

Border Swimming

LOCAL SWIMMING COMMITTEE

El Paso, Texas



**POLICY
AND
PROCEDURE
MANUAL**

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Border Swimming - LSC

It is our vision to become the means by which US Swimming develops, grows, and is sustained in the Border Region for the benefit of the athletes, parents, coaches, teams, and community.

It is our mission to promote, expand, and maintain participation through organized publicity and communications programs, improvements in the local swimming environment, and athlete sponsorship at the national level; develop participants via clinics and workshops for athletes, parents, coaches, teams, and officials; and assist and guide local swimming committee members by performing the necessary organizational management and administrative duties as required by US Swimming.

Border Swimming will provide a positive environment that encourages the development of self-confidence, discipline, perseverance, and pride; promote the qualities of teamwork, good sportsmanship, and personal dedication; and provide quality programs for all age groups and ability levels while encouraging participation of the family in all facets of competitive swimming.

POLICIES AND PROCEDURES OF BORDER SWIMMING, INC.

Border Swimming, Inc. in order to support our vision and mission of swimming in the Border region will support and follow the following operational policies and procedures.

Policy:

All athletes, coaches, clubs, and interested non-athletes shall be registered with United States Swimming (USA-SWIMMING). Athletes may be registered with USA-SWIMMING or FINA, but not both organizations at the same time. The annual registration period shall begin in September. The registration is valid through the following December.

Any club that enters an athlete in a Border/USA-SWIMMING sanctioned event and signs a statement attesting that the athlete is registered and is not, will be fined \$100.00 per event the athlete is entered.

Upon expiration of either CPR, 1st aid, or Coaches Water Safety OR if a 1st year coach fails to complete the 1st year coach certification through ASCA the club and coach will receive a letter from Border Swimming, Inc. notifying them that the coach is no longer certified to be on deck at either practice or at a meet. The letter will also state that the club will be fined \$250 and the coach \$100 unless they respond with valid reasons that they should not be fined. The letter will also state that the club will not receive any sanctions, and any sanction they currently have will be withdrawn until the fine is paid. Any club who permits a coach to continue to coach on deck at practice acknowledges that they have lost all insurance coverage through USA-Swimming and that they are also at risk of having their membership with USA-Swimming terminated.

Procedure:

Athletes: All athletes will receive an official registration form. The athlete or the parent will complete the entire form and return it with a check to either their team Registrar or the Membership/Registration Coordinator of Border Swimming. All new athletes must register within two (2) weeks of joining a Border Swimming club. All returning athletes must be registered by December 31st.

Non-Athletes: All non-athletes will receive a non-athlete official registration form from the Membership/Registration Coordinator. The non-athlete will complete the entire form and return it to the Membership/Registration Coordinator with a check.

Coaches: All coaches will receive a non-athlete official registration form from the Membership/Registration Coordinator. The coach must complete the entire form and return it with copies of the front and back of their current certification cards for CPR, First Aid, and Coaches Water Safety and a check.

Clubs: All Border Swimming, Inc. clubs will receive a registration packet from the Membership/Registration Coordinator with complete instructions on registration for their club, coaches, non-athletes, and athletes.

Policy:

Border Swimming, Inc. will grant sanctions to Border Swimming clubs in accordance with Article 202 in the USA-SWIMMING Rules and Regulations Book. Any club not completing the required forms and paying the required fees will be fined \$250.00 in addition to losing their entire sanction fee and not receive any further sanctions until all forms are turned in and fees paid. The Sanction Chair shall be responsible for issuing controlled numbers to USA-SWIMMING clubs for sanctioned meets or approved meets/competitions. The Sanction Chair will ensure that the swim meet information/invitation complies with current USA-SWIMMING Rules and Regulations and current Border Swimming, Inc. policies. The Sanction Chair will advise any Border swim club of possible conflicts or facility shortfalls as applicable. The Border Chair will ensure that member clubs provide results and all required reports to Border Swimming, Inc. The

Border Chair will maintain a record of all sanction requests and approvals for a period of two (2) years.

Procedure:

1. The club requesting a sanction will complete the "Request For Sanction" form at least 30 days prior to the event and turn it in to the Border Swimming Sanction Chairman. A check for the sanction fee shall be attached to the form.
2. The Sanction Chair will return a copy of the form with his/her approval and a sanction number.
3. The club must return the "Border Swimming, Inc. Meet Reconciliation" form within 15 days of the completion of the meet. The entire form must be completed and a check for fees included. Three (3) copies of the final meet results must also be turned in at this time.
4. The final meet results, including final team and individual scores, shall be given to the Sanction Chairman, the Secretary, and the Records Chairman.

Policy:

Border Swimming will publish Border Swimming Records at the beginning of both the Short Course and Long Course seasons. Upon achieving a Border Record, the athlete will receive a Certificate from the Border Records Chairman. Border Swimming will recognize any record set by a Border athlete at any sanctioned event or at a high school meet as long as the swim is a legal USA-SWIMMING swim.

Procedures:

1. The Records Chairman shall receive a copy of meet results after every Border sanctioned meet. If a club attends an out-of-town meet, it is the clubs responsibility to get a copy of the meet results to the Records Chairman. The meet results must be signed by the Meet Referee.
2. It is also the club/coach responsibility to obtain meet results from any high school meet along with verification that the swim was a valid USA-SWIMMING swim.

Policy:

Border Swimming make every effort possible to train and certify volunteers to be Referees, Starters, Stroke & Turn Officials. All Border officials need to be Non-Athlete registered members of USA-SWIMMING.

Procedures:

1. The Officials Chairman will conduct training workshops to recertify and train new officials. All officials will be required to work 3 sessions per season and take a test for their position every 2 years.
2. All Border Swimming clubs need to encourage as many parents as possible to consider becoming officials. When they have volunteers, they should get in touch with the Officials Chairman.

Policy:

Border Swimming, Inc. will hold annual elections for officers, chairman, coordinators, Nominating Committee Members, and Board of Review members in the LSC on the first Monday in December.

Procedures:

1. The current Nominating Committee will canvass all member clubs in Border and obtain a slate of nominees for open positions. The committee will provide the list of Nominees in November and the election shall be held in December at the monthly House of Delegate meetings.
2. In the odd-numbered years the following positions will be up for election: General Chair, Administrative Vice-Chair, Secretary, Senior Vice-chair, and the Age Group Vice-chair. In the even-numbered years the following positions will be up for election: Treasurer, Technical Planning Chair, Safety Coordinator, Officials Chair, and the Membership/Registration Coordinator.
3. The term of office shall be two years. Except for the Secretary, Technical Planning Chairman, and the Membership/Registration Coordinator

no member shall serve more than 4 years in one position. They may run for the position after a two year absence.

4. When a position becomes vacant during the term, the *General Chair*, with the consent of the Board of Directors, shall appoint someone to fill the position until the next election.

Policy:

Each club registered with Border Swimming, Inc. shall provide at least one Team Representative and alternates to serve in the House of Delegates. Each team shall be entitled to one vote at the House of Delegate meetings.

Procedures:

1. Each team shall complete the "Delegate Authorization" form stating their official Team Representative(s) and alternates signed by the club President.
2. If the Team Representative changes for any reason, the club must submit a new "Delegate Authorization" to the *General Chair*.

Policy:

Border Swimming is dedicated to promoting swimming in the Border area. We support all of our members to choose the club that is best for their athlete(s). When a member/athlete decides to transfer to a different Border club, the member/athlete must notify the Membership/Registration Coordinator and make sure that all debts are settled with the former team.

If a swimmer terminates his/her association with a club without having first settled his/her debts with the former club, the club may notify the *General Chairman* of Border Swimming in writing as soon as possible that objection to transfer of the swimmer to another club has been made. The *General Chairman* will immediately contact the chairman of the Board of Review to investigate the claim of indebtedness. If none exists, the transfer will be approved, otherwise approval of transfer will be withheld. Swimmers transferring from one club to another **MUST** send notice of such, to the Border Swimming Membership/Registration Coordinator.

Procedure:

1. Any member/athlete who transfers to a new club must fill out the official USA-SWIMMING transfer form and return it to the Membership/Registration Coordinator.
2. The member/athlete must also notify their old club and make sure that all debts are paid.
3. The member/athlete who is transferring either within or outside of the LSC must swim Unattached for 120 days from the last sanctioned event in which they represented their former club.
4. All rules in the USA-SWIMMING Rules and Regulations Book in Article 303 will be followed.

Policy:

Border Swimming, Inc. intends to make sure that our relationship with the City of El Paso and the County of El Paso remains cordial and beneficial to all parties concerned. Border Swimming clubs will follow guidelines established by both entities to obtain both practice times and pools for meets.

Procedures:

1. All clubs will turn in the required information by the required dates to obtain practice time at the city and county pools.
2. All clubs will make arrangements, well in advance, to host a meet at any city or county pools.

Policy:

Border Swimming, Inc. will have a schedule for all known events for at least 18 months in the future. The Technical Planning Chairman will meet with the clubs, coaches, and other interested parties to establish this schedule.

Procedures:

1. All clubs shall provide the Technical Planning Chairman with all required information to prepare a schedule.
2. The Technical Planning Chairman will provide the city and county with this schedule to help avoid potential scheduling conflicts.

Policy:

Border Swimming will maintain accurate financial records and support the Treasurer in achieving this goal.

Procedures:

1. All members of Border Swimming, Inc. who make authorized purchases for Border Swimming, Inc. ***must*** submit the receipt to the Treasurer in order to be reimbursed.
2. All members of Border Swimming, Inc. who make deposits to Border Swimming accounts must provide the Treasurer with a complete report of the deposit.
3. Only the Treasurer and General Chair are authorized to make financial arrangements for Border Swimming, Inc.

Policy:

Border Swimming, Inc. intends to provide a safe atmosphere for all of its members. If an accident of any kind occurs, the club must make a full report of the incident to the Safety Coordinator.

Procedures:

1. Obtain the necessary forms from the Safety Coordinator, fill them out completely, and return them to the Safety Coordinator.

Border Job Descriptions

Duties and Powers:

The duties and powers of the officers and other Board Members shall be to attend and participate in all meetings of the House of Delegates and the Board of Directors and as follows:

General Chair:

- 1 - shall oversee and have general charge of the management, business, operations, affairs and property of BD
- 2 - general supervision over its officers and agents;
- 3 - shall call meetings when and where deemed necessary
- 4 - shall preside at all meetings
- 5 - with the advice and consent of the Board of Directors, shall appoint committee chairmen and members for standing and special committees or coordinators as may be necessary to permit BD to effectively, efficiently and economically conduct its affairs.
- 6 - The General Chairman shall report to the Board of Directors all matters within the General Chairman's knowledge that the Board of Directors should consider in the best interests of BD
- 7 - Other powers and duties set forth in BD's Policies and Procedures Manual.

Administrative Chair:

- 1 - shall conduct meetings in the absence of the General Chairman
- 2 - at the request of the General Chairman or in the event of the disability of the General Chairman, shall perform all of the duties of the General Chairman, and when so acting shall have all of the powers of the General Chairman.
- 3 - The Administrative Vice-chairman shall chair, and have general charge of the business, affairs and property of the division that administers BD business and affairs.
- 4 - The Administrative Vice-chairman shall aid in the development of policy and the coordination of the internally and with other divisions, and committees and coordinators.
- 5 - The Administrative Division shall be responsible for the creation and maintenance of BD's Policies and Procedures Manual
- 6 - Other powers and duties set forth in BD's Policies and Procedures Manual.
- 7 - Take charge of the Administrative Division and it's following functions:

Awards Banquet	OVCs
Bylaws/Legislation/Rules	Personnel
Club Development	Public Relations
Computer	Publications/Newsletter
Elections	Policies and Procedures Manual

Equipment	Records/Top 16 Tabulation
Insurance	Swimguide/Parents Manual
Secretary	Legal (General Counsel, if applicable)
Membership/Registration	Special Events

Senior Vice-Chairman:

1 - shall chair and have general charge of the affairs and property of the Committee that develops and conducts the senior swimming program of BD.

2- The Senior Vice-chairman serves a liaison to the Athlete Representatives and the Athletes Committee

3 - shall be responsible to see that the Athlete Representatives elections are held in accordance with these Bylaws.

4 - Other powers and duties set forth in BD's Policies and Procedures Manual.

5 - Take charge of the Senior Division and it's following functions:

Awards	Meet Sponsorship
Camps/Clinics	Officials
Meet Evaluation	OVCs
Meet Management	Safety
Meet Sanctions	

Age Group Vice-Chairman:

1 - The Age Group Vice-chairman shall chair and have general charge of the affairs and property of the Committee that develops and conducts the age group swimming program of BD.

2 - Other powers and duties set forth in BD's Policies and Procedures Manual.

3 - Take charge of the Age Group Division and it's following functions:

Adaptive Swimming	Program Development
Age Group	Technical Planning
Camps/Clinics	Time Standards
Zone Team	

Secretary:

1 - The Secretary shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors

2 - conducting official correspondence, issuing meeting and other notices and making such reports to USA-SWIMMING as are required by Article 608 of the

Bylaws

3 - shall perform the other duties incidental to the office of Secretary.

4 - The Secretary shall be custodian of the records and the seal of BD, and attest the execution of, and cause the seal to be affixed to, all duly authorized

instruments.

5 - The Secretary shall cause to be kept in the safe-keeping of the Secretary, copies of all minutes, official correspondence, meeting and other notices, and any other records of BD and the BD corporate seal.

6 - Other powers and duties set forth in BD's Policies and Procedures Manual.

Treasurer:

1 - The Treasurer shall be the principal receiving and disbursing officer of BD.

Except as otherwise directed by the Board of Directors

2 - the Treasurer shall receive all moneys, incomes, fees and other receipts of BD and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee chairman, the Board of Directors or the House of Delegates, or required to be paid pursuant to Section 610.3.12.

3 - When authorized by the Board of Directors, income and expenses may be received and paid by a division, officer, or committee or coordinator, provided that the division, officer or committee or coordinator promptly submits to the Treasurer an itemized report, duly attested by the division, officer, or committee chairman or coordinator and either within the approved budget of such division, officer, or committee or coordinator, or authorized by the Board of Directors or the House of Delegates.

4 - The Treasurer shall be a member of the Finance Committee but may not be its chairman.

5 - The Treasurer shall issue a monthly 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 General Chairman or the Board of Directors may direct.

6 - The Treasurer shall cause to be kept in the safe-keeping of the Treasurer correct books of account and other financial records of all its affairs and transactions and such duplicate books of account as the Board of Directors or the Treasurer shall determine;

7 - upon request and at reasonable hours cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the monthly financial reports and the annual audited financial statement to be exhibited to any member of BD or USA-SWIMMING;

8 - cause BD to be in compliance with the requirements of Section 608.4;

9 - have the power to require from the officers, committee chairmen, coordinators, or agents of BD reports or statements giving such information as the Treasurer may determine to be appropriate or helpful with respect to any and all financial transactions of BD;

10 - make the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of BD and cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement and audit report and any federal tax return to the

Secretary for submission to the Board of Directors and USA-SWIMMING national headquarters in accordance with Sections 608.2 and 608.3;

11 - have the power to appoint one or more assistant treasurers and delegate to them one or more of the Treasury functions, or parts thereof;

12 - in general, perform all the other duties incident to the corporate treasury function.

13 - Other powers and duties set forth in BD's Policies and Procedures Manual.

14 - Take charge of the Finance Division and it's following functions:

Audit Budget Finance Marketing/Sponsorship Swim-a-thon Tax

Safety Coordinator:

1 - The Safety Coordinator shall be responsible for coordinating safety enhancement and training opportunities as needed;

2 - disseminate USA-SWIMMING safety education information to all Group Members, athletes, coaches and officials of BD.

3 - The Safety Coordinator shall develop safety education programs and policy for BD and make recommendations regarding those programs and policies and their implementation to the applicable division Vice-chairmen and the Board of Directors.

4 - When approved by the Board of Directors, the Safety Coordinator shall be responsible for the coordination of their implementation by the Club Members.

5 - The Safety Coordinator shall prepare and transmit the reports required pursuant to Section 608.7.

6 - Other powers and duties set forth in BD's Policies and Procedures Manual.

Technical Planning Chairman:

1 - The Technical Planning Chairman shall chair, and have general charge of the business affairs and property of the Technical Planning Committee, which is responsible for long-range planning regarding the swimming programs conducted by BD

2 - continuing review and development of the BD philosophy and for advising other committees and divisions regarding the implementation of that philosophy in the context of BD's swimming programs.

3 - The Technical Planning Chairman shall also be the liaison between BD and the City of El Paso Aquatics Division and the County of El Paso.

4 - Other powers and duties set forth in BD's Policies and Procedures Manual.

Membership/Registration Coordinator:

- 1 - The Membership/Registration Coordinator is authorized and obligated to conduct the registration of Group and Individual Members
- 2 - supervise the transmission of registration information to USA-SWIMMING and assist in the preparation of the reports required by Section 608.6
- 3 - together with such additional reports as may be requested by USA-SWIMMING, the Board of Directors the Administrative Vice-chairman or the Finance Vice-chairman.
- 4 - Other powers and duties set forth in BD's Policies and Procedures Manual.

Officials Chairman:

- 1 - The Officials Chairman shall chair the Officials Committee which is responsible for recruiting, training, certifying and supervising officials for BD.
- 2 - The Officials Chairman shall be a referee certified by BD and each member of the Officials Committee shall be a certified official of BD.
- 3 - Other powers and duties as set forth in BD' Policies and Procedures Manual.

Coach Representative:

- 1 - The Coach Representative shall serve as a liaison between the coaches who are members of BD and the Board of Directors and House of Delegates.
- 2 - The Senior Coach Representative shall chair the Coaches' Committee.
- 3 - Other powers and duties set forth in BD's Policies and Procedures Manual.

Athlete Representative:

- 1 - The Athlete Representatives shall serve as the liaison between the athletes who are members of BD and the Board of Directors and House of Delegates.
- 2 - Other powers and duties set forth in BD's Policies and Procedures Manual.

BORDER SWIMMING, INC.
REQUEST FOR SANCTION

_____ requests a sanction for
_____ to be held on

_____ at _____. The full meet information is attached.

_____ agrees to follow the current requirements for obtaining a sanction in the current issue of USA-SWIMMING Rules and Regulations.

_____ has attached in a check in the amount of _____ for the sanction fee. _____ agrees that if _____ does not return the Border Swimming Meet Reconciliation, a check for all fees required, and 3 copies of the final meet results within 15 days after the completion of the meet, we will forfeit the entire sanction fee. We also agree that we will be responsible for a late fee of \$250.00 at that time.

Meet Director

Date

**

In granting this sanction it is hereby understood and agreed that USA-Swimming shall be free from any liabilities for claims for damage arising by reason of injuries to anyone during the conduct of the event. I hereby grant a sanction for the listed event. The official sanction number is _____.

I hereby deny a sanction for the listed event. I have attached a letter of explanation.

Sanction Chairman

Date

Border Swimming, Inc.

Meet Reconciliation Form

Event: _____ Held at: _____
 Date: _____ Host Club: _____
 Sanction #: _____ Sanction Fee: _____

Income:

Entry Fees:	\$ _____
Heat Sheet	\$ _____
Concessions	\$ _____
Merchandise	\$ _____
Advertisement/Sponsors	\$ _____

Total Income: \$ _____

Expenses:

Pool Rental	\$ _____
Equipment Rental	\$ _____
Awards	\$ _____
Concessions	\$ _____
Hospitality	\$ _____
Postage	\$ _____
Printing	\$ _____
Sanction Fee	\$ _____
Miscellaneous	
1 _____	
2 _____	
3 _____	\$ _____

Total Expenses \$ _____

Profit (Loss) \$ _____

Please mail one check to Border Swimming, Inc. for the following fees:

Total number of swimmers _____ x \$5.00 Border Surcharge	\$ _____
Equipment Rental Fee:	\$ _____
*Optional - subtract \$200.00 of sanction fee from check total	\$ <u>-200.00</u>
Total to Border	\$ _____

Person Making Report: _____ Phone: _____

Date: _____

I have attached a check for the fees owed and three (3) copies of the final meet results.

Signature



Border Swimming, Inc.

House of Delegate Representative

_____ appoints _____
as their official Team Representative to the Border Swimming,
Inc. House of Delegates. _____ also
appoints _____,
and, _____ as alternates.

_____ understands that each club is
allowed one vote at the House of Delegates, but that one or all of
the above approved people may attend any or all House of
Delegate meetings.

_____ further understands that the
Team Representative and all alternates must be registered
members of United States Swimming.

If the Team Representative changes or any alternates, a new
form must be completed and returned to the current General
Chair.

President or CEO

Date

Club