



**INDIANA  
SWIMMING**



---

# **POLICY & PROCEDURES MANUAL**

## Preface to Policies & Procedures Manual

Indiana Swimming uses its website ([www.inswimming.org](http://www.inswimming.org)) as its primary delivery tool for the dissemination of information and communication with its membership. This policies and procedures manual contains numerous references to both the Indiana Swimming and USA Swimming ([www.usaswimming.org](http://www.usaswimming.org)) web sites where more detailed information on current policies and procedures is available. The intent of this manual is to provide basic information regarding policies and procedures and to refer the reader to the appropriate web site location for the most current documents under each category. For categories not found in this document, please refer to the Indiana Swimming Bylaws or other listings on the Indiana Swimming web site. Thank you!

### **TABLE OF CONTENTS**

1.0	Indiana Swimming .....	4
	1.1 Organization .....	4
	1.2 Objectives.....	4
	1.3 Vision .....	4
	1.4 Mission Statement.....	4
	1.5 Core Values.....	4
	1.6 Statements of Principles, Accountability, and Conflict of Interest .....	4
	1.7 Organizational Structure .....	5
	1.8 Athlete Code of Conduct .....	6
	1.9 Member Code of Conduct.....	6
	1.10 ISI Logo Usage .....	
	1.11 Glossary of terms.....	
2.0	General Policies for Committee Administration .....	9
	2.1 Divisions of the Corporation .....	9
	2.2 Committees & Coordinators .....	9
	2.3 Ad-Hoc Committees .....	9
	2.4 Mission Statement of the Committee.....	9
	2.5 Annual Goals of the Committee .....	9
	2.6 Functions of the Committee .....	9
	2.7 Responsibilities of Committee Chair or Coordinators.....	9
	2.8 Implementation of Action Items by Committees .....	10
	2.9 Equal Opportunity to Participate .....	10
	2.10 Open Meetings Policy .....	10
	2.11 Roberts Rules of Order .....	10
	2.12 Misconduct by Committee Members .....	10
	2.13 Confidentiality .....	10
	2.14 Authorization of Expenses.....	10
	2.15 Board of Review FAQ's.....	
	2.16 Reporting Process .....	
3.0	Membership.....	6
	Registration	
	Athlete Membership	
	Individual Membership .....	7
	Full Athlete.....	7
	Outreach Athlete.....	7
	Seasonal Athlete.....	7
	1-day Open Water .....	
	Birth Certificate Requirements.....	
	Non-Athlete Membership .....	7
	Background Screen Requirements.....	
	Club Membership.....	6
	Club Education .....	

	<a href="#">Club New Hire Practice</a> .....	
	Membership Payments.....	8
	Membership Meetings.....	8
4.0	Financial Policies .....	11
	4.1 Financial Reports.....	11
	4.2 Committee Accounting Procedures .....	11
	4.3 Late Payments .....	11
	4.4 Grants.....	11
	4.5 Expense Reimbursement.....	11
	<a href="#">Club Support Travel Reimbursement</a> .....	
	4.6 Authorizations.....	11
5.0	Budget Process & Approval.....	12
	5.1 Budget Preparation.....	12
	5.2 The Role of the Committees .....	12
	5.3 The Role of the Vice-Chairs.....	12
	5.4 The Role of the Board and the House of Delegates.....	12
	5.5 Budget Amendments & Performance Review .....	12
	5.6 Budget Timetable.....	12
6.0	Investment Policy.....	13
	6.1 Purpose.....	13
	6.2 Manager Guidelines .....	13
	6.3 Objective Standards.....	14
	6.4 Security Classes .....	14
	6.4.1 Equities.....	14
	6.4.2.1 Fixed Income Securities.....	14
	6.4.2.2 Cash Equivalents .....	15
	6.4.2.3 Other Assets .....	15
	6.5 Asset Allocation.....	15
	6.6 Communications.....	16
	6.7 Account Specific Information .....	16
	6.7.1 Operating Funds .....	16
	6.7.2 Longer Term Investments .....	16
7.0	Website Policies & Guidelines.....	17
	7.1 Primary Mission.....	17
	7.2 Secondary Mission .....	17
	7.3 Design Philosophy .....	17
	7.4 Content Philosophy.....	17
	7.5 Website Posting / Link Requests.....	18
	7.6 Sponsorship / Advertising Opportunities .....	18
	7.7 Website Administration .....	18
	7.8 Website Evaluation & History .....	18
	<a href="#">Image &amp; Video Use</a> .....	
	<a href="#">Social Media Permissions</a> .....	
	<a href="#">Logo Usage Policy</a> .....	
8.0	Swim Meets	
	8.1 Meet Types.....	18
	8.2 Meet Fees.....	20
	8.3 Meet Host Responsibilities .....	20
	Site Selection Bid Process.....	
	Championship Procedures & Administration .....	
	Operational Rules.....	
	Media Credentials Requests .....	

9.0	Awards	
9.1	Fall House of Delegates Presentations.....	21
9.2	Summer Senior State Presentations.....	21
9.3	Spring Meet Presentations .....	21
	Indiana Top 10 .....	
	Indiana Top Performer.....	
	National Top 10.....	
10.0	Programs & Services.....	21
	Camps.....	
	Coach Clinics.....	
	Swimposium .....	
	CLBMS .....	
	Race Analysis.....	
	Club Incentive.....	
	IMX .....	
	VCC .....	
11.0	Office Standard Operating Procedures	
	Work week .....	
	Parking.....	
	Phone/Voice Mail.....	
	Internet.....	
	I.T. Support.....	
	Office Space .....	
	Mail .....	
	Filing.....	

# 1. INDIANA SWIMMING

## 1.1 Organization

Indiana Swimming, Inc. (ISI) is one of 59 Local Swimming Committees (LSC) with responsibility under USA Swimming to govern the sport of swimming in the State of Indiana, except Floyd and Clark Counties, and including Vermillion County in the State of Illinois. Indiana Swimming, as delegated to it in the USA Swimming Rules and Regulations, has jurisdiction to conduct swimming programs consistent with the policies and procedures of USA Swimming and to sanction, approve, observe, oversee and conduct, on behalf of USA Swimming, competitive swimming events within the LSC boundaries.

Indiana Swimming is a tax-exempt organization as described in Section 501(c)(3) of the U.S. Internal Revenue Code and may accept contributions, bequests, and gifts deductible for federal income and estate and gift tax purposes respectively.

Indiana Swimming operates under by-laws adopted in 12/1996 and amended thereafter. ISI is governed by its House of Delegates (Article 604), a Board of Directors (Article 605), elected and appointed Officers (Article 606), and various Divisions, Committees and Coordinators (Article 607) as described in its by-laws.

The House of Delegates governs Indiana Swimming. The Board of Directors has the authority to act for the Corporation between meetings of the House of Delegates. The officers of the Corporation comprise the Executive Committee and shall have the authority to act for the corporation between meetings of the Board of Directors.

## 1.2 Objectives

The objectives and primary purpose of Indiana Swimming shall be the education, instruction, and training of individuals to develop and improve their capabilities in the sport of swimming. ISI shall promote swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules, regulations, policies and procedures of FINA, USA Swimming, and ISI and its Articles of Incorporation.

## 1.3 Vision

*Creating opportunities for swimmers to realize their dreams*

## 1.4 Mission Statement

*Provide progressive, innovative programs that inspire excellence*

## 1.5 Core Values

Integrity and Commitment

## 1.6 Statements of Principles, Accountability and Conflict of Interest

Those who choose to serve Indiana Swimming and its members, whether as volunteers or as paid professionals are held to a high standard of conduct. As guardians of Olympic ideals, they assume an obligation to subordinate individual interests to the interests of the Olympic Movement. Those who serve ISI must do so without personal gain in order to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real conflict of interest as well as to avoid the appearance of a conflict of interest.

### ***Indiana Swimming Board of Directors***

#### **Statement of Accountability**

The Board governs with an emphasis on outward vision rather, encouragement of diversity in viewpoints, strategic leadership, clear distinction of Board roles, collective decisions, and, proactively rather than reactively. The Board shall:

1. Be accountable to the Indiana Swimming community for competent, conscientious, and effective accomplishment of its obligations.
2. Enforce on itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meeting, policy-making principles, respect, speaking with one voice, and ensuring the continuity of governance capability. Board development will include orientation of new members in the Board's adopted governance process and strategic planning and monitoring.
3. Direct, control, and inspire the organization through the careful establishment of broad written policies reflecting the Board's values and perspectives. The Board's major policy focus is on the intended long-term impacts.

4. Accept responsibility for Board performance. The Board will be an initiator of policy, not merely a reactor to other initiatives. The Board will use the expertise of individual Board members to enhance the ability of the Board as a team and operate in partnership with the professional staff. The Board will monitor and regularly discuss its own processes and performance.

### **Conflict of Interest Statement**

The Board of Directors affirms that the directors, officers, administrators, employees, and other volunteers of Indiana Swimming (referred to as the Corporation) have an obligation to exercise their authority and to carry out the duties of their respective positions for the sole benefit of the Corporation. They should avoid placing themselves in positions in which their personal interests are, or may be, in conflict with the interests of the Corporation. Where a potential conflict of interest exists, it shall be the responsibility of the person involved or any other person with knowledge to notify the Board of Directors of the circumstances resulting in the potential conflict so that the Board of Directors can provide such guidance and take such action as it shall deem appropriate. Areas of potential conflict of interest are:

#### **1. Financial Interests**

- (A) Ownership by the individual directly or indirectly of a material financial interest in any business or firm (i) from which the Corporation obtains goods or services, or (ii) which is a competitor of the corporation.
- (B) Competition by the individual, directly or indirectly, with the Corporation in the purchase or sale of property or any property right or interest.
- (C) Representation of the Corporation by the individual in any transaction or activity in which the individual, directly or indirectly, has a material financial interest.
- (D) Any other circumstance in which the individual may profit, directly or indirectly, from any action or decision by the Corporation in which he or she participates, or of which he or she has knowledge.

#### **2. Inside Information**

Disclosure or use by the individual of confidential information about the Corporation, its activities or intentions, for the personal profit or advantage of the individual or any person.

#### **3. Conflicting Interests Other than Financial**

Representation as director, officer, agent or fiduciary of another company, institution, agency or person in any transaction or activity which involves this Corporation as an adverse party or with adverse interests.

#### **4. Gifts and Favors**

Acceptance of gifts or favors from any firm or individual which does or seeks to do business with, or is a competitor of, the Corporation under circumstances which imply reasonably that such action is intended to influence the individual in the performance of his or her duties. No Director who directly or indirectly is involved in a potential conflict of interest shall be counted in determining the existence of quorum at any meeting of the Board where the potential conflict is considered, nor shall the director vote on any action of the Board regarding that potential conflict.

### **1.7 Organizational Structure**

Indiana Swimming is governed by a House of Delegates. The Board of Directors, as outlined in sections 605 and 606 of its bylaws, has the authority to act for the Corporation between meetings of the House of Delegates. The officers of the Corporation comprise the Executive Committee and have the authority to act for the Corporation between meetings of the Board of Directors. The organizational structure includes nine divisions, committees, and coordinators as detailed in section 607 of the bylaws. Twenty percent (20%) of the voting membership of each committee shall be athletes, each of whom must at the time of appointment be engaged in amateur swimming within eight (8) years preceding the appointment.

Indiana Swimming maintains a permanent office at 201 South Capitol Avenue; Suite 410; Indianapolis, IN 46225 and currently employs two full-time staff members (Member Services Manager and Sport Development Director) and one part-time staff person.

### **1.8 Athlete Code of Conduct**

Indiana Swimming athletes recognize and agree to conform to the following principles at all times while representing ISI.

- To conduct myself so as to be a worthy team athlete and/or staff member.
- To follow the Indiana Swimming and the USA Swimming Rules.
- To conduct myself in a manner so as to earn the respect and confidence of others.

- To act/conduct myself with dignity & with respect for others and the property of others.
- To dress in a manner suitable to my position as a representative of Indiana Swimming.
- To be a responsible goodwill ambassador between the sport of swimming and the public.
- To promote positive high team spirit and morale.
- To strive to do my best and encourage all team members to do the same.
- To deal justly, kindly, impartially, and intelligently with all my fellow team members.
- To do my very best to bring the highest possible credit and regard to myself, my team, Indiana Swimming and to the sport of swimming.

The use of any of the below is strictly FORBIDDEN for those not of legal age:

- Alcoholic beverages and tobacco products
- Fireworks and Drugs (other than those prescribed by my physician)

Indiscreet or destructive behavior will not be tolerated. Every effort should be made to avoid guilt by association with such activities.

ISI national meet reimbursement is a privilege, and I personally acknowledge those responsibilities associated with it.

## **1.9 Member Code of Conduct**

Members of ISI are bound to the USA Swimming Code of Conduct as outlined in Article 304 of its Rules and Regulations.

Any member or prospective member of USA Swimming may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA Swimming if such member violates the provisions of the USA Swimming Code of Conduct, set forth in 304.3, or aids, abets or encourages another person to violate any of the provisions of the USA Swimming Code of Conduct.

### **1.10 Indiana Swimming Logo Usage**

### **1.11 Glossary of Swimming terms**

## **2. GENERAL POLICIES FOR COMMITTEE ADMINISTRATION**

### **2.1 Divisions of the Corporation**

The House of Delegates of Indiana Swimming shall consist of the following divisions. Each division shall be presided by a Vice-Chair of the Corporation.

- Administrative
- Senior Swimming
- Age Group Swimming
- Finance
- Technical
- Officials / Rules
- Coaches
- Athletes

### **2.2 Committees and Coordinators**

Each Division is further divided into several standing committees. Unless otherwise specified in the Indiana Swimming by-laws, the General Chair shall appoint the members of all committees including the chair of the committee. A committee may consist of only one member who is known as the coordinator. Each committee is directly responsible to a Vice-Chair.

### **2.3 Ad-Hoc Committees**

The General Chair of the Board of Directors may appoint an ad-hoc committee (task force) to complete a specific objective where an existing standing committee would not otherwise be appropriate. In each instance where an ad-hoc committee is established, the Board of Directors must also approve a budget for the activities and the administration of the committee. The term of service for any ad-hoc committee shall not exceed one year.

### **2.4 Mission Statement of the Committee**

Each committee chair shall establish a mission statement and shall annually review the mission statement of the committee. The mission statement of the committee shall be forwarded to the Board of Directors for their approval.

### **2.5 Annual Goals of the Committee**

Each committee shall establish goals for the committee and a timetable or action plan for achieving these goals. The goals, timetable and action plan shall be distributed to the respective Vice-Chair to whom the committee is directly responsible.

## 2.6 Functions of the Committee

The functions of the committee may include but are not limited to the following:

1. To study and evaluate existing programs of the Corporation.
2. To create and develop new programs for the Corporation for recommendation to another committee or to the Board of Directors.
3. To advise the Board of Directors through the Vice-Chair to whom the committee is directly responsible.
4. To consider items which have been referred to the committee from the Indiana Swimming membership, from another committee or from the Board of Directors.
5. To present resolutions for action items that should be referred to the division Vice-Chair for consideration by the Board of Directors.
6. To implement the policies of the Board of Directors and the Corporation.
7. To prepare a budget for the projects and the administration for the committee in the next fiscal year.
8. To conduct the projects and operate the activities of the committee within the approved budget for the current fiscal year.

## 2.7 Responsibilities of Committee Chair or Coordinators

The responsibilities of the Committee Chair and/or Coordinators include:

1. Schedules all meetings of the committee
2. Proposes an agenda for all meetings.
3. Presides at all meetings of the committee and guides the business of the committee
4. Gives a report to members of the committee, of the activities of the committee or of the Corporation since the last committee meeting.
5. Introduces guests and presenters to the committee.
6. Serves as the spokesperson for the committee.
7. Appoints a secretary to take minutes of all meetings.
8. Reviews the draft of the minutes prepared by the secretary and make corrections as necessary so that they may be distributed to members of the committee and the division Vice-Chair.
9. Works with the Indiana Swimming staff to manage the programs and activities of the committee within the approved budget.
10. Assumes responsibility for the committee's compliance with the policies of the Corporation.
11. Directs the committee's activities towards the completion of its goals.
12. Maintains regular contact with the Indiana Swimming staff and the division Vice-Chair.

## 2.8 Implementation of Action Items by Committees

1. A proposal or resolution is passed by the committee and becomes an Action Item for consideration by another committee or by the Board of Directors.
2. All Action Items should be submitted in writing and shall include an estimate of the costs of implementation.
3. The Action Item is referred to the Vice-Chair assigned to the committee who shall discuss the matter with the committee chair or coordinator.
4. The Vice-Chair shall either refer the matter back to committee, or refer the matter to another committee where appropriate, or shall place the Action Item on the agenda of the next meeting of the Board of Directors.
5. The Vice-Chair shall present the Action Item to the Board of Directors for their consideration.
6. The Vice-Chair shall report the disposition of the Action Item to the committee chair or coordinator within 10 days of the Board of Directors meeting.
7. If approved by the Board of Directors, the Vice-Chair shall discuss with the committee chair or coordinator the plan for implementation of the Action Item.

## 2.9 Equal Opportunity to Participate

It is the intent and purpose of the Corporation to provide an equal opportunity to athletes, coaches, trainers, managers, administrators, and officials to participate in the governance of the Corporation without discrimination on the basis of race, color, religion, age, gender, disability, or national origin. No conditions or restrictions for participation in the governance of the Corporation may be imposed unless otherwise set forth in the Indiana Swimming by-laws.

## 2.10 Open Meetings Policy

All meetings of the Corporation, divisions and committees shall be open to all members of the Corporation except in those situations where by majority vote of the body it would be in the interests of the Corporation to hold

closed sessions (e.g., those relating to corporate or committee personnel or legal matter).

### **2.11 Roberts Rules of Order**

At all meetings of the Corporation, divisions and committees, Roberts Rules of Order shall be the governing procedural rules, unless otherwise modified in the Indiana Swimming bylaws or the Indiana Swimming Policies and Procedures Manual.

### **2.12 Misconduct by Committee Members**

The General Chair and/or Corporation Counsel may in response to written allegations of misconduct by an Indiana Swimming member, authorize a confidential inquiry to determine whether a further investigation or a LSC Board of Review is appropriate.

### **2.13 Confidentiality**

Items, which are of a confidential or sensitive nature, should not be disclosed outside the setting of the committee. Members who knowingly divulge this information shall be subject to the procedures of misconduct.

### **2.14 Authorization of Expenses**

Only the Indiana Swimming staff and Finance Vice-Chair shall authorize expenditures against the approved budget of the committee. There shall be no separate checking accounts for projects carried out under the direction of any committee without the express authorization of the Board of Directors. All Indiana Swimming funds must be received and disbursed by the Corporation.

### **2.15 Board of Review Frequently Asked Questions (FAQ's)**

### **2.16 Reporting Process**

## **3 MEMBERSHIP**

Indiana Swimming (ISI) is comprised of clubs, athletes and non-athletes as defined in Article 602 of the Indiana Swimming Bylaws. Any of the above may become members of Indiana Swimming by completing the requirements set forth in the Registration Section 2/1 of this Policy & Procedures Manual. All memberships in Indiana Swimming include membership in USA Swimming. Splash Magazine, the USA Swimming bi-monthly publication is sent to full athlete members and non-athlete members (1 copy per household).

### **3.1 Registration**

#### **3.1.2 Athlete Membership**

##### **a. Full Athlete**

- (a) A swimmer must be a current member of USA Swimming in order to participate in any sanctioned USA Swimming meet, including Indiana meets. Swimmers may compete representing their Club or as an UNattached swimmer.
- (b) Athlete memberships are valid January 1 through December 31. Registrations received after September 1 are valid through December 31 of the following year (up to 16 months). Current annual dues are shown on current application(s)
- (c) Applications for membership are available from each ISI Club, from the Indiana Swimming web site or the ISI office.
- (d) Transfers
  - (i) An athlete transferring from one Club to another, from representing a specific Club to UNattached status, or from one LSC to another, must submit a Indiana Swimming Change/Transfer Form signed by the athlete and parent. The purpose of this form is to record the affiliation intent of the swimmer. USA Swimming Rule 203.3 requires that 120 days must pass from the date of last competition representing the prior Club before a swimmer may represent a new Club in competition.
  - (ii) Transfer forms are available from the Indiana Swimming website or from the ISI office and should be returned to the ISI office. A fee of \$1.00 is required to process the transfer of an Athlete from one Club to another Club or from a Club to UNattached. The \$1 fee is waived if the swimmer is renewing at the time of submitting the Change/Transfer form.
- (e) Secondary Accident Insurance is available with all members. Please refer to the USA Swimming site

([www.usaswimming.org](http://www.usaswimming.org)) on specifics on the coverage.

### **b. Outreach Athlete**

Outreach Athlete membership is available to qualified athletes in accordance with USA Swimming guidelines. The purpose is to make membership available to athletes who might otherwise not be able to afford full membership. If your athlete participates in a reduced or free school lunch program (based on household income), *and can provide documentation to Indiana Swimming*, the USA Swimming/Indiana Swimming membership becomes \$7. Documentation is as simple as a one-page form on the school's letterhead indicating that the member is on a free or reduced lunch program. We do NOT have a form to complete. Documentation above can be submitted with Transmittal of Funds form and payment.

### **c. Seasonal Athlete**

Indiana Swimming offers a seasonal (summer only) membership. This membership is good from April 1 of the current year – August 28 of the current year. These seasonal athletes are afforded the same insurance coverage as our Full Athletes. There are 3 limitations:

- (a) Seasonal athletes will not receive Splash Magazine from USA Swimming.
- (b) Seasonal athletes cannot compete "above" the ISI championships. Meets not eligible include Central Zones, Junior Championships, US Open, Nationals or Olympic Trials.
- (c) Seasonal athletes cannot transfer their membership to another club or another LSC (see 1.1)

## **.c 1-day Open Water**

### **1.2 Birth Certificate Requirements**

## **2. Non-Athlete**

### **(a) Coach Members**

To be a Coach member of USA Swimming, an individual must be a Non-Athlete member and must:

- Submit current Indiana Swimming non-athlete application found on the ISI website
- Submit the current coach membership fee as documented on the application
- Submit all 3 ORIGINAL safety certification cards as USA Swimming approved list. Current approved list can be found on the USA Swimming website. We MUST receive the original cards. We will return certification cards with USA Swimming Coach card. The only exceptions to not receiving the original cards: If member has previously submitted certification as documented on their previous membership card OR a class roster from the instructor is received. Faxes and scanned/emailed copies are not acceptable.
- Complete or have a current USA Swimming mandated Background Screen. Access to the screening process must be from the USA Swimming website. Background screens done by any other organization (school districts, state police, etc) are NOT acceptable. The USA Swimming background screen is good for 2 years and does have a separate fee.
- First year coaches in USA Swimming must complete an education requirement (Foundations of Coaching) before they can renew for a second membership year. Detailed information can be found on the USA Swimming website.

### ***Valid To* Cards**

Coach membership cards will be valid until December 31 of the current year or until the first expiration date of a Coach BGS or Safety credential (CPR, First Aid, or Safety Training for Swim Coaches), whichever occurs first. The *Valid To* date will be printed in large bold characters on the face of each Coach membership card. When a Coach member submits new credentials with a changed expiration dates on a timely basis (i.e., before the *Valid To* date is past), a new card will be printed and mailed to the Coach. There is no additional fee for this service.

### ***Expired Valid To* Cards**

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

### **(b) Non-Athlete, Non-Coach Members**

- Any person interested in the purposes and programs of Indiana Swimming is eligible to be a Non-Athlete member.

- Deck Officials (Starter, Referee, Stroke & Turn Judge) must be Athlete or Non-Athlete members of Indiana Swimming.
  - Club Representatives to the House of Delegates must be members of Indiana Swimming.
- (c) Non-athlete registrations are valid January 1 through December 31. Applications received after September 1 are valid through December 31 of the following year (up to 16 months).
- (d) Non-Athlete applications may be obtained from the ISI website and should be returned to the ISI Office. The current annual membership fees for individual and family Non-Athlete members included on the application as posted. (Note: Family memberships are not valid for combining Athlete and non-Athlete memberships.)

### **Background screen**

Lynn to insert text

#### **3.1.1 Group Membership**

##### **1. Club**

- (a) Applications for Club membership may be obtained from the ISI office. Annual dues are as shown on the current application. Membership is for a calendar year, although applications received after September 1 are valid until December 31 of the following year (up to 16 months). The affiliations of at least one Athlete member and one properly credentialed Coach member are required for Club membership. A Club member is entitled to compete in its own name and to field relays at sanctioned meets.
- (b) Annual fee for club membership is \$300. If the club sends at least 1 representative to the annual September House of Delegates meeting (see calendar on ISI website for date), the annual fees is reduced to \$100. Clubs that miss the House of Delegates meeting and pay the \$300 fee are also prohibited from hosting any sanctioned/approved meets until the next scheduled House of Delegates meeting.

#### **3.2 Membership Payments**

Payments for all memberships shall be cash, check or money order. At this time, credit card payment is not an option. Please be sure to submit payments in a timely fashion as membership will not be processed until payment is received.

- (a) Late athlete registration  
All athletes should be registered members when they are in the water with your club (even at practices). When they start swimming in meets, we can verify current membership. If your club receives communication from ISI offices on unregistered swimmers entered in meets or having participated in meets, please heed the application and payment deadline in that email communication. Failure to meet stated deadline will result in your club being assessed a \$100 per swimmer per meet fine (USA Swimming Rules 302.4)
- (b) Unpaid fines at time of club renewal will result in club renewal prohibition.

#### **3.3 Membership Meetings**

##### **3.3.1 Board of Directors**

- (a) The members of the Indiana Swimming Board of Directors shall be as provided in the ISI Bylaws and are generally elected by the ISI House of Delegates.
- (b) The current schedule of Board of Directors meetings (which are open to any and all members of ISI) is the third Monday of January, April, May, June, August, October & November. These meetings begin at 5:30 pm and may go as long as 10 pm. They are held in Indianapolis. Further details can be found on the Meetings Calendar as posted on the ISI website.

### **2.3.2 House of Delegates**

Indiana Swimming House of Delegates meeting is held annually in the fall. Generally, it is the 4<sup>th</sup> Saturday in September, but may change. Always check the current Meetings Calendar as posted on the ISI website for details.

## **4. FINANCIAL POLICIES: CONTROLS AND PROCEDURES**

Indiana Swimming is dedicated to ensuring that all financial operations are conducted under the highest standards of integrity and ethics and in compliance with strict internal controls to safeguard the organization's assets and provide a strong financial foundation. Indiana Swimming operated on a calendar year, and all financial records are maintained on an accrual basis. Indiana Swimming will strive to reach a goal of maintaining operating reserves of a minimum of 75% and a maximum of 125% of its annual operating expenditures budget.

### **4.1 Financial Reports**

1. The Finance Vice-Chair shall prepare unaudited financial statements, quarterly and annually, for the Board of Directors. The Finance Vice-Chair will engage an independent CPA annually to conduct an audit, and audited financial statements will be presented to the Board of Directors and the House of Delegates.
2. Financial statements are to be prepared in compliance with generally accepted accounting principles and will be published according to the following schedule:
  - Quarterly statements: 45 days after the end of the quarter
  - Annual unaudited statements: 60 days after the end of the year
  - Annual audited statements: 120 days after the end of the year
3. Financial statements are prepared using the accrual method and will contain budget and actual information.

### **4.2 Committee Accounting Procedures**

1. There shall be no separate checking accounts for projects carried out under the direction of any committee without the express authorization of the Board of Directors.
2. All Indiana Swimming funds must be received and disbursed by the Corporation.

### **4.3 Late Payments**

Any members that are late in paying obligations are to be billed with all other Indiana Swimming invoices on a thirty day basis. If amounts due are not paid within the next thirty days, the Finance Vice-Chair may refer the matter to a Board of Review for appropriate action. If monies owed Indiana Swimming remain outstanding at the time of club renewal, the club will be prohibited from renewal.

### **4.4 Grants**

All money grants or in-kind contributions shall be recorded as general revenues of the Corporation. Obligations contained in the grant or gift shall be included in the budgeted expenses of the Corporation. The Finance Vice-Chair, in consultation with the General Chair and staff, will approve all grants requests.

### **4.5 Expense Reimbursement**

Each individual is responsible for filing his or her own reimbursement request form with the Member Services Manager. Forms should be submitted no later than the August meeting of the Board of Directors. Adequate documentation must accompany each request. This includes original itemized hotel receipts, transportation tickets, and receipts for all expenses. When driving a personal vehicle, reimbursement will be at the standard IRS rate. Reasonable parking fees for meetings shall be reimbursed

## **4.6 Club Travel Support Policy**

### **4.10 Authorizations**

A. Signature authorization is granted by the Board of Directors to the General Chair, Finance Vice-Chair, Sports Development Director, and Member Services Manager.

Number of signatures required:

Less than \$5,000 requires any one signature

\$5,000.00 - \$10,999.99 requires any two signatures

\$11,000 and over requires two signatures, one of whom must be the General Chair or Finance Vice-Chair.

## **5. INDIANA SWIMMING BUDGET PROCESS AND APPROVAL**

### **5.1 Budget Preparation**

All expenditures made in the name of the Corporation are subject to and governed by the annual operating budget approved by the Board of Directors and House of Delegates. An annual budget for capital expenditure is also approved by the same.

The initial part of the budget process begins with the staff and board. According to the following timetable, the Finance Vice-Chair prepares revenue projections for the coming year. With these in hand, the Finance Vice-Chair will work with staff, committee chair persons, and Division Vice-Chairs to determine committee and Division financial needs for existing and on-going programs. They will also prepare proposals for any new programs the committees or divisions deem appropriate for the coming year.

The Budget Committee will prioritize programs within each division based on the budget policy set out by the Board and contained in the Indiana Swimming Strategic Plan. The preliminary budget will be prepared and presented to the Board of Directors for review. The preliminary budget will contain sufficient detail so the Board of Directors can determine the appropriateness and cost/benefit of the respective program.

### **5.2 The Role of the Committees**

The Committees are provided with budget parameters by. The committee works with the staff and Division Vice-Chair to review the viability and performance of existing programs. Committees will review and recommend new pilot programs for the upcoming budget year and, with the help of staff, develop appropriate budget worksheets for such programs.

### **5.3 The Role of the Vice-Chairs**

The Vice-Chairs have no specific role in the budget preparation process, except in their supervisory capacity over committees. The Vice-Chair should maintain contact with the committees under their jurisdiction and the staff during the budget preparation phase, so they become familiar with the various aspects of the budget that fall within their respective jurisdiction. As members of the Board of Directors, the Vice-Chairs will be involved in the review process and will play the key role of providing insight into the programs and committee budget recommendations under their jurisdiction.

### **5.4 The Role of the Board and the House of Delegates**

To amend, add, or delete a budget item, the primary place for change should be the Board of Directors. The role of the House of Delegates is to adopt the budget brought forward by the Board of Directors. Once the budget has been adopted, the Finance Vice-Chair, staff, and Board are responsible for implementing and enforcing the budget.

### **5.5 Budget Amendment and Performance Review**

The budget should be approved as a living document, one with built-in flexibility. The Board and staff should be charged to live within the budget. This means that the Finance Vice-Chair must be ever vigilant as to overrunning any specific budget category. The Finance Vice-Chair, in collaboration with staff, should be looking at the whole of the departmental budgets to determine that the intent of the House of Delegates is being carried out by the expenditure of funds within the department. It is, ultimately, the Finance Vice-Chair's responsibility to review and approve all changes in the manner in which budgeted funds are to be expended. Minor changes to the budget programs already approved should be handled administratively by the Finance Vice-Chair.

For new programs adopted during the year, and previously approved programs that have been greatly expanded, the Board will consider budget amendments to adequately fund the programs.

In order to determine that funds are being spent in conformity with the budget, a budget to actual expenditure report will be provided to the members of the Board at each meeting of the Board of Directors.

## **5.6 Budget Timetable**

- May 1 – July 1: Budget forms and instructions will be made available to staff members for development of proposed program budgets. The Finance Vice-Chair coordinates revenue projections.
- July: Using the budget worksheets and revenue projections, the Budget Committee produces a first draft of the proposed budget.
- August BOD meeting: Proposed Budget distributed to Board of Directors. Board of Directors meets to review, amend and approve the Proposed Budget.
- September/October: Indiana Swimming House of Delegates meets to review, amend and approve the Budget.

## **6. INVESTMENT POLICY STATEMENT**

### **6.1 Purpose**

The purpose of this statement is to establish a clear understanding between the Investment Committee and the Investment managers concerning the investment policies and objectives of Indiana Swimming, Inc.: "The Fund." ("The Fund" is understood to include all Indiana Swimming assets, including operating funds, unless specifically stated otherwise.) The policies for each managed asset class within The Fund are described as part of this document. This policy outlines an overall philosophy is that specific enough to guide the Managers, yet sufficiently flexible to allow for changes in the economy and securities markets. The Investment Committee will provide realistic risk policies to guide the Managers toward long-term rate of return objectives, which will serve as a standard for evaluating investment performance. The Investment Committee will also establish the procedures for overall policy and performance review.

This statement will establish policies and restrictions to be placed on The Fund investments. However, these are not intended to impede the Managers' effort in attaining the overall objectives of The Fund. The Investment Committee gives the Managers discretion in investment selection and diversification for the purpose of increasing investment returns or reducing risk exposure. The Investment Committee also gives the Managers responsibility to shift The Fund's asset commitment among industry sectors and individual securities to pursue opportunities presented by secular changes within the capital markets.

### **6.2 Manager Guidelines**

Investments of The Fund will be made for the sole interest and exclusive purpose of providing benefits to Indiana Swimming, Inc. The Fund's assets must be invested with care, skill and diligence that a "Prudent Person" acting in this capacity would take.

The Investment Committee understands that fluctuating rate of return are characteristic of the securities markets, therefore, the Managers' greatest concern should be consistency of total return, preservation of principal, liquidity to meet cash flow requirements, and long term appreciation of assets. Recognizing that short-term fluctuation may cause variations in The Fund's performance, the Investment Committee expects to achieve the following total return objectives over a 3 year moving time period.

Portfolio risk levels should be established to minimize the likelihood of sharp declines in principal values. The possibility of moderate declines in total value is a risk the Investment Committee accept as necessary to achieve superior long-term results. It should also be understood that the client's quadrennial cycle and cash flow requirements will be instrumental in determining the appropriate asset mix and liquidity mix.

Managers are instructed to vote proxies in a manner that best serves The Fund's interest. The Managers are expect to be aware of corporate provisions that may adversely effect stockholdings including, but not limited to, golden parachutes, super majorities, poison pills, fair price provisions, staggered terms for board members, and other tactics. Proxies should be vigorously voted with the interest of preserving or enhancing the overall portfolio value. The Managers shall provide the Investment Committee with an annual summary detailing how proxies were voted.

The Managers are prohibited from investment in private placements, letter stock, and uncovered options, and from engaging in short sales, margin transactions, or other specialized investment activities.

### 6.3 Objective Standards

The Fund's primary objective is to obtain an additional 3% return relative to the Consumer Price Index with a minimum return of 7% as a secondary objective. This objective should be pursued as a long-term goal designed to maximize benefits for the plan participants without undue risk, as defined herein.

The Investment Committee realizes that poor securities markets may persist over a period of unpredictable duration. Therefore, they have established, as part of their risk policy, a minimum acceptable return equal to the rate of increase of the Consumer Price Index.

The Investment Committee also recognizes that persistently rising securities markets may provide opportunities for above average appreciation of plan assets. Under these circumstances, the Investment Committee encourages the Managers to maintain the flexibility necessary to achieve a total return of the Consumer Price Index rate plus 7% annually. Understanding that a long-term positive correlation exists between volatility and positive expected returns, declines in total value in any 12-month period should not exceed -9% in any one-year due to declining securities markets. It is expected that such a loss will occur no more than 1 out of 10 years.

It is also expected that over a 3 year period, the individual Managers are expected to achieve a return superior to their appropriate respective benchmark, by 1% per year without additional risk, as measured by the variability of quarterly returns.

### 6.4 Security Classes

#### 6.4.1 Equities

All equity investments will be made within the guidelines of quality, marketability, and diversification, mandated by controlling statutes. In keeping with our general philosophy, the Investment Committee expects the Managers to maintain their equity portfolios at a risk level approximately equivalent to that of the equity market as a whole, as represented by the appropriate index benchmark with the objective of exceeding its results by 1% annually over a 3 year period. Equity holdings (including Convertibles) may be selected from the New York, American and regional stock exchanges, the Over-The-Counter markets, or appropriate foreign exchanges. No less than 65% of any foreign equities must be invested in American Depository Receipts (ADR's), or in shares that, in the Manager's opinion, are comparable in terms of quality, liquidity, marketability, and have potential to become listed ADR's. Equity investments must represent companies meeting a minimum capitalization requirement of \$50 million with readily available market quotations. It is expected that the median capitalization of the portfolio will exceed \$4 billion with no more than 10% to be invested in companies with capitalization below \$500 million.

Within the above guidelines, the Managers are fully responsible for security selection and diversification. However, they cannot exceed a 5% commitment of their portfolio's equity market value for an individual security or 20% for a particular industry (30% for a sector per S&P definition). If, as a result of market growth the holdings of any individual security should exceed 10% or any industry should exceed 30%, (40% for a sector per S&P definition) the Managers should endeavor to reduce the exposure back to the purchase guidelines within a reasonable period of time (90days.)

#### 6.4.2.1 Fixed Income Securities

Investment in Fixed Income securities will be managed actively to pursue opportunities presented by changes in interest rate trends. The Investment Committee expects the Manager to maintain the risk levels of the portfolio roughly equivalent to the market as a whole, with the objective of exceeding the results as represented by the Shearson Lehman Government Intermediate Index by 0.5% annually over a 3 year money time period. The Managers may choose from appropriately liquid preferred stock, corporate debt securities, and obligations of the U.S. Government and its agencies. These investments are subject to the following limitations:

1. Average portfolio maturity should not exceed 10 years at any time, with total portfolio risk similar to the Shearson Lehman Government/Corporate Intermediate Index. No issues may be purchased with more than 20 years to maturity. It is expected that no more than 25% of Fixed Income investments may exceed 10 years in maturity.
2. Investments in securities of a single issuer, with the exception of the U.S. Government and its agencies, must not exceed 5% of The Fund's fixed income market value.
3. Individual Corporate securities (excluding Convertibles) must meet or exceed a credit rating of A/A to be purchased. BBB/BBB rated securities that have been downgraded may be held for a reasonable time (90 days) before being sold. Split rated securities ( A/BBB ) may be held, but not purchased.

4. Individual Preferred stocks (excluding convertibles) must be rated A/A at the time of purchase and may be held if downgraded for a reasonable time (90 days) before being sold. Spilt rated securities may be held, but not purchased.
5. Investments in high yield/lower rated bonds may be done through a mutual fund, or separate manager, specializing in that area, where diversification of the portfolio would be expected to offset the higher inherent credit risks. Investments in High Yield (below investment grade) may not exceed 10% of the Longer-Term Investment accounts and is expressly forbidden for operating accounts. Such investments would be done in an effort to offset interest rate risk inherent in government bonds, this enhancing overall portfolio returns and reducing overall portfolio risk.

The Managers are prohibited from investing in private placements or from speculating in covered/uncovered financial futures. Within the above restrictions, the Managers have complete discretion over timing and selection of individual Fixed Income securities.

#### **6.4.2.2 Cash Equivalents**

The Managers may invest in Commercial Paper, Repurchase Agreements, Treasury Bills, Certificates of Deposit, and money market funds to provide income, liquidity for expense payments, and preservation of The Fund's principal value. All such asset must represent maturities of less than 3 years at the time of purchase. Commercial Paper assets must be rated A-1 or P-1 by Standard & Poor and Moodys respectively. The Managers may not purchase short-term financial instruments with speculative characteristics (uncertainty of principal and/or interest). The Managers also may not invest more than 10% of The Fund's market value in the obligation of a single issuer, or more than \$100,000 in any 1 commercial bank CD, with the exception of the U.S. Government and its fully guaranteed agencies.

#### **6.4.2.3 Other Assets**

The Managers should not purchase assets other than those mentioned above with out written consent of the Investment Committee. Investments in futures contracts, commodities, and currency exchange rates are strictly prohibited. Securities of foreign companies traded in ADR's or on Foreign Stock Exchanges may be purchases subject to restrictions within. Without the Investment Committee's written consent, investments not specifically addressed by this statement are forbidden.

### **6.5 Asset Allocation**

The Investment Committee expects The Fund's asset allocation policies to reflect, and be consistent with, the investment objectives and risk tolerance expresses throughout this statement. These policies, developed after examining the historical relationships of risk and return among asset classes, are designed to provide the highest probability of meeting or exceeding The Fund's return objectives at the lowest possible risk.

It is expected that diversification will occur by asset class (stocks, bonds, cash) geographically (both domestic and international securities) credit quality (both high grade and high yield, with an emphasis on high grade) market cap (large cap, median cap and small cap, with an emphasis on large cap), and style (growth and value).

General asset allocation decisions will be made by the Investment Committee and the consultant. Specific asset allocation with the Fixed income and Equity classes are the responsibility of the individual managers. As a result, the following standards will be used to evaluate The Fund's asset allocation, measured at market value.

1. The investments returns of The Fund's asset allocation will be measured against those of a target portfolio consisting of 65% Equities, 30% Fixed Income securities, and 5% Cash equivalents.
2. Equities, including all convertible securities, may comprise up to a maximum of 75% of The Fund's market value with a minimum requirement of 0%.
3. Fixed Income securities, including preferred stocks, should not exceed a maximum of 70% of The Fund's market value and may represent as little as 0%.
4. Cash equivalents, including senior debt securities with less than 3 years to maturity, may represent a maximum of up to 100% of The Fund's value. They should constitute at least 5% at all times.
5. Stock Allocation Guidelines:
  - Large Growth 15-25% of stocks
  - Large Value 15-25% of stocks
  - Large Index 15-25% of stocks
  - Mid/Small 10-25% of stocks
  - International 10-25% of stocks

These asset allocation boundaries are based on market value of all of The Fund's assets. The responsibility of overall allocation, for the Fund, is with our managed account consultant. If changes in market value should lead to allocations exceeding these boundaries by 10% of the portfolio at the end of any calendar quarter, our consultant

will notify The Managers who will endeavor to reduce/increase exposure back to guidelines within 90 days. Individual account asset allocation is up to the individual Managers per the Investment Policy Statement.

If the Managers believe that certain opportunities justify allocations beyond the limits prescribed above, they may exceed them only with the Investments Committee's written consent. Such recommendation should be submitted in writing to our managed account consultant and could be expected to be acted upon within 14 days.

## **6.6 Communications**

Unless otherwise requested, the Managers must furnish the Investment Committee with a quarterly account review detailing investment performance (time-weighted), portfolio holdings, an investment strategy, and The Fund's value. The Investment Committee also must receive timely information about changes in the Managers' investment philosophy, management, ownership, and key personnel.

Meetings between the Investment Committee and Managers will be held on an annual basis and could normally be expected to coincide with the April Meeting of the House of Delegates. Topics to be addressed include, but are not limited to:

1. The Managers' investment performance and risk levels in light of the stated policies and objectives.
2. The Managers' views on important developments within the economy and the securities markets, as well as their potential effect on investment strategy, asset allocation, and The Fund performance.
3. Changes in the Managers' organization, professional staff, investment style, investment process, and brokerage practices and the effects on investment philosophy, strategy, and performance.
4. Amendments to the Investment Policy Statement's policies and objectives.

The Investment Committee may call more frequent meetings if significant concerns arise about the Managers' investment strategy or performance, or if key changes occur in the Managers' personnel or organizational structure. These communications should be made to our managed account consultant as well as to the Finance Vice-Chair of Indiana Swimming, Inc.

## **6.7 Account Specific Information**

### **6.7.1 Operating Funds**

MANAGED ACCOUNT: The Managed Account is comprised of primarily operating funds that could reasonably be expected to be spent over the next 3 to 18 months. Given the liquidity needs of the account, it is anticipated that no maturities longer than 5 years would be purchased, and the average duration of the portfolio never exceed 3 years. No more than 40% of the funds should exceed 3 years in maturity.

### **6.7.2 Longer Term Investments**

RESERVE ACCOUNT: The Reserve Account is comprised of funds for which there is not current identified need or anticipated liquidity need. These funds are further broken down by Equity Accounts and Bond Accounts. It is anticipated that Equity Accounts will be run as domestic equity. It is anticipated that the maximum equity exposure should never exceed 75% of the combined Equity and Bond account values.

## **7. INDIANA SWIMMING WEBSITE POLICIES AND GUIDELINES**

*Board of Directors approved February 2003*

*Revision April 2006*

*Revision April 2008*

### **7.1 Primary Mission**

The primary mission of the Indiana Swimming web site is to provide to Indiana Swimming's members and clubs useful information, that is not as readily or more readily available elsewhere, about:

- 1) Indiana Swimming and its activities;
- 2) other competitive swimming entities and organizations and their activities;
- 3) other persons and their activities that are of interest to the members or clubs of Indiana Swimming, and
- 4) Indiana Swimming's members and clubs and their activities.

### **7.2 Secondary Mission**

Secondary missions of the Indiana Swimming web site are (*in order of importance*):

- (a) to provide information about Indiana Swimming and its activities to the public;
- (b) to promote and publicize Indiana Swimming and its members and clubs to the public;
- (c) to promote and publicize the sport of competitive swimming to the public in Indiana;
- (d) to promote and publicize persons and entities who provide significant support to Indiana Swimming or its activities.

### **7.3 Design Philosophy**

To achieve its present and future missions, the design of the Indiana Swimming web site will be governed by the following philosophies:

- use of technology and programming that works with all of the most commonly used programs and operating systems;
- logical and obvious organization of information;
- ease and simplicity of use;
- consistency of appearance and organization;
- timeliness and currency of information;
- archival access to useful historical information;
- use of reasonable security mechanisms and precautions.

### **7.4 Content Philosophy**

To achieve its present and future missions, the content of the Indiana Swimming web site will be governed by the following philosophies:

- The information available through Indiana Swimming's web site should: comply with all applicable legal requirements, comply with all applicable mandates of USA Swimming, and be appropriate for dissemination to persons of any age;
- The information available through Indiana Swimming's web site should not: result in any person or entity becoming subject to criminal sanction or civil liability, be likely to result in physical or mental harm to any person or damage to any property, bring the sport of swimming or Indiana Swimming or any other person or organization into disrepute, or be reasonably expected to be considered private, secret or confidential by any affected person or entity;
- The foregoing content philosophies should not limit the dissemination of newsworthy information that is reasonably believed to be accurate and is otherwise publicly available;
- Indiana Swimming's efforts to comply with these content philosophies should be responsibly limited so as not to overburden its volunteers or employees or its financial resources.

### **7.5 Website Posting/Link Requests**

If an entity/organization/club requests a link to their site or a posting to be made, the following conditions are taken into consideration:

- The entity/organization must be Indiana based (exception – USA Swimming Inc)  
*No job postings for teams outside of Indiana Swimming.*
- If the link or posting is merely informational or seeking employees/coaches, there is no fee.

Protocol for posting should begin with the Member Services Manger. Day-to-day operations of the site and any corrections will be accomplished by the Member Services Manager or his/her designee.

- a. Any member of the Indiana Swimming Staff, Board of Directors, Club or outside entity that wishes to have items posted shall contact the Member Services Manager.

- b. Committee chairs shall work with their assigned staff liaison to help with the flow of information they are posting. Pre-posting communication and approval with committee members is imperative.
  - c. All requests shall be posted within 24-hours of approval
  - d. All unapproved items for posting shall be returned to the requestor and copied to the Indiana Swimming Executive Committee along with a statement of refusal
- Any decisions regarding content or a decision to not approve a posting will be heard by the Indiana Swimming Administrative Vice-Chair and the Indiana Swimming Executive Committee and/or full Indiana Swimming Board of Directors.

### 7.6 Sponsorship/Advertising Opportunities

- 6-week Website posting
- Business Webpage Sponsorship
- Business Plus Sponsorship
- Partners Sponsorship
- Title Sponsorship

Contact Tony Young ([tony@inswimming.org](mailto:tony@inswimming.org)) or Lynn Kinstler ([lynn@inswimming.org](mailto:lynn@inswimming.org)) for more information about these sponsorship/advertising opportunities.

### 7.7 Website Administration

The Member Services Manager of Indiana Swimming shall approve all activity/content on the site. Others with access and privileges to [www.inswimming.org](http://www.inswimming.org) are the Sport Development Director, General Chairman and Administrative Vice-Chair.

### 7.8 Website Evaluation and History

Occasional evaluations and subsequent reports to the Indiana Swimming Board of Directors shall take place annually at least twice a year (April & November). This evaluation shall include, but not be limited to surveys/feedback from users, site statistics/traffic, pages that need to be consolidated or removed, etc.

A history of what has been posted on the website as well as those items not approved will be kept by the Member Services Manager. Items not approved will also include reason for refusal.

### 7.9 Image & Video Use

### 7.10 Social Media Permissions

### 7.11 Logo Usage Policy

## 8. SWIM MEETS

### 8.1 Meet Types

**ANY MEET A CLUB WANTS TO HOST NEEDS TO BE SANCTIONED. HOSTING CLUBS SHOULD DOWNLOAD, COMPLETE, AND SUBMIT A SANCTION APPLICATION (AND APPROPRIATE \$10 FEE & PAPERWORK) AS PER THE CURRENT APPLICATION ON THE ISI WEBSITE.**

**EXCLUSIVE DATES** - No other meets (that would involve the same swimmers) are to be sanctioned/approved on the same weekend as the Senior and Age Group Championships.

#### (a) **DUALS / TRI-MEETS / INTRASQUADS / TIME TRIALS**

- Do NOT have to be on the published schedule to receive a sanction number
- Please try to respect the ISI office and get applications in at least 2 days before the meet.
- Time Trials definition:
  1. A meet in which **individual athletes** may compete for the express purpose of qualification, competition, and or record attempts.
  2. Time Trials may not be held as team events.
  3. With the exception of those protected competitions (state, nationals, trials, etc.) no Time Trial may span more than one day on the same sanction. Those wishing to host multiple day time trials must apply for separate sanctions for each day hosted.
  4. With the exception of those protected competitions, clubs hosting Time Trials MAY NOT accept entries in advance of the time trial and may not accept team entries for time trials.

#### (b) **INVITATIONALS (Host will have unlimited number of teams invited/attending)**

- Have a Meet Scheduling Request Form (available on ISI website) submitted by appropriate deadlines.  
May 1 for upcoming Winter  
December 1 for upcoming Summer

- Please download and use the Indiana Swimming website posted Sanctioning Checklist in preparing your entry letter as this checklist includes meet entry fees, rules, guidelines, etc that must be included in your entry letter.
  - Do NOT publish / distribute / post on any website the entry information until Indiana Swimming has issued a sanction number for you to include in the information. Any violation of publishing without the approval of Indiana Swimming and the issued sanction number is assessed a \$50 fine.
  - Again, please try to respect the ISI office and get all sanction application paperwork in well before you want to send entry information out.
- (c) **CONFERENCE CHAMPIONSHIPS**
- All conference championships, regardless of number of teams, MUST submit and adhere to the Scheduling Guidelines on Meet Schedule Request form.
  - See above guidelines for Invitationals above.
- (d) **CLOSED INVITATIONALS**
- Meet with 5 teams or less (host + 4 teams maximum)
  - Does NOT have to be on the schedule, but all other guidelines for Invitationals apply
- (e) **INDIANA CHAMPIONSHIPS (Prelims & Finals; 10 & U Timed Finals)**
1. Meets & Dates
    - (i) Divisionals – Winter only - weekend after Boys High School State (approx. first weekend in March) – 2-1/2 day meet (Friday night, Saturday, Sunday)
    - (ii) Age Group – Winter – 2 weekends after Divisionals above – 2-1/2 day format (Friday night, Saturday, Sunday); SC – If IU Nat only available 1 weekend, AG to take precedence based on size.
    - (iii) Senior – Winter – 1 weekend after Divisionals above – 3 full day format (Friday, Saturday, Sunday); Top Priority meet for scheduling based National meet schedule.
    - (iv) Open Water – Summer – July; before Age Group or Senior – 1 day (preferably AM)
    - (v) Age Group – Summer – dependent on Nationals; Sectionals; Senior State placement, before Central Zones (approx. 4<sup>th</sup> weekend in July; sometimes 3<sup>rd</sup> weekend) – 3 full day format
    - (vi) Senior – Summer – dependent on Nationals, Juniors, Sectionals for qualification purposes – 3-1/2 day format (Thursday afternoon, Friday, Saturday, & Sunday)
  2. Deadline to submit bid to host: September 1 for upcoming summer; May 1 for upcoming winter.
  3. Current Bid Application with details on process is posted on ISI website.
  4. Qualifying Periods
    - (i) Divisionals – Day 1 of previous year’s meet – entry deadline
    - (ii) Age Group – Day 1 of previous year’s meet – entry deadline
    - (iii) Senior State – January 1 of previous year’s meet – entry deadline
  5. Time Standards for these meets are posted annually by the end of September and are used for the entire year. The below formulas were approved in 2003.
    - (i) DIVISIONALS - 118% of the Age Group or Senior State cut rounded up to .x9 of a second.
    - (ii) AGE GROUP STATE - A Four year weighted average of the 32nd place time will be used. Year 1's time will be weighted 4 times (ie: 2008); Year 2's time will be weighted 3 times (ie:2007); Year 3's time will be weighted 2 times (ie:2006); Year 4's time will be weighted 1 time (ie: 2005). Should the year selected not provide a 32nd place time, the present cut for that year will be used.
    - (iii) SENIOR STATE - A Four year weighted average of the 50th place time will be used. Year 1's time will be weighted 4 times (ie: 2008); Year 2's time will be weighted 3 times (ie:2007); Year 3's time will be weighted 2 times (ie:2006); Year 4's time will be weighted 1 time (ie: 2005). Should the year selected not provide a 50<sup>th</sup> place time, the present cut for that year will be used.
  6. Event Limits
    - (i) Divisionals – enter unlimited; swim only 6; no more than 3 per day
    - (ii) Age Group – enter unlimited; swim only 6; no more than 3 per day
    - (iii) Senior – enter unlimited; swim only 6; no more than 3 per day
  7. Order of Events
 

These are included in the entry letters that are posted no later than December 31 for Winter meets and June 10 for summer meets.
  8. Verification of entry time
 

Acceptable verifications are official results from:

    - \* USA Swimming sanctioned or approved meets (these should be in the National USA Swimming

database – SWIMS)

- \* College, High School, Junior High, YWCA or YMCA meets sanctioned by their respective governing organizations; (these are NOT in SWIMS but would be allowed for IN Championship meets only. Observation process is defined in the USA Swimming rulebook 202.5)
- \* Websites (provided host address is printed on the copy);

**(f) Team IN Meets**

1. Mid States Quad (IN – IL – KY – OH/LE) – Winter only
  - (i) Annually in January (generally the first full weekend; not close to New Year’s Day) – IU Natatorium - Indianapolis
  - (ii) All-Star type meet as we are limited to only 4 individuals per event for 14 & U; 2 individuals per event for 15 and over. Team IN traditionally has 100-125 athletes.
  - (iv) Minimum qualifying times are included on Team IN consideration application posted on website by October 1 annually.
  - (v) Qualifying period - less than 4 months: 9/1 of current year–deadline (mid-Dec).
  - (vi) Notification for Team IN is completed by Christmas holiday
  - (vii) Team IN fee of \$10 + outfitting costs (approx \$25-40)
  
2. Central Zones – Summer Only – 15 of USA Swimming’s Local Swim Committees – (AK, IA, IL, IN, LE, MI, MN, MV, MW, ND, OH, OK, OZ, SD, & WI) – [www.centralzones.org](http://www.centralzones.org)
  - (i) Annually held in early August
  - (ii) Location rotates. Generally, the Central Zone has 2 meets and IN will be assigned in September annually.
  - (iii) Zone Qualifying Standard (National Motivational AAA) is all that is needed to participate
  - (iv) Qualifying Period – Day 1 of previous year’s meet – Team IN deadline (almost 1 full-year)
  - (v) Team IN application process to be posted to ISI website by June 1 annually.
  - (vi) Team IN fee of \$10 + minimum basic outfitting costs
  - (vii) Travel to meet is the responsibility of the swimmer.

**(g) National Level Meets**

Indiana Swimming helps to offset the expenses related to member travel for participation in national level meets. Please see the current Travel Support application and fee schedule as posted on the ISI website for further details.

**8.2 Meet Fees**

- (a) Meet Schedule request – free
- (b) Meet Sanction Application - \$10
- (c) Meet Approval Application (USA Swimming rules, but non-USA Swimming members participating - \$10
- (d) Meet Observation (non USA Swimming rules) Application - \$10
- (e) Surcharges - \$1.50 per swimmer per meet. Clubs collect with entry fees and submit to ISI offices with additional post meet paperwork
- (f) Entry Fees – varied in accordance with approved fees. Current fee schedule can be found on the ISI website Sanctioning Checklist document.
- (g) Host will submit 7.5% of meet entry fees charged/collected for meet to ISI offices.
- (h) Team IN (Quad or Zone) - \$10 + outfitting costs per swimmer

**8.3 Meet Host Responsibilities**

Meet hosts are charged with following the rules of USA Swimming and Indiana Swimming. The current guidelines for a meet host with regard to post meet paperwork can be found on the ISI website under the Meet Directors Requirements form.

**8.4 Site Selection Bid Process**

**8.5 Championship Procedures & Administration**

**8.6 Operational Rules**

**8.7 Media Credentials Requests**

## 9. AWARDS

Annual awards that are not related to meet/event placings are:

### 9.1 Fall House of Delegates Presentations (nomination form/process on ISI website):

- **BARTON AWARD:** This award goes to a non-professional donating their time and effort for the benefit of swimming. This is determined by nominations from USA Swimming clubs.
- **JIM HARTZER MEMORIAL AWARD:** This award is presented to one who has made an outstanding contribution to Indiana Swimming in any area (i.e.: leadership, performance, service, overcoming handicaps or obstacles).
- **DICK MARQUESS AWARD:** This award is given to the official who has demonstrated the ability to interpret the rules and regulations in accordance with the essence for which these rules are devised. They function solely for the sport and its participants. This is determined by nominations from USA Swimming clubs.
- **JIM CLARK MEMORIAL AWARD:** This award is presented to a coach who has shown a continued, active effort in the development of Indiana Swimmers and the programs that USA Swimming and Indiana Swimming provide. Criteria includes: Past and present coaching expertise as demonstrated by the quality and quantity of top performing athletes and the dedication to the sport as exhibited in their service to swimming and their work within the USA Swimming structure.
- **PHILLIPS PETROLEUM AWARD:** This award is presented to a volunteer in recognition of service to swimming. Criteria for selection should include the quality, level, and years of service to swimming in an elected or appointed position. Selected from nominations.

### 9.2 Summer Senior State Championships Presentations and Recognition

- GENE LEE OUTSTANDING SWIMMERS OF THE YEAR (nomination process on ISI website)
- SENIOR COACH OF THE SUMMER SEASON (voted on by peers at Senior Champs LCM)

### 9.3 Spring Meet Presentations and Recognition

- SENIOR COACH OF THE WINTER SEASON (voted on by peers at Senior Champs SCY)
- INDIANA SWIMMING TOP 10 RANKINGS CERTIFICATES (10 & U; 11-12, 13-14, 15-16 & 17-18; NO RELAYS) from previous USA Swimming year
  - Times ranked from 9/1/ - 8/31 in both SCY & LCM
  - These are not actual places earned at a state championship, but is based on ranking a swimmer's best time within the timeframe above
- TOP PERFORMERS BASED ON TOP 10 RANKINGS (similar to all-around in gymnastics)
- NEW INDIANA ASSOCIATION RECORDS (broken in the previous year)
- ROOKIE BLANKETS
  - Customized embroidered IN Swimming blankets will be presented to each "rookie" on their first national level meet (Juniors, US Open or Nationals). A swimmer will only receive 1 blanket in their career.

## Indiana Top 10

## Indiana Top Performer

## National Top 10

## 10. PROGRAMS AND SERVICES

### 10.1 Camps

Indiana Swimming has developed a camp system. Camps range from 1-day camps to full weekend and even a week long camp. Camps are run in the spring/summer months and current information is generally posted on our ISI website by beginning of March.

### 10.2 Swimposiums & Clinics

Indiana Swimming offers its membership clinic opportunities for coaches, officials and swimmers separately or together for a full day or weekend in one location. These opportunities may be held in the spring or the fall and are a great education for your club members to attend. The ISI website would have any current information on any clinics, swimposiums, or workshops available at little to no costs for our members.

## Coach Clinics

## CLBMS

**Race Analysis**

**Club Recognition**

**Club Excellence**

**Club Incentive**

**IMX**

**VCC**

**OFFICE STANDARD OPERATING PROCEDURES**

The Indiana Swimming offices are open Monday through Wednesday and Fridays 8 am – 4:30. Thursday hours are 1 – 4:30 pm

**Parking at Office location**

**Phone/Voice Mail**

**Internet**

**I.T. Support**

**Office Space**

**Mail**

**Filing**