discipline and De-Certification* as outlined by the Officials Committee of USA Swimming.

## **Article 419 - Open Water Coordinator**

**419.1** The Open Water Coordinator is appointed by the General Chairman with the advice and consent of the Board of Directors.

**419.2** The Open Water Coordinator shall be responsible for encouraging open water competition and training, overseeing any Metro sanctioned open water event, and being a resource on open water swimming.

## **Article 420 - Swim-a-thon Coordinator**

**420.1** The Swim-a-thon Coordinator is appointed by the General Chairman with the advice and consent of the Board of Directors.

**420.2** The coordinator is responsible for overseeing requests to run Swim-A-Thons, providing information for those who wish to run them, and monitoring the results for compliance with regulations for reporting and remittance.

**420.3** The coordinator may attend Board of Directors meetings or communicate a report through the General Chairman or Administrative Vice-Chairman.

**420.4** The coordinator should attend House of Delegates meetings.

### **Article 421 - Top 16 Tabulation Coordinator**

**421.1** The Top 16 Tabulation Coordinator is appointed by the General Chairman with the advice and consent of the Board of Directors.

**421.2** The Top 16 Tabulation Coordinator compiles all times achieved by Metro swimmers and publishes a list with names of the fastest times achieved by Metro swimmers in each event.

### **Article 422 - Zone Team Coordinator**

**422.1** The duties of the Zone Team Coordinator shall be performed by the Permanent Office Secretary.

**422.2** The Zone Team Coordinator arranges for transportation to, from, and at the Zone Championship Meet for the Metro Zone team.

**422.3** The Zone Team Coordinator arranges for accommodations and meals for the Metro Zone team.

**422.4** The Zone Team Coordinator arranges for the equipment for the Metro Zone team.

**422.5** The Zone Team Coordinator coordinates entries for the Metro Zone team.

### **Article 423 - Permanent Office Secretary**

**423.1** The Permanent Office Secretary is appointed by the General Chairman on the recommendation of

the Board of Directors with the approval of the House of Delegates.

**423.2** The Permanent Office Secretary is a compensated position.

**423.3** The Permanent Office Secretary shall fulfill the duties of Membership/Registration Coordinator and Zone Team Coordinator.

**423.4** The Permanent Office Secretary shall distribute minutes of meetings, notices from Metro and USA Swimming, as needed.

**423.5** The Permanent Office Secretary shall receive all sanction forms and meet entry forms and is responsible for ensuring that meet directors have complied with all applicable Metro and USA Swimming policies before approving them.

**423.6** The Permanent Office Secretary shall receive the recon files from meet directors, verify registration with USA Swimming, notify teams of improper registrations, and notify host clubs of swimmers who are not allowed compete or must who compete unattached.

#### **Article 424 - Hall of Fame**

**424.1** The Hall of Fame Coordinator is appointed by the General Chairman with the advice and consent of the Board of Directors.

**424.2** Chair coordinates the nomination procedure and election of individuals who have participated in Metro and brought honor upon Metro through their achievements and efforts in aquatics.

**424.3** Hall of Fame Committee organizes the annual dinner, contacts the recipients, arranges for the awards, invites members of the swimming community, and prepares the program.

**424.4** Hall of Fame Electors shall consist of: the living members of the Hall of Fame, 14 representatives of Metro, two representatives of the Athlete's Committee, and four Representatives of Metropolitan Masters Swimming.

**424.5** Unless otherwise provided for, the Annual Hall of Fame Dinner shall be on the Tuesday evening immediately preceding Memorial Day.

#### **Article 425 - Outreach Coordinator**

**425.1** The Outreach Coordinator is appointed by the General Chairman with the advice and consent of the Board of Directors.

*[Remainder of position description to be written.]*

## **Appendix 4A - List of Clubs & Club Codes**

*[To be inserted here.]*

**Appendix 4B - List of Officers and Terms**

Office	Name	Board of Directors	Executive Committee	Elected/ Appointed	Term Ends	Eligible for Reelection
General Chairman	Mary Fleckenstein	Yes (Chair)	Yes (Chair)	Elected by House of Delegates	Even Years	No
Administrative Vice-chairman	George Rhein	Yes	Yes	Elected by House of Delegates	Even Years	Yes
Senior Vice-chairman	Brian Brown	Yes	Yes	Elected by House of Delegates	Even Years	Yes
Age Group Vice-chairman	Paul Furbeck Bob Vializ	Yes	Yes	Elected by House of Delegates	Odd Years	One More Term
Finance Vice-chairman	Corinne Cody	Yes	No	Elected by House of Delegates	Even Years	Yes
Secretary	Monique Grayson	Yes	Yes	Elected by House of Delegates	Even Years	Yes
Treasurer	Mary Ann Senecal	Yes	Yes	Elected by House of Delegates	Odd Years	Yes
Coach Representative	Scott Bartleson	Yes	Yes	Elected by Coach Members	Even Years	No
Senior Athlete Representative	Chris Finnegan	Yes	Yes	Elected by Athlete Members	Alternate Years	One More Term
Junior Athlete Representative	Erin Kiernan	Yes	No	Elected by Athlete Members	Alternate Years	One More Term
Safety Coordinator	Carolyn Johnson	Yes	No	Elected by House of Delegates	Odd Years	Yes
Technical Planning Chair	David Ellinghaus	Yes	No	Elected by House of Delegates	Odd Years	Yes
Permanent Office Secretary	Barry Roffer	No	No	Hired by General Chairman		
Swim-A-Thon Coordinator	Richard Finkelstein	No	No	Appointed by General Chairman		
Adapted Aquatics Coordinator	Corinne Cody	No	No	Appointed by General Chairman		
Open Water Coordinator	Bea Hartigan	No	No	Appointed by General Chairman		
Immediate Past General Chairman	Ray D'Annolfo	Yes (Ex-officio)	No	Automatic		
Officials Committee Chair	Paul Simco	No	No	Appointed by General Chairman		
Board of Review Chair	Jennifer Trotman	No	No	Appointed by General Chairman from Members of the Board of Review		

## **Part Five - Financial Operating Guidelines**

*[Financial Operating Guidelines to be written.]*

## **Part Six - Board of Review**

*[Description of Board of Review to be written.]*

## **Part Seven - Revising Policy and Procedures Manual**

### **Article 701 – Jurisdiction**

**701.1** Changes to Parts 1, 2, or 3 may be proposed by any Non-athlete member or any member of the Athlete’s Committee of Metro and shall be submitted to either the Board of Directors or the Technical Planning Committee in advance of the House of Delegates meeting whenever possible.

**701.2** Changes to Parts 4 or 7 may be proposed by any member of the House of Delegates and shall be submitted to the Board of Directors.

**701.3** Changes to Part 5 may be proposed by any member of the House of Delegates and shall be submitted to the Finance Committee.

**701.4** Changes to Part 6 may be proposed by any member of the Board of Review or the Board of Directors and shall be submitted to the Board of Review.

### **Article 702 – Method of Submission**

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

### **Article 703 – Adoption**

**703.1** Proposed changes to Parts 1, 2, or 3 may be amended, adopted, or rejected by the House of Delegates by a majority vote, except as provided in Article 706.2.

**703.2** Proposed changes to Parts 4, 5, or 7 may be amended, adopted, or rejected by the Board of Directors by a majority vote. Changes adopted by the Board of Directors are subject to further amendment or rejection by the House of Delegates by a majority vote.

**703.3** Proposed changes to Parts 6 may be amended, adopted, or rejected only by the Board of Review by a majority vote.

## **Article 704 – Suspension**

**704.1** 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 705 – Effective Date**

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

## **Article 706 – Conformity**

**706.1** All policies and procedure must conform to the Metro Bylaws and USA Swimming Rules and Regulations.

**706.2** 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, 4, 5, or 7 by a majority vote.

