

Central California Swimming
Officer & Committee Reports

House of Delegates

March 10, 2004

CENTRAL CALIFORNIA SWIMMING
HOUSE OF DELEGATES
JANUARY 14, 2004

The meeting was called to order by General Chairman Rick Klatt at 8:00 PM.

In attendance:

| | | | |
|---------------|--------------|-----------------|-----------------|
| Rick Klatt | General Chrm | Renee Patterson | Adm VC |
| Sean James | Treas | Keith Moore | Tech Planning |
| Myron Smith | Safety Co-or | Jim Patterson | Memb/Reg/Web |
| John Julian | Ex-Officio | Spencer Harris | Travel Funding |
| Luanne Aakhus | Adapted Swim | Jerry Renna | Board of Review |
| Sue Renna | Secretary | Dowain Wright | Clovis Rep |
| Moira Orsi | FDST Rep | Mike Jeske | Hanford Rep |
| Shann Blue | PAC Rep | Rick Hopper | TNT Rep |
| Phil Black | | | |

Minutes from the December under the issue of Website, Spencer Harris Jr was changed to read Spencer Harris Sr. Minutes were approved as corrected.

1. General Chairman's report is on the website. Highlights: All Star meet is scheduled in Bakersfield, Charlie Pike is the Head Coach for the team.
2. Admin Vice Chairman report is on the website. Discussion was centered around the 4-hour rule for 12 and unders at meets and also the use of National Championship rules at CCS JOs. No proposal was made but Renee Patterson was asked by Rick to research both issues, working with Tech Planning and to construct verbiage to allow host and referee ability to conduct a meet within the 4 hours rule.
3. Treasurer's Report is on the website. The 2004 budget is based on last year with input from many sources. Formal paperwork is being formulated for use by anyone who requests reimbursements from CCS. Forms will be on the website. Checks will be issued up to the budgeted expense.
4. Coaches Report: Rick asked Phil Black to organize a means for the CCS coaches to elect their representative.
5. Sanctions Report is posted on the website.
6. Membership/Registration. Proposals that are posted on the website have now become Motions.
Proposal #1 Regarding Electronic Membership Registrations was made a motion with the change to item 5 the word "clubs" was changed to "sender" and the addition of item #7 "Unattached swimmers may register by paper". Motions second and passed.

Proposal #2 Regarding Club Membership Billings was made a motion with a change to item #5 insert the words “per month” after the word “registration”. Motion second and passed.

Proposal #3 Regarding Unregistered Athletes at Swim Meets was made a motion; second and passed.

Proposal #4 Regarding Meet Manager Organizational License was open for discussion only and can be viewed on the website.

There are 5 clubs that have not registered with CCS this year: South Valley, Sunnyside Sharks, Sierra Aquatics, Madera Aquatics, Bulldog Swimming.

Motion: Members/Registration will present to Meet Referee at the first meet of each year, a list of non-registered officials. The meet Referee has the responsibility to see that all of the officials on deck are registered. Second, passed.

7. Records: Jim is working with Kim Schwalb to revise the CCS guidebook language. Motion: CCS will consider for CCS records and CCS Reportable Times (Top Five) relay swims from any all-star meet at which CCS is fielding an all-star team, if all the swimmers on the CCS relay team could, at the time of the competition, represent one club. CCS will award the record or the Top Five time to the swimmers' club of record. Second, passed.
8. Travel Fund Chairman's report is on the website. The National Development Travel Eligibility & Funding guidelines have been posted on the website. The 2004 budget was presented as a motion that includes funding for Olympic Trials at \$700 per athlete up to \$4,900 total from the budget. (9 athletes) Trials are not included in the one Championship meet per season rule for funding. Second, passed.
9. The Zone Team Advisory Committee Report was presented by Dowain Wright. After much presenting and discussion and some changes, the Committee will reconvene to make recommended revisions to the proposal and present them at a future meeting. The CCS website contains the initial proposal in its entirety including Age Group Travel Requirements.
10. Website Advisory Committee Report on website. The committee is reviewing an initiative to recreate a publishable mini guidebook on the website. Motion to accept changes to guidebook that are “housekeeping” only. Second, passed.

There being no further business, the meeting was adjourned at 10:18PM. Next meeting March 10, 2004 in Tulare Senior Citizens Center.

Respectfully, Submitted,

Sue Renna

Secretary, CCS

Central California Swimming
General Chairman's Report
March 10, 2004

- I would like to reiterate my thanks and congratulations to all CCS volunteers, officials, coaches, and athletes who made our January all-star meet with San Diego a success. Way to go CCS!
- Since our last meeting in January, James "Doc" Councilman passed away in his home state of Indiana. Although it has been a number of years since Doc has been around swimming, his influence on our sport will be felt forever. He was the consummate scientist/coach and taught us all so much. I have a short personal story I would like to tell about Doc. Doc was a coach on for the USA World Championships Team in Belgrade, Yugoslavia in 1973. I was a member of that team and we were fortunate enough to have a couple of days when we were able to tour the countryside in the former Yugoslavia. Several of us swimmers happened onto a horse drawn farm wagon with Doc. He spent the hour or so ride explaining the complicated geo-politics of the area we were in. I have carried the recollection of that ride and Doc's history lesson with me all these years as one of my most treasured memories of that trip. Here was a swimming coach taking the time to teach me something completely unrelated to the pool. I was mesmerized at all he knew. It was years later I would learn that Doc may have known so much about the area because he had crash-landed his B-17 bomber in the area during World War II and actually led his crew through the countryside to safety on foot. That never came up during his lesson!
- I would like to express my admiration for all those in the Central California swimming community who tried so hard to save the women's swimming and diving program at Fresno State. Special thanks to Dianne Anderson, who led the effort. The trend to drop non-revenue sports (I never refer to them as "minor") at universities around the country is distressing, to say the least. I have to say that I have never seen a more inept method of cutting a sport than the one dreamed up by Fresno State. Sorry, my report, my opinion! My heart goes out to the CSUF team members who had to live through the agonizing procedure.
- Although this may come up under the report from the Technical Planning Committee, I want to make sure the format for the CCS Long Course Junior Olympics is discussed and approved at this meeting. There are several substantive format changes to be considered by the CCS House of Delegates. They are as follows:

1. To move the finals of the 11-12 400 meter freestyle to Thursday, the same day as the preliminaries for that event. (This was a carry-over from when the meet was 3 and ¼ days instead of the current 4 day format. The change would be a much better balance for 11-12 finals between the first and second days.)
2. To limit the number of individual events a swimmer can swim in the entire meet to nine (9). (No championship meet allows a swimmer to swim 12 individual events plus relays over a 4 day meet.)
3. To consolidate the 15-16 and 17-18 age groups into one (15-18) age group for scoring and awards purposes. (The 17-18 age group has been very small at this meet and it makes more sense to combine scoring and awards for the efficient operation of the meet.)
4. To modify the penalties for “No Shows” to the following:

Swimmers who check in for an individual event in preliminaries and are charged with a “no show” will be scratched from that event and their next preliminary event in the meet. Swimmers who are seeded into finals in an individual event and are charged with a “no show” will be scratched from that event, any other individual finals events they are in that day, plus their first individual event on the next day. A swimmer who qualifies for finals and wishes to scratch their event, must scratch or declare their intention to scratch within 30 minutes of the official announcement of the results for that event.

(We agreed to look at this at our last meeting. If someone comes up with a better idea, I'm all ears!)

Respectfully submitted,

Rick Klatt, General Chair
r.klatt@comcast.net
559-276-6396 (office)
559-447-8463 (home)

Administrative Vice-Chairman Report

03/10/2004

At the January House of Delegates meeting, there were discussions around fact sheet wording revolving. These discussions were in the context of reviewing our implementation of championship procedures at JOs and providing meet referees with options, at the time of the meet, to meet the requirements of the 4 Hour Rule. As the wording of the JOs fact sheet was delegated to the Technical Planning Committee, my report only deals with non-championship meets. I would like to make the following proposal of additional statements to be included in our fact sheets. These proposed statements have been reviewed with a number of senior officials in the LSC.

Proposal for meet sheet revision:

1. A swimmer failing to appear when the heat is closed shall be scratched from his/her next individual event. (No Show)

Rationale: USA Swimming Rules & Regs states "Meet announcements . . . shall specify check-in and scratch procedures . . . and penalties for violation of those procedures." CCS Guide Book states the penalty.

2. A swimmer unprepared to swim when the heat is signaled to the starting platform shall be disqualified from that event. (Delay of meet)

Rationale: USA Swimming Rules & Regs states "The Referee shall disqualify a swimmer who fails to appear at the starting platform ready to swim . . ." Stating the rule on the meet announcement will declare the consequences for delaying the meet and will hopefully lead to less time wasted between heats.

3. Events of the same stroke and distance may be consolidated without regard to age and/or gender at the Referee's discretion with approval of a majority of the coaches affected.

Rationale: USA Swimming Rules & Regs states "As a local option, an LSC may sanction . . . events . . . seeded as a single event, without regard to swimmers' age or gender . . ." This may be a time-saving procedure for some meets. Since coaches, officials, and parents are there for the swimmer, it seems best to involve the coaches in the decision to combine events.

Age Group Vice-Chairman Report

3/10/2003

1. I will start taking applications for Zone coaches at J.O.'s. Last year's application form will be posted as an electronic form on the CCS Website. Just fill out the form on line and submit it. The information from the application will be emailed to me automatically.
2. RCA will honor Dennis Penner, who we lost last month in a car accident, making the 13-Over 100 fly at the RCA Meet (boys & girls) the "Dennis Penner Memorial Event" and have a special award for the winners of that event. This announcement has been posted on the CCS Website.

Respectfully submitted,
Gary Ota

Membership/Registration Report

03/10/2004

Year To Date Registration Statistics

| | 2003 | 2004 | % |
|----------------------------|--------------|--------------|------------|
| Year Round Athletes | 1,417 | 1,109 | 78% |
| Seasonal Athletes | 172 | 20 | 12% |
| | | | |
| Coaches | 55 | 47 | 85% |
| Non-coach Non-athlete | 113 | 85 | 75% |
| | | | |
| Total Registrations | 1,757 | 1,261 | 72% |

2004 Registration Notes

- Letters went out in the first week of February to all primary club contacts notifying the clubs of the changes in registration procedures that are going to take place and about the new penalty for unregistered swimmers in swim meets. Letters indicated that the procedures would not go into effect until March 1.
- There were a number of inquiries regarding the on deck registration penalty and when it was to be collected. These inquiries were from primarily host clubs.
- Sent a second letter out indicating the procedure for assessing and collecting the on deck registration swimmer penalty.
- On Deck Registration Penalty and Unregistered Swimmer Penalty procedures
 - o On Deck Registration Penalty is a club penalty and not an individual penalty
 - o CCS has no administrative jurisdiction over out-of-LSC athletes, so the On Deck Registration Penalty will not be assessed against out-of-LSC clubs.
 - o On deck registrations will continue as they do now. Host clubs will collect them prior to checking unregistered swimmers in for their first event. Host clubs will forward those registrations immediately to the registration coordinator.
 - o Upon receipt, the registration coordinator will do the following:
 - Register the swimmer(s)
 - Generate and mail invoice(s) to the club(s) involved
 - Generate and forward to the Treasurer a Request for Check in favor of the meet host club for its portion of the penalty.
 - CCS will forward said monies regardless of the collection status of the penalty.
 - o The procedure for the Unregistered Swimmer Penalty is basically the same.
 - The registration coordinator will process the meet results against the registration database after processing any and all on-deck registrations
 - An invoice will be generated for any penalties and forwarded to the appropriate club.

CCS Guide Book, Part 2 Revisions

- I published a document as part of the Printed Reports that contains Part 2 of the CCS Guide Book in its entirety along with the proposed amendments recommended by myself, Kim Schwalb and Jeff Schwalb.
- I urgently request that all members in attendance at the House of Delegates meeting print that document and fully review it prior to the meeting.
- I am making an omnibus motion to adopt the revisions as presented in that document in their entirety.
- As the maker of that motion, I would like to recommend that we adopt the legislative change procedures of USA Swimming House of Delegates which would be as follows:

- o As part of the Guide Book Revision document, there is a table outlining each section that is being changed.
- o Procedurally the CCS House of Delegates will go through that list and any member in attendance may request that a specific item be pulled for discussion. Any item that is pulled for discussion will be deemed excluded from the omnibus motion to accept.
- o Upon completion of the list review, the House will vote on the omnibus motion to accept, which if passed will deem all non-pulled items as adopted.
- o After the determination of the omnibus motions is completed, the House will review each of the pulled items and make separate determinations of their acceptance

Respectfully submitted,
Jim Patterson
Membership/Registration Coordinator

Sanctions Report

03/10/2004

The following two pages contain updated information about Sanctioned and Approved Meets. Here are the definitions of the columns presented on the reports.

- Sanction/Approval/Observation # - Sequential number assigned to each swim meet as Snn04JS, Ann04JS, or Onn04JS.
- Meet - Name of the meet.
- Team - Host swim team.
- Date - Range of dates for the swim meet.
- Starting Date - Hidden date representing the first date of the meet so that the Expected dates can be automatically calculated.
- Paperwork Due Expected - 90 days prior to the Starting Date.
- Paperwork Due Performed - Actual date papers are received.
- Sanction Assigned & Posted on Website Expected - 60 days prior to the Starting Date.
- Sanction/Approval/Observation Assigned Performed - Actual date this happens.
- Mailed to Club and Treasurer Expected - 30 days prior to the Starting Date.
- Mailed to Club and treasurer Performed - Actual date this happens.
- The Expected dates would be good indicators for people to have for getting their meet sheets moving.

Respectfully submitted,
Jeff Schwalb

2004 Sanctions

as of 03/04/2004

| Sanctions | Meet | Team | Date | Paperwork Due | | Sanction Assigned & Posted on Website | | Mailed to Club & Treasurer | |
|-----------|---------------------------------------|--------------|------------------------|----------------------|-----------|---------------------------------------|-----------|----------------------------|-----------|
| | | | | Expected | Performed | Expected | Performed | Expected | Performed |
| S0404JS | Milenium Mile | ACB | 3 Jan 2004 | 05-Oct-03 | 15-Nov-03 | 04-Nov-03 | 02-Dec-03 | 04-Dec-03 | 29-Dec-03 |
| S0104JS | All Star Selection Meet | FDST | 10-11 Jan 2004 | 12-Oct-03 | 26-Oct-03 | 11-Nov-03 | 25-Nov-03 | 11-Dec-03 | 29-Dec-03 |
| (none) | B/C Meet | (unassigned) | 17 Jan 2004 | 19-Oct-03 | | 18-Nov-03 | | 18-Dec-03 | |
| S0204JS | 10&Under Championship | BSC | 7 Feb 2004 | 09-Nov-03 | 22-Oct-03 | 09-Dec-03 | 02-Dec-03 | 08-Jan-04 | 29-Dec-03 |
| S0304JS | 11&Over Pentathalon | BSC | 7 Feb 2004 | 09-Nov-03 | 22-Oct-03 | 09-Dec-03 | 02-Dec-03 | 08-Jan-04 | 29-Dec-03 |
| S0904JS | A/B/C Limited | TNT | 21-22 Feb 2004 | 23-Nov-03 | 12-Jan-04 | 23-Dec-03 | 19-Jan-04 | 22-Jan-04 | 07-Feb-04 |
| S0804JS | Senior Q Meet (13-14 AA Std) | CLOV | 4-7 Mar 2004 | 05-Dec-03 | 11-Jan-04 | 04-Jan-04 | 25-Jan-04 | 03-Feb-04 | 07-Feb-04 |
| S1004JS | Senior Q Meet (13-14 AA Std) | CLOV | 4-7 Mar 2004 | 05-Dec-03 | 11-Jan-04 | 04-Jan-04 | 25-Jan-04 | 03-Feb-04 | 07-Feb-04 |
| S0704JS | B/C Championships | PAC | 6-7 Mar 2004 | 07-Dec-03 | 06-Dec-03 | 06-Jan-04 | 19-Jan-04 | 05-Feb-04 | 07-Feb-04 |
| S0504JS | 14 & Under Championships (JOs) | BSC | 19-21 Mar 2004 | 20-Dec-03 | 14-Nov-03 | 19-Jan-04 | 22-Jan-04 | 18-Feb-04 | 07-Feb-04 |
| S0604JS | 14 & Under Time Trials (JOs) | BSC | 19-21 Mar 2004 | 20-Dec-03 | 14-Nov-03 | 19-Jan-04 | 22-Jan-04 | 18-Feb-04 | 07-Feb-04 |
| (none) | A/B/C Limited | (unassigned) | 3 Apr 2004 | 04-Jan-04 | | 03-Feb-04 | | 04-Mar-04 | |
| S1104JS | High Point Meet (A/B/C Limited) | RCA | 17-18 Apr 2004 | 18-Jan-04 | 24-Jan-04 | 17-Feb-04 | 22-Feb-04 | 18-Mar-04 | |
| | A/B modified (LC) | BSC | 1-2 May 2004 | 01-Feb-04 | 27-Feb-04 | 02-Mar-04 | | 01-Apr-04 | |
| | Memorial Day Meet - A/B modified (LC) | CLOV | 29-31 May 2004 | 29-Feb-04 | | 30-Mar-04 | | 29-Apr-04 | |
| | A/B/C Limited (LC) | PAC | 11-12 Jun 2004 | 13-Mar-04 | | 12-Apr-04 | | 12-May-04 | |
| | A/B Modified | FDST | 26-27 Jun 2004 | 28-Mar-04 | 18-Feb-04 | 27-Apr-04 | | 27-May-04 | |
| | A/B Modified | ACB | 3-4 Jul 2004 | 04-Apr-04 | | 04-May-04 | | 03-Jun-04 | |
| | Senior Q (LC) | CLOV | 16-18 Jul 2004 | 17-Apr-04 | | 17-May-04 | | 16-Jun-04 | |
| | Summer California Seconals | CLOV | 22-25 Jul 2004 | 23-Apr-04 | | 23-May-04 | | 22-Jun-04 | |
| | B/C Meet | (unassigned) | 24-25 Jul 2004 | 25-Apr-04 | | 25-May-04 | | 24-Jun-04 | |
| | CCS Long Course Junior Olympics | FDST | 29 Jul - 1 Aug 2004 | 30-Apr-04 | | 30-May-04 | | 29-Jun-04 | |
| | B/C Championships | BSC | 7-8 Aug 2004 | 09-May-04 | | 08-Jun-04 | | 08-Jul-04 | |
| | A/B/C Limited | HSC | 18-19 Sep 2004 | 20-Jun-04 | | 20-Jul-04 | | 19-Aug-04 | |
| | Olympic League North 1 | CLOV | 2 Oct 2004 | 04-Jul-04 | | 03-Aug-04 | | 02-Sep-04 | |
| | Olympic League South 1 | (unassigned) | 2 Oct 2004 | 04-Jul-04 | | 03-Aug-04 | | 02-Sep-04 | |
| | A/B/C Limited | TNT | 9-10 Oct 2004 | 11-Jul-04 | | 10-Aug-04 | | 09-Sep-04 | |
| | Olympic League North 2 | FDST | 16 Oct 2004 | 18-Jul-04 | | 17-Aug-04 | | 16-Sep-04 | |
| | Olympic League South 2 | (unassigned) | 16 Oct 2004 | 18-Jul-04 | | 17-Aug-04 | | 16-Sep-04 | |
| | Halloween Meet (A/B/C Limited) | MERC | 30-31 Oct 2004 | 01-Aug-04 | | 31-Aug-04 | | 30-Sep-04 | |
| | Olympic League North 3 | CLOV | 6 Nov 2004 | 08-Aug-04 | | 07-Sep-04 | | 07-Oct-04 | |
| | Olympic League South 3 | ACB | 6 Nov 2004 | 08-Aug-04 | | 07-Sep-04 | | 07-Oct-04 | |
| | A/B Modified | VAST | 13-14 Nov 2004 | 15-Aug-04 | | 14-Sep-04 | | 14-Oct-04 | |
| | A Max | TNT | 4-5 Dec 2004 | 05-Sep-04 | | 05-Oct-04 | | 04-Nov-04 | |

2004 Approvals

as of 03/04/2004

| Approvals | Meet | Team | Date | Paperwork Due | | Approval Assigned & Posted on Website (if requested) | | Mailed to Club & Treasurer | |
|-----------|------------------------|------|---------------------|---------------|-----------|------------------------------------------------------|-----------|----------------------------|-----------|
| | | | | Expected | Performed | Expected | Performed | Expected | Performed |
| A0104JS | Beat the Cold A/B/C | IWV | 31 Jan - 1 Feb 2004 | 02-Nov-03 | 23-Nov-03 | 02-Dec-03 | 03-Dec-03 | 01-Jan-04 | 30-Dec-03 |
| A0204JS | All Star Meet | BSC | 24 Jan 2004 | 26-Oct-03 | 10-Dec-03 | 25-Nov-03 | 04-Jan-04 | 25-Dec-03 | |
| | Bjorklund Invitational | IWV | 22-23 May 2004 | 22-Feb-04 | | 23-Mar-04 | | 22-Apr-04 | |

National Travel Fund Report

03/10/2004

Topics that will be presented at the meeting:

- Year-to-date 2004 travel fund approvals & distributions.
- Travel Committee recommendation for eligibility waiver.
- HOD consideration of eligibility waiver.
- Travel Committee recommendation for National Development Fund waiver.
- HOD consideration of NDF waiver.

Respectfully submitted,
Spencer Harris

TO: Central California Swimming House of Delegates

FROM: Keith Moore, Technical Planning

RE: Penalty for no show's at the Junior Olympics

DATE: March 10, 2004

On January 14, 2004, in discussion, a concern was brought to the attention of the Central California Swimming House of Delegates, is the national championship rules are necessary for the 14 and under Junior Olympic Championship?

As Chairman of technical planning I have appointed a committee of Rick Klatt (Long Course Meet Host), Gary Ota (Age Group Chair, and Keith Moore (Short Course Meet Host), to address this issue. Valid points were considered as the penalty as harsh as it is will teach a valuable lesson. In other words, it will not happen again.

By a majority consensus is the current method of penalty for missing an event at the Junior Olympics is too severe for the level of swimmers competing.

For reference:

The National Championship procedure for a failure to compete is as follows:

207.7.9-C

Preliminaries

...any swimmer who fails to compete in an individual event heat in which they are entered and have not been scratched, will be barred from all further individual and relay events of that day.

207.7.9-D.1

Finals

Any swimmer qualifying for a final race in an individual event who fails to compete in said final shall be barred from further competition for the remainder of the meet.

Central California Swimming Timed Final Meet procedure for a failure to compete is as follows:

12.b.2

Failure to scratch prior to the seeding and not swimming the event will result in his/her being barred from the next individual event in which he/she is entered on that day or the next meet day, whichever is first.

In light of the March 10th, House of Delegates meeting, the Short Course Meet is sanctioned and distributed, the following proposal will be in effect prior to sanctioning of the Long Course meet. It is the Committees recommendation and proposal for the National Championship Procedures regarding missed events during the preliminaries and finals is replaced with the following:

Swimmers who check in for an individual event in preliminaries and are charged with a "no show" will be scratched from that event and their next preliminary event in the meet. Swimmers who are seeded into finals in an individual event and are charged with a "no show" will be scratched from that event, any other individual finals events they are in that day, plus their first individual event on the next day. A swimmer who qualifies for finals and wishes to scratch their event, must scratch or declare their intention to scratch within 30 minutes of the official announcement of the results for that event.

Website Advisory Committee Report

03/10/2004

2004 Website & Committee Notes

- The Online Times Database and Online Meet Entry trials are underway. They are open to anyone in the LSC and are available for the entire month of March for testing and playing with. Posted on the website are pages explaining what is going on, and asking for help. There is also an online questionnaire that people can fill out to provide feedback and express opinions, essentially vote.
- Would like to request clubs take a proactive approach to testing, trying and providing feedback.
 - I would like at least one coach from each club to participate and provide feedback.
 - I would like clubs to recruit at least 10 parents to participate and provide feedback. As part of the recruitment process, I would ask the clubs to follow-up with the parents to make sure that they are participating.
- The interruption to the website in February was due to an unforeseen situation with the ISP. The situation at the ISP was such that they could no longer support us, so CCS has had to change ISPs. We prepaid a year of hosting services beginning November 1. I am expecting a refund of 2/3 of the prepaid amount (\$100 of \$150). The new ISP will cost \$20 per month with no long-term contract.

Upcoming Issues

- Time Standards:
 - USA Swimming will be revising its age group Motivational Time Standards for the next quadrennium. They will be issued at the next USA Swimming Convention and will be set for the subsequent 4 years.
 - Current CCS time standard formulations are as follows:
 - CCS AA Time = USA Swimming A Time
 - CCS A/JO Time = one-third the difference between the USA Swimming A Time and the USA Swimming B Time, plus the USA Swimming A Time
 - CCS Time Standards were established primarily for JOs, with the intent of eventually returning to the USA Swimming's standards.
 - I would recommend that in anticipation of the new time standards being release, Technical Planning review the JO standards in the context of the size of the meet and "raising the bar"
 - We currently have some holes in A Times for the "new" distance events for the 10 & Unders and the 11-12s. This is probably because the events are not offered at JOs. But do we want to calculate the times for a step-ladder progression to eliminate the "missing rungs".
 - Currently, the 8 & Under Time Standards separate the A and JO time standards while for all other age groups they are one and the same. In the 15 years that I have been involved with CCS, I do not ever remember a revision to these standards. Should we review the 8 & Under standards and determine if they need revision in conjunction with the new time standards coming out for USA Swimming and for consistency with the standards of the other age groups.
 - CCS does not have a published time conversion formula. In the proposed JO fact sheet, it speaks to time conversions. That necessitates, if adopted, a formal time standard conversion and potentially a formal time standards conversion policy.
 - I would like to request that the Technical Planning Committee review these issues and come back to the House of Delegates with recommendations by the September meeting.

Swim Meet Proposal

- As a condition of meet sanction award, a host club must accept and process electronic meet entries submitted in a USA Swimming SDIF (Standard Data Interface Format) file accompanied by appropriate paper documentation and entry fees.
- *This proposal, if passed, would go into effect with all 2004 CCS long course meets and all CCS short course meets beginning September 1, 2004.*

Respectfully submitted,
Jim Patterson

Zone Team Advisory Committee Report

03/10/2004

- Below are the Guide Book changes recommended by the Zone Team Advisory Committee as revised during the discussions at the January House of Delegates meeting.

Respectfully submitted,
Dowain Wright
Chairman, Zone Team Advisory Committee

AGE GROUP TRAVEL: WESTERN ZONES AND ALL-STAR

A. General

1. Swimmers must be currently registered and in good standing as a year-round swimmer with Central California Swimming.
2. Swimmers must be United States citizens or hold a permanent resident visa (except high school foreign exchange students).
3. Funding by Central California Swimming for both the Zone and All-Star meets will be determined annually by the House of Delegates.

B. All-Star

1. For the annual CCS All-Star Team, eight females and eight males will be selected in each age group by the CCS All-Star coaching staff. A minimum of six swimmers in each gender/age group will be selected strictly by lowest point totals based on place in their top three events at the All-Star Selection Meet. Only events contested at the All-Star Meet will be considered. In a very limited number of cases, national level CCS athletes will be considered for the All-Star Team based on results from out-of-area competitions. Two swimmers in each gender/age group may be selected as "wild cards" by a consensus vote of the CCS All-Star coaching staff.
2. The coaching staff will be selected by the head coach who is appointed by the Age Group Vice-Chair.
3. Ten and under swimmers will be encouraged to travel with the team, but may travel with a parent or other designated adult.
4. For out of LSC meets, all team members, except ten and under swimmers who are traveling with a parent or other adult, shall travel and be housed together as a team, under coach and chaperone supervision and be bound by team rules and the CCS Code of Conduct.
5. Travel to meets within the LSC will be determined based on the location of the meet.

C. Zone Team Selection

1. The CCS Western Zone team will be comprised of All-Star swimmers from age 8 to 18 on the first day of the Zone meet.
2. The team will consist of a maximum of 80 swimmers.
3. The age groups are determined by the Western Zone and currently include 10 & under, 11-12, 13-14, 15-16 and 17-18.
4. Male and female swimmers in each age group will be selected by the Zone coaching staff based on CCS Zone qualifying standards. Qualifying times must have been attained in the current year of USA Swimming registration and be listed as officially verified times in the STARS database.
5. Swimmers with 6 Zone times will be selected first. If there are more than 80 swimmers with 6 qualifying times, the final team will be selected by the Zone coaching staff, with preference given to those swimmers most likely to make finals. If there are not enough swimmers to complete the team, then:
6. Swimmers with 5, 4, 3 and then 2 Zone qualifying times will be selected in that order until the team is filled. In the case of a tie, the swimmer, who in the opinion of the Zone coaching staff, with the greatest chance to make finals will be given priority.
7. Swimmers with less than 2 Zone times will be considered on a case by case basis only if the team is not filled and:
 - a. Their single Zone time is in an event that, based on the coaches opinion of the previous years final times, the swimmer has a chance to make finals or:
 - b. If they are needed to complete a relay team for any sex and age group where less than 4 swimmers were selected as above.
8. Application for the CCS Zone team will be due in the first week of July each year. Individuals with less than 2 Zone qualifying times, but expect that they may achieve the times at the Long Course Junior Olympics (LC-JO's) are encouraged to apply.
9. Individuals achieving 2 Zone qualifying times at LC-JO's can apply at that time and will be considered if less than 80 swimmers have been selected as above.
10. The swimmer's share of funds, as defined by the House of Delegates, shall be due and payable at a time and manner established by the CCS House of Delegates.
11. Scholarship Fund:
 - a. Requests for need based financial assistance for athletes selected to participate in the Western Zone Swimming Championship will be considered on a case by case basis by an Age Group Committee of 3 individuals chosen by the CCS House of Delegates.
 - b. Application to be submitted by the athlete's club coach.
 - c. Criteria for financial hardship include but are not limited to:
 1. Family absence of funds due to death of parent or guardian
 2. Parent recalled to active duty in the U.S. Military
 3. Recipient of school lunch program
 4. Recipient of need based club team scholarship

D. Coach Selection for Zone Teams

1. A minimum of 6 coaches will be selected: one for each age group 10 & under, 11-12, 13-14, 15-16, 17-18 and a head coach.
2. The head coach will be selected by the CCS Age Group Vice-Chair.
3. The head coach will coordinate and organize all activities related to the Zone meet competition.
4. The coaching staff will be selected by the head coach based on experience, attitude and the number of swimmers they are expected to place on the Zone team.
5. Coaches will be responsible for supervision of their swimmers, along with chaperone(s), both during and after competition.

E. Conduct at the meet

1. Team meetings will be conducted daily and attendance by all swimmers is mandatory.
2. Attendance at both preliminaries and finals is required of all swimmers 11 and over.
3. Swimmers must be accompanied by an adult (coach or chaperone) at all times when not on the pool deck or in the team hotel.
4. Swimmers will conduct themselves in a manner consistent with the CCS code of conduct at all times.

F. Zone Travel

1. All swimmers 10 and under will be required to travel with a parent or other designated adult. They may travel with the team or separately. If they travel with the team, the parent is responsible for their portion of transportation costs.
2. All swimmers 11 and over will travel with the team.
3. Individual exceptions will be considered on a case by case basis only.
4. There will be at least one adult present (coach or chaperone) for every 8 swimmers aged 11 and over.

G. Zone Team Housing

1. All team members, except ten and under swimmers, shall be housed together as a team, under controlled situations and shall conform to team rules and the CCS Code of Conduct.
2. Ten and under swimmers will be housed with a parent or designated adult. The adult will be responsible for their own portion of the room and board.

Central California Guide Book

Part 2 Revision

This Document's Revision Date is 03/04/2004

The CCS Guidebook has been left unchanged for several years. The House of Delegates has continued to establish new policies and change old policies without reflecting those changes in the Guidebook. In addition, CCS practices often do not coincide with the Policies and Regulations set forth in the CCS Guidebook.

Jim Patterson, Kim Schwalb and Jeff Schwalb have made an initial attempt to bring the Guidebook up to date both with policies/regulations and with actual practices. This document reflects those initial changes. Most of the changes herein reflect housekeeping items and can probably be approved with an omnibus motion. Some of the changes herein reflect actual changes to policies and/or regulations that have not yet been approved by the House of Delegates.

This document is being published at this time to afford members of the House of Delegates the opportunity of reviewing the prospective changes at this time. It is the intent to submit the Guidebook changes for approval at the March, 2004 House of Delegates Meeting. At that time, separate motions for approval of substantive changes will be made prior to the omnibus motion to approve the housekeeping changes.

Changes to the Guidebook are being tracked. The following key will assist you in determining what changes have been made.

~~Text that is being deleted is identified in blue with the text struck out.~~

Text that is being added is identified in blue and is underlined.

Comments about a particular provision are in blue, underlined and italicized. The comments are not part of the Guidebook and will be removed upon publication.

CCS Guide Book Part 2 Revisions List

| Revised Section | Page | Comments | Pulled or Not Pulled |
|---------------------------------------------------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Membership, A. General | 4 | New, USAS requires publication of when registrations go into effect | |
| Membership, B. LSC Membership Fees | 4 | New, to document current CCS procedures | |
| Membership, C. Seasonal Memberships | 4 | New, USAS requires publication of seasonal periods | |
| Membership, D. Membership Application Procedures | 4-6 | New, Implementation of regulations passed 1/10/2004 | |
| Meet Scheduling Policies, #6 | 7 | New, placeholder for future use | Pulled by Maker |
| Meet Entry Time Standards, D. Time Standard Formulation | 8 | New. Time standards were formulated previously by Dave Pickford, but that formulation is not documented. This section would preserve the formulation for future use. | |
| Meet Rules and Regulations, A. General Rules, #1 | 8 | Revised to comply with current practices | |
| Meet Rules and Regulations, A. General Rules, #2 | 8-9 | Revised to be more closely in compliance with current practices | Pulled by maker |
| Meet Rules and Regulations, A. General Rules, #3 | 9 | Revised to comply with current practices | |
| Meet Rules and Regulations, B. Entry Fees | 9-10 | Many years ago, CCS split its Travel Fund into two parts and adopted Olympic League meets with separate fee schedules. These changes to comply with current practices | |
| Meet Rules and Regulations, C. Meet Regulations, #7 | 10-11 | With publishing meet information sheets on the CCS Website, it seems redundant to require clubs to also mail copies to other clubs. | Pulled by maker |
| Meet Rules and Regulations, E. Meet Definitions | 13 | New section. Moved from the Meet Schedule section to actually make them enforceable. Also included to provide definitions of new meet types | |
| Meet Rules and Regulations F. Conduct of Meets, #6 | 14 | Revised to include requirement of reporting results to the CCS webmaster and to simplify future modification of meet procedures | |

| Revised Section | Page | Comments | Pulled or Not Pulled |
|-------------------------------------------------------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Meet Rules and Regulations F. Conduct of Meets, #8 | 14 | Revised to include new reporting procedures requested by Membership Coordinator and to simply future modification of meet procedures | |
| Meet Rules and Regulations F. Conduct of Meet, #11, #12 | 14 | New. Intended to implement rules passed by House of Delegates on 1/14/2004 | |
| Meet Rules and Regulations F. CCS Records, G. Awards | 15 | Moved to their own section under CCS Records and Awards, A. CCS Records, B. Awards | |
| Meet Directors' Reports and Check List, A. Records Chairman's Reports | 17 | Revised to integrate current technologies and to require clubs to have compliant software | |
| Meet Directors' Reports and Check List, B. Treasurer's Reports | 17 | Word smithing | |
| Meet Directors' Reports and Check List, C. Registration Chairman's Procedures | 17- 18 | Revised to integrate current technologies and to detail procedures for compliance with regulations passed at 1/14/2004 meeting | |
| Meet Directors' Reports and Check List, D. CCS Webmaster Information | 18 | New. To include reporting requirements to facilitate posting of results on the CCS website | |
| Meet Directors' Reports and Check List, F. Additional Reminders, #4 | 18 | Revised as the current wording is completely inadequate and essentially wrong. | |
| Meet Directors' Reports and Check List, F. Additional Reminders, #9 | 19 | It doesn't do any good to have one if the people in charge don't know where it is. | |
| Officials, A. General, B. Certification Requirements | 19 | New sections designed to document current Officials Committee procedures and requirements | |
| Officials, C. Club Requirement to Provide Officials | 19 | New. Annualizes the one time requirement to require clubs to provide officials to the CCS pool of officials | Pulled by maker |
| Age Group Travel Requirements | 23- 24 | Complete revision (revisions are published under the Zone Advisory Committee Report) | Pulled by maker |
| CCS Records and Awards | 24- 25 | Simply moved from Meet Rules and Regulations and provided their own section. No other changes. | |

MEMBERSHIP

A. General

1. CCS offers Athlete, Non-Athlete and Club memberships according to USA Swimming Rules and Regulations and CCS By-Laws.
2. Membership is deemed effective upon receipt of membership application by the CCS Membership Coordinator.

B. LCS Membership Fees

1. Athlete – CCS will charge, in addition to the current USA Swimming athlete membership fees for year round and seasonal membership, \$10, which will be allocated \$5 to the CCS General Fund, \$2.50 to the CCS Age Group Travel Fund and \$2.50 to the CCS Senior Travel Fund. CCS will waive its athlete membership fee for Outreach athlete memberships.
2. Non-Athletes – CCS will charge, in addition to any of the current USA Swimming non-athlete membership fees (Individual, Family, Sports Medicine, Sustaining and Life), \$5, which will be allocated to the CCS General Fund.
3. Clubs – CCS will charge, in addition to the current USA Swimming club membership fees for year round and seasonal clubs, \$30, which will be allocated to the CCS General Fund.
4. Membership Transfer Fee
 - a. CCS will charge an administrative fee of \$1, which will be allocated to the CCS General Fund, to transfer the membership of an individual member from one club to another, including to and from an Unattached status.
 - b. CCS will waive the Membership Transfer Fee if the request for transfer is part of an individual membership renewal.

C. Seasonal Memberships

1. CCS offers two seasonal athlete memberships.
2. CCS offers no seasonal club memberships.
3. Seasonal Membership Periods
 - a. Season 1: October 1 through February 27 of the following year.
 - b. Season 2: April 4 through August 31.
4. In accordance with USA Swimming rule 302.2.3, seasonal athlete members are not eligible for competition at the zone championship level or above. As such, seasonal athletes are not eligible for Age Group Zone Travel, Senior Championship Travel Funds and/or National Development Travel Funds.

D. Membership Application Procedures (effective September 1, 2004)

1. Club Affiliated Athlete Registrations
 - a. Clubs will be responsible for collecting all athlete membership applications and fees.
 - b. Clubs will be responsible for insuring that all collected athlete application fees are good funds.
 - c. Clubs will process all athlete membership applications with a computer program that is capable of creating a USA Swimming SDIF (Standard Data Interface Format) registration file.
 - d. Periodically, clubs will forward (via diskette or email) to the CCS Membership Coordinator an electronic USA Swimming SDIF registration file and an electronic word processing report containing a list of the registrations included in the SDIF

- registration file. (CCS recommends that this procedure be performed at least once or twice per month.)
- e. Upon receipt of the electronic registration file and report, the CCS Membership Coordinator will process the electronic registrations. The CCS Membership Coordinator will then generate and mail an invoice to the club for the appropriate registration fees.
 - f. Upon receipt of the registration invoice, clubs will forward a club check made payable to Central California Swimming to the CCS Membership Coordinator paying the invoice in full.
 - g. Clubs failing to pay any registration invoice within 15 days of invoice or paying with uncollectable funds shall incur a penalty of \$5 per registration. Additional penalties in the amount \$5 per registration will be assessed every 30 days thereafter on unpaid or uncollected registration fees.
 - h. All athlete membership cards will be periodically (at least once or twice per month) forwarded to the designated club registration coordinator for distribution to athletes.
2. Unaffiliated Athlete Registrations
- a. Any athlete without a club affiliation (“Unattached”) may apply for membership by forwarding a Membership Application – Athlete or a Membership Application – Seasonal Athlete with the appropriate fees directly to the CCS Membership Coordinator.
 - b. Personal checks should be made payable to Central California Swimming.
 - c. Upon receipt of said application and fees, the CCS Membership Coordinator will process the application and forward the membership card to the athlete directly.
3. Non-Athlete Registrations
- a. CCS will accept Non-Athlete membership applications from both clubs and individuals.
 - b. If a club chooses to pay for the Non-Athlete membership of any or all affiliated non-athletes, the CCS Membership Coordinator will accept membership applications for those non-athletes without accompanying membership fees. In this situation, the CCS Membership Coordinator will generate an invoice to the club and the club is subject to the same payment schedule and penalties outlined in the Affiliated Athlete registration procedures above.
 - c. All other non-athlete membership applications must be accompanied with the appropriate membership fees. Personal checks should be made payable to Central California Swimming.
 - d. Membership applications shall be submitted on a completed Membership Application – Non-Athlete form.
 - e. Upon receipt of a complete application, the CCS Membership Coordinator will process said application.
 - f. Periodically (at least once or twice per month), all non-athlete membership cards will be forwarded. Affiliated Non-Athlete membership cards will be forwarded to the designated club membership coordinator for distribution to the appropriate members. Unaffiliated Non-Athletes membership cards will be forwarded to the member.
4. Coach Registrations

- a. Coaches are non-athlete members and their applications will be processed in accordance with the Non-Athlete Registration procedures outlined above with the following additional procedures.
 - b. If a coach is registering for the first time as a coach, or if a coach has an expired certificate or a certificate expiring prior to 12/31 of the year prior to the registration year (i.e. the application is being made between 9/1 and 12/31), his or her coach membership application must be accompanied by a copy of each new or renewed certificate.
 - c. A coach who is renewing his or her coach membership for the first time must provide at the time of application or have previously provided a copy of the document indicating that he or she has successfully completed the required coaches education training.
 - d. Coach membership applications that are deficient in the context of this section will be processed as Non-Coach Non-Athlete memberships.
5. Club Registrations
- a. New club membership applications will be processed in accordance with the club membership requirements of USA Swimming.
 - b. Club membership requires that the club have a Coach of Record and a Safety Coordinator both of whom must be members of USA Swimming. Club memberships (new or renewal) will be processed only if the Coach of Record and the Safety Coordinator are currently members of CCS and USA Swimming for the registration year for which the club is applying. If either the Coach of Record or the Safety Coordinator are not members for the same registration year, the club membership application must be accompanied by the deficient individual membership application.
 - c. If a club membership expires, any individual membership applications of affiliated members will be processed, but the individual member will be unaffiliated until such time as the club membership has been properly renewed. Once the club membership is renewed, any unaffiliated members will be re-affiliated with the club and new membership cards will be generated.

MEET SCHEDULING POLICIES

1. Requests by CCS swim clubs to host meets shall be submitted, in writing on CCS meet application forms.
2. Meet requests for the following year's schedule shall be submitted to the CCS scheduling committee by a date designated by the chairman.
3. The scheduling committee will give each application consideration based upon the following criteria:
 - a. Location (Community: Will attendance be affected?)
 - b. Physical Plant (Pool, warm-up facilities)
 - c. Host club's priority designation
 - d. Possible conflicts with other meets
 - e. Availability of officials and timing equipment
 - f. Prior history of meet operation and compliance with deadlines. (Meet directors and referee reports, results for fees paid to the treasurer made in a timely manner.)

- g. Applications from clubs with registration fees, meet fees and any other paper-work more than thirty (30) days overdue will not be considered.
- 4. Meet type, i.e. Senior, A+, ABC, BC, to be designated by the Scheduling Committee. Once the year's schedule is set, a change in meet type requires approval of the General Chairman, the Sanction Chairman, the Scheduling Chairman, and either the Age Group or the Senior Vice Chairman.
- 5. Membership of the scheduling committee will be determined by the CCS General Chairman.
- 6. *(Policies and Procedures for \$150 meet deposits to be inserted here if formalized)*
- 67. Exceptions to these policies shall require a two-thirds (2/3) vote of the CCS Board. (Does not include the CCS House of Delegates.)

MEET ENTRY TIME STANDARDS

A. CLARIFICATION OF THE RULES OF ENTRY TIMES FOR ALL CCS SANCTIONED SWIM MEETS.

- 1. To ensure seeded positions, the BEST COMPETITIVE TIME of each competitor must be submitted for each event.
- 2. A best competitive time means the fastest time achieved by a competitor in a particular stroke and distance (ex: 100 Fly) swum in a sanctioned, approved or observed meet, time trial, or other competition held by a recognized swimming organization.
- 3. A time trial is a competition held by an individual club for the purpose of establishing competitive entry times. It is recommended that time trials be conducted under a standard meet format with swimmers competing against each other. A minimum of three (3) times should be taken per lane.

B. MEETS LIMITED BY THE STANDARD CATEGORIES

- 1. A competitor may enter only events in meets in which his best competitive time is equal to or better than the minimum time established for that category. (ex: "A" swimmers enter the "A" category.)
- 2. A competitor may not enter an event in a category which his or her best competitive time is faster than the minimum time of the next higher category. (ex: A swimmer who has achieved an "A" time in a particular event may not swim that event in the "B" category.)
- 3. In combined category meets where team awards or individual high point trophies are offered, time categories are not to be considered in establishing point scoring.

C. ENFORCEMENT OF BEST COMPETITIVE TIME STANDARDS

- 1. All irregularities concerning entry times should be resolved as much as possible by the Meet Entry Chairman; preferably well before the meet begins. When proof of times are required, they may be placed on the back of the Entry Card. However, if a protest concerning an entry time is filed, the protest shall be filed with the Meet Referee. All USA Swimming and CCS protest rules shall govern. Established proof shall be by the protestant.
- 2. Should a contestant entry time be established as fraudulent, the swimmer shall not be permitted to swim the event. if the contestant has swam the event, any awards, team points or points toward high point trophies will be taken away from the swimmer and

awarded to the next fastest swimmer according to their new placing. Entry fees are non-refundable.

3. Should a contestant continually enter fraudulent times and ignore the rules, disciplinary action may be brought on the swimmer by the CCS Swim Committee.

D. TIME STANDARDS FORMULATION

1. For the following age groups, 10 & Under, 11-12, 13-14, 15-16 and 17-18:
 - a. CCS has adopted the National Age Group Times – Top 16 Based B, AAA and AAAA motivational times.
 - b. The CCS A/JO times are calculated to be the National A time reduced by 1/3 the interval between the National A time and the National B time.
 - c. The CCS AA times are calculated to be the National A time.
2. For the 8 & Under age group:
 - a. CCS will maintain the following time standards B, BB, JO Q and A.
 - b. All times are the same for boys and girls.
 - c. All times are developed by the Technical Planning Committee.
3. CCS Zone Qualifying Times
 - a. Zone Qualifying Times published by the Western Zone are established to draw sufficient participants to fill all events. As such, these times become slower with older age groups because these age groups become more and more difficult to fill.
 - b. CCS has established a policy that older swimmers must be held to the same standards as their younger teammates.
 - c. For any event in a particular age group, the CCS Zone Qualifying Time will be the fastest Western Zone Qualifying time for that event in that age group or any younger age group.
 - d. Example #1: For the Girls 1500 M Freestyle, the 2003 Western Zone LCM Qualifying times are: 19:00.49 for 13-14; 19:12.19 for 15-16; 20:15.29 for 17-18. The CCS Zone Qualifying Times for this event would be 19:00.49 for 13-14; 19:00.49 for 15-16; 19:00.49 for 17-18.
 - e. Example #2: For the Girls 50 M Freestyle, the 2003 Western Zone LCM Qualifying times are: 29.09 for 13-14; 28.99 for 15-16; 30.29 for 17-18. The CCS Zone Qualifying Times for this event would be 29.09 for 13-14; 28.99 for 15-16; 28.99 for 17-18.

MEET RULES AND REGULATIONS

A. GENERAL RULES

All meets involving competitors from two or more clubs must hold a valid sanction from Central California Swimming.

1. Sanctions will be granted by Central California Swimming upon recommendation of the Sanction ~~Sub-committee~~Chairman of CCS. Sanction fee will be \$10.00 per day of competition, except for dual, tri and intersquad meets (see 3 following). The sanction fee will be waived for Olympic League Meets.
2. Application and information sheet (fact sheet) and sanction fee for a CCS scheduled meet must be forwarded to the Sanction Chairman at least ~~ninety-sixty~~ (9060) days

before the first day of the meet for review and recommendations. A penalty of \$5.00 per day for every day past the ~~90~~60-day deadline will be assessed, up to a maximum of 20 days or \$100.00. ~~If the application is not received by the Sanction Chairman seventy (70) days prior to the first day of the meet, that meet will not be sanctioned. Establishment of the annual meet schedule by CCS does not guarantee a sanction.~~

3. Application and fee for sanction or approval for a Dual, Tri or intersquad meet must be forwarded to the Sanction Chairman at least thirty (30) days before the first day of the meet. If the application is not received by the Sanction Chairman thirty (30) days prior to the first day of the meet, that meet will not be sanctioned. A fee of \$25.00 per ~~team~~ meet will be charged in lieu of sanction fee and entry fees-
4. Organizations granted a schedule place wishing to change or cancel a schedule date must notify the CCS Scheduling Chairman at least ninety (90) days before the first day of the meet. Approval of the General Chairman, the Sanction Chairman, the Scheduling Chairman, and either the Age Group or the Senior Vice Chairman is required for change of date(s) or cancellation of a sanction. Organizations granted a sanction must notify all clubs, individuals, media and others to whom notice of meet has been given of all subsequent material changes. All entry fees for cancelled meets must be refunded. Sanctions for future dates may be withheld for failure to comply with this section.
5. Change in the type of a scheduled meet, i.e. Senior, A+, ABC, BC, requires approval of the General Chairman, the Sanction Chairman, the Scheduling Chairman, and either the Age Group or the Senior Vice Chairman.
6. Only organizations holding charters in Central California Swimming may be granted a sanction.

B. ENTRY FEES

1. ~~1.~~ Age Group Meets ~~—~~
 - a. Olympic League Meets: A single fee, not to exceed \$5.00, will be charged for all individual events, regardless of the number of events swum.
 - b. Other: Individual events shall not exceed \$1.75, which includes \$.55 per entry to be split evenly between the CCS Age Group Travel Fund and the CCS Junior/Senior Travel Fund~~for CCS travel fund.~~
2. Age Group Trials and Finals Meets - events shall not exceed \$3.00, which includes \$.90 per entry to be split evenly between the Age Group Travel Fund and the Junior/Senior Travel Fund~~for CCS travel fund.~~
3. Senior Meets - events shall not exceed \$4.00, which includes \$1.10 per entry to be split evenly between the CCS Age Group Travel Fund and the CCS Junior/Senior Travel Fund~~for CCS travel fund.~~
4. California State Championship Meet
 - a. Individual events shall not exceed \$4.00, which includes \$1.10 to be split evenly between the CCS Age Group Travel Fund and CCS the Junior/Senior Travel Fund~~for CCS travel fund.~~
 - b. A maximum of \$7.50 pool surcharge may be assessed each swimmer, which includes \$1.00 to be split evenly between the CCS Age Group Travel Fund and the CCS Junior/Senior Travel Fund~~for CCS general fund.~~
5. Time Trials - \$1.00 to CCS for each time trial entry to be split evenly between the CCS Age Group Travel Fund and the CCS Junior/Senior Travel Fund.

6. Relay events - events shall not exceed \$6.00, which includes \$2.00 per relay to be split evenly between the CCS Age Group Travel Fund and the CCS Junior/Senior Travel Fund~~for CCS travel fund.~~
7. Surcharge - maximum of \$5.00 pool surcharge may be assessed each swimmer entering a meet, which includes \$1.00 per swimmer to be split evenly between the CCS Age Group Travel Fund and the CCS Junior/Senior Travel Fund~~for CCS travel fund.~~
8. Example: ENTRY FEES
 - a. Age Group Meets (Invitationals, AAA, AA, ABC) - \$1.75 per individual entry, distributed as follows:
 - (1). Host Club - \$1.20
 - (2). CCS Age Group Travel Fund~~Travel Fund~~ - \$.275~~\$.55~~
 - (3). CCS Junior Senior Travel Fund - \$.275.
 - b. Age Group Trials & Finals Meets - \$3.00 per individual entry, distributed as follows:
 - (1). Host Club - \$2.10
 - (2). CCS Age Group Travel Fund - \$.45~~\$.90~~
 - (3). CCS Junior/Senior Travel Fund - \$.45
 - c. Senior Meets (qualifying meets) - \$4.00 per individual entry distributed as follows:
 - (1). Host Club - \$2.90
 - (2). CCS Age Group Travel Fund - \$.55~~\$1.10~~
 - (3). CCS Junior/Senior Travel Fund - \$.55
 - d. Relay Events - \$6.00 per relay distributed as follows:
 - (1). Host Club - \$4.00
 - (2). CCS Age Group Travel Fund - \$1.00~~\$2.00~~
 - (3). CCS Junior/Senior Travel Fund - \$1.00
 - e. Surcharge - \$5.00 per swimmer distributed as follows:
 - (1). Host Club - \$4.00
 - (2). CCS Age Group Travel Fund - \$.50~~\$1.00~~
 - (3). CCS Junior/Senior Travel Fund - \$.50

C. MEET REGULATIONS

These pertain to all competition held under a Central California Swimming Sanction.

1. Announcements and information sheets of sanctioned events must state that no entries will be accepted unless the entrant is either registered or certified by USA Swimming or Central California Swimming.
2. Information sheets, advertising and program, must bear conspicuously the statement "Held under the sanction of Central California Swimming and USA Swimming."
3. All offered events must conform with the current issue of the USA Swimming Handbook. Special events may be added upon petition and approval of the Sanction Chairman at the time the sanction is applied for.
4. Time standards must be listed on all information sheets whenever applicable.
5. The order of events cannot be changed after the sanction has been granted without the approval of the Sanction Chairman.
6. Information sheets must contain the final closing date for entry acceptance.
7. Two (2) or more copies of the information sheet must be made available to each registered swim club thirty (30) days prior to the closing date of entries. An electronic copy of the information sheet must be forwarded to the CCS Webmaster thirty (30) days

prior to the closing date of entries. Additionally, if the host club will be running the meet on Hy-Tek's Meet Manager, a copy of the Events To TM file must accompany the information sheet to the CCS Webmaster. The CCS Webmaster will post the information sheet and, if available, the Events To TM file.

8. The entry closing date of any meet cannot be earlier than the second (2) Monday preceding the first (1) day of the meet.
9. Standard approved entry cards must be used for each meet entry. A consolidated entry form must accompany all entries.
10. Relay times will not be submitted on the entry card. All relay times will be submitted at the same time as the relay swimmers first and last names are submitted. Ages of relay swimmers must be listed on entry cards. Relay entries must be submitted not later than one (1) hour prior to the first heat of that relay event. Relays will then be "deck seeded". Participants in "relays only" must enter a consolidated entry card and pay the pool surcharge by due date of individual entries.
11. The following are standardized items to be included on "Fact Sheets" for timed finals meets. Alterations to this meet information should be brought to "Special Attention" of the Sanction Chairman. Standardized items include:
 - a. Current USA Swimming and CCS rules will govern.
 - b. Swimmers must compete in their age group.
 - c. Senior events are open to swimmers meeting the time standards.
 - d. ALL AGE GROUPS: Five (5) individual events per day plus relay(s).
 - e. Relay entries and names will be submitted on the day of the event. Relay only swimmers must submit a completed consolidated entry card, with pool surcharge by entry deadline.
 - f. Age on the first day of the meet will determine age group competition.
 - g. Meet will be deck seeded using a Master Check-in System. First four events must check in thirty (30) minutes prior to the start of the meet. Swimmers in later events must check in at least one (1) hour before estimated start of their event.
 - h. All events will be seeded according to submitted times.
 - i. Verification of entered times should be available upon request from the Meet Referee.
 - j. All warm-ups will be supervised by a USA Swimming registered coach. If you don't have a USA Swimming registered coach at the swim meet, report to Deck Referee for lane and coach assignment. Warm-up procedures for each meet will be posted on deck and printed in the program.
 - k. When held in conjunction with a sanctioned swim meet, a separately sanctioned time trial will be available only for swimmers who are entered in that meet.
 - l. Swimmers in 500 yard or longer events shall supply their own timer and lap counting device.
12. Individual Scratch Rule and Check-in:
 - a. Check-in: Each swimmer is responsible for checking in with the Clerk of the Course to verify their entries. Those that have not checked in will not be seeded.
 - b. Individual scratch rule/times for final meets: Each swimmer shall inform himself of the meet starting time and shall report to the proper meet authorities promptly upon call.
 - (1). Pre-Seeded meets: Each swimmer shall report promptly to the Clerk of the Course prior to the start of each race in which he is entered. Any swimmer not reporting for, or competing in, an individual timed final shall not be penalized.

- (2). Events seeded on the deck: Any swimmer entered in an individual event that is seeded on deck, in whole or in part, who has checked in for that event, must swim in the event unless he notifies the Clerk of the Course before the seeding for that event has begun. Failure to scratch prior to the seeding and not swimming the event will result in his being barred from the next individual event in which he is entered on that day or the next meet day, whichever is first. Events seeded on the deck shall be closed for seeding not earlier than sixty (60) minutes prior to the expected start of the event.
 - c. Individual Scratch Rule/Heats and Finals Meet: USA Swimming rules for National Championships shall apply.
 - d. Exception for Failure to Compete: No penalty shall apply for failure to withdraw or compete in an individual event if:
 - (1). The Referee is notified in the event of illness or injury and accepts the proof thereof.
 - (2). It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.
13. Relay Scratch Rule:
- a. Pre-seeded Meets: Any relay team entered in a pre-seeded relay event that fails to compete in or report for that event shall not be penalized.
 - b. Relays Seeded at the Meet:
 - (1). Any relay team entered in a relay event that is seeded at the meet in whole or in part, that has been checked in and the swimmers' names declared for that event, must swim the event unless the Clerk of the Course is notified before the seeding for that event has begun in which the relay team wishes to scratch.
 - (2). A relay team member failing to appear ready to swim for the relay event shall be barred from the next individual event in which he is entered, either that day or the next meet day. The relay team members who do appear ready to swim shall not be penalized for failure of other relay team members to appear.
 - (3). Exceptions: relay teams or team members who give acceptable notification to the Referee of illness, injury, or that failure to compete is caused by circumstances beyond the control of the swimmer(s) shall not be penalized.
14. Entry cards for intermediate times must be given to the deck referee prior to the start of the event.

D. TYPES OF MEETS

- 1. Open Meets: Meets to which all registered swimmers are invited regardless of club affiliation, association or time standard.
- 2. Closed Meets: Meets to which only registered swimmers from Central California Swimming are invited.
- 3. Limited Meets: Meets limited to swimmers who have not bettered Central California Swimming time standards for the particular category of competition being offered, i.e., AAA, AA, A, BB, B, and C.
- 4. Combined Meets: Meets offering more than one class of competition, i.e., AA, A, BB, and B all in one meet.
- 5. Special Meets: Other meets may be approved or observed by Central California Swimming as required.

6. Senior Meets: Meets consisting of one set of events which may or may not be governed by time standards.
7. Approved meets on the CCS schedule (other than special meets) shall conform with all CCS fee schedules and regulations.

E. MEET DEFINITIONS

1. Invitational Meet and A/B/C Meet: Meet host, with the guidance of CCS Age Group Vice-Chairman, determines events, scoring, awards, limitations needed to meet 4-hour rule, etc.
2. B+ Meet: Limited to swimmers with a best time faster than or equal to the "B" time standard.
3. B/C Championships: Limited to swimmers with a best time slower than the JO/A qualifying time standard.
4. Junior Olympic Championships: Limited to swimmers with a best time faster than the JO/A qualifying time standard. Trials and finals format will be used.
5. B+ GOLD (LC): Limited to swimmers with a best time faster than or equal to the "B" time standard, EXCEPT for the 50 meter events and the 100 meter free.
6. AB Modified (LC): Limited to swimmers with a best time faster than or equal to the "B" time standard with the following exceptions. 12 & Under swimmers may enter 50 meter events and the 100 meter free regardless of time. 13 & Over swimmers may enter 100 meter events and the 50 free regardless of time.
7. Olympic League Meet: Limited to swimmers with a best time slower than the JO/A qualifying time standard. Swimmers will have the opportunity to swim 4 events per meet. Each meet will offer pre-determined events.
8. Olympic League Championships: Limited to swimmers with a best time slower than the JO/A qualifying time standard.
9. A/B/C Limited: Conduct of the meet will be limited to 4 hours total. With a 35 second interval between heats, if the time line for the meet exceeds 4 hours, there will be a mandatory scratch down. Swimmers will be limited to 4 events per day.
10. "A" Max Meet: Limited to swimmers with a best time slower than the CCS AA time standard

EE. CONDUCT OF MEETS

1. The time between trials and finals in all competition will be a minimum of one (1) hour. Each age group shall have at least 15 minutes between events.
2. In the case of meets where submitted times are required, entries without times shall be rejected.
3. The Meet Director or Manager shall be in complete charge of the meet in all procedural matters prior to start of the meet. When the Referee arrives, he/she assumes complete control.
4. Any protest arising from the competition itself other than protest against judgement calls of turn, stroke or relay take-off judges, shall be submitted to the Meet Referee in writing within thirty (30) minutes after the race in which the alleged infraction took place. If the Referee is then unable to resolve the protest immediately, he shall assemble a meet protest committee. This committee shall consist only of regular swim committee representatives who are in attendance at the meet, plus any swim committee

officers present. The committee shall be chaired by the highest ranking swim officer present.

5. All sanctioned meets must be conducted by officials certified by Central California Swimming and current members of USA Swimming. Specifically all meet directors, referees, meet marshals, starters, and stroke and turn judges working at your meet must be members of USA Swimming.
6. Results of all competition must be forwarded to the Records Chairman and the CCS Webmaster no later than thirty (30) days after the last day of competition and no later than September 15. in accordance with the procedures outlined in the Meet Directors' Reports and Check List, section A. Records Chairman's Report and section D. CCS Webmaster Information.
7. Financial statement and payment for travel funds and other services, etc. must be forwarded to the Treasurer within thirty (30) days after the last day of the meet. Make checks payable to Central California Swimming.
8. A list of all swimmers entered in the competition must be forwarded to the Registration Chairman. The list must show the swimmers USA Swimming number (all fourteen (14) digits) and club affiliation. Electronic meet entry information and any on-deck membership registrations obtained during the conduct of the meet shall be forwarded to the Registration Chairman in accordance with the procedures outlined in the Meet Directors' Reports and Check List, section C. Registration Chairman's Procedures.
9. Swim-A-Thon: No sanction is needed, provided you have received USA Swimming Approval for the event (S.A.T.) through a signed contract. As long as the event is approved, all normal USA Swimming insurance benefits apply. Request a contract from the CCS/S.A.T. Chairman or from USA Swimming Headquarters. Your organization must comply with all terms, requests, and dates of the USA Swimming Swim-A-Thon Contract. (Does this belong here? Swim-A-Thon is not a meet.)
10. If your financial report and/or your meet results are not received by the respective persons, your club will NOT receive future sanctions until these requirements are met. If the above time frame is not met, your club will be levied a \$100.00 fine. (A communication process and a procedure as to who will generate the fine need to be developed)
11. If a host club is notified prior to competition that there are one or more unregistered swimmers entered in the meet, then the host club will obtain a completed membership application form and the appropriate membership fees prior to checking the swimmer in for competition. If the swimmer is from outside CCS, the host club may accept another LSC's membership application form and fees, if the swimmer can provide them; otherwise the host club will accept a CCS application form and CCS fees which will be forwarded to the appropriate LSC for processing and fee reconciliation. The Meet Referee, at his or her discretion, may waive the membership application and fee requirement for non-CCS swimmers, provided he or she provides the meet host with appropriate documentation as to reason for the waiver. CCS will reimburse the meet host club \$10 for each on-deck registration of CCS swimmers obtained in conjunction with this regulation.
12. If a swimmer is registered on deck at a sanctioned competition or is discovered to have been unregistered at the time of competition, the club to which that swimmer is affiliated will be assessed a penalty of \$20.

~~F.—CCS RECORDS~~

- ~~1.—All CCS or USA Swimming records, age group and senior, must be made by a registered CCS swimmer. Short course and long course times and records will be based on swims from September 1 through August 31 of the following year. These times are to be submitted no later than thirty (30) days after the last day of competition and no later than September 15.~~
- ~~2.—All swimmers setting CCS records at meets in other LSC's must send verification of their times to the CCS Records Chairman within thirty (30) days of the event.~~
- ~~3.—Only individual swims from observed and approved meets will be considered for CCS Records and Central California Reportable Times (Top Five).~~
- ~~4.—A CCS Top Five report shall be published monthly.~~

~~G.—AWARDS~~

- ~~1.—Volunteer of the Year: Nominations for volunteer of the year must contain a written resume of the person's contribution to swimming. The nominations will be considered and voted on by the Volunteer of the Year Committee; its choice is presented to the House of Delegates at the September meeting.~~
- ~~2.—Lifetime Service Award: Nominees for this award shall have contributed a lifetime of selfless dedication to CCS. Nominees shall be screened by the Board of Directors.~~
- ~~3.—There are two award swimmer categories:
 - ~~a.—Outstanding Senior (male and female).~~
 - ~~b.—Age Group (male and female—8 & under, 9-10, 11-12, 13-14, 15-16).~~~~
- ~~4.—Point system for age group awards is:
 - ~~a.—8 & under—6, 4, 3, 2, 1 (top 5 in CCS).~~
 - ~~b.—Other age groups same, plus points for achieving a National Reportable Time in the CCS Top Five as follows:
 - ~~(1). 1st—12 points~~
 - ~~(2). 2nd—10 points~~
 - ~~(3). 3rd—9 points~~
 - ~~(4). 4th—8 points~~
 - ~~(5). 5th—7 points~~~~
 - ~~c.—If a tie occurs duplicate awards will be given.~~~~
- ~~5.—Award selection for Senior Awards—selected by Awards Committee consisting of the Senior Swimming Chairman, Records Chairman, Coaches Representative, and Senior Athlete Representative. Consideration will be given for placing at National Championships, World Games Trials, Olympic Trials, Pan Am Trials. If no senior swimmer is available, then awards go to Junior National participants.~~
- ~~6.—Swimmers wishing to be considered for outstanding swimmer awards have the responsibility of submitting proof of times to the Records Chairman no later than thirty (30) days after the last day of competition and no later than September 15.~~

MEET WARM-UP PROCEDURE OPTIONS

These options are presented as suggestions, however the club may define its own warm-up procedures to meet the needs of its own meet.

A. GENERAL WARM-UP PERIOD

1. The first thirty (30) minutes shall be allocated for general warm-up in all lanes.
2. There will be NO DIVING allowed during general warm-up.
3. Swimmers wishing to use equipment shall use the outside lanes.

B. SPECIFIC WARM-UP PERIOD

1. The last 15-40 minutes shall be allocated for specific warm-up in designated lanes.
2. Lanes shall be designated as sprint, pace and general:
 - a. Eight lane pools - pace work in lanes 1 & 8, sprints in lanes 2 & 7, general in lanes 3, 4, 5, & 6.
 - b. Seven lane pools - pace work in lanes 1 & 7, sprints in lanes 2 & 6, general in lanes 3, 4, & 5.
 - c. Six lane pools - pace work in lanes 1 & 6, sprints in lanes 2 & 5, general in lanes 3 & 4.

C. LIMITED WARM-UP PERIOD

1. Meets being held at a short course pool with six to eight lanes should consider limited warm-up periods. Meet size should be taken into consideration.
2. Warm-ups by age groups: 13 and ups - general warm-up period 7:00-7:30; specific warm-up period 7:30-7:55. 12 and unders - general warm-up period 8:00-8:30; specific warm-up period 8:30-8:45.
3. Warm-ups determined by travel distance: teams within a forty-five minute travel time - general warm-up period 7:00-7:30; specific warm-up period 7:30-7:50. Teams with travel time greater than forty-five minutes - general warm-up period 7:55-8:25; specific warm-up period 8:25-8:45.

D. GENERAL GUIDELINES

1. Marshals shall have authority through the Meet Director.
 - a. There shall be one Chief Marshal.
 - b. There shall be one Marshal assigned to supervise the deck in each warm-up course made available during pre-meet warm-up directly prior to competition.
 - c. There shall be one Marshal assigned to each starting block opened for sprinting in warm-up courses.
 - d. During those times when other warm-up courses are open, there shall be one Marshal or one lifeguard supervising that warm-up.
2. Coaches SHALL stand at starting end of pool when verbally starting swimmers on sprint or pace work.
3. Coaches MUST maintain verbal and visual contact with their swimmers throughout the warm-up period.
4. Starting blocks should be covered in such a way as to safely prevent swimmers from mounting blocks that are not to be used.
5. The announcer will announce any changes that are necessary. Changes in the warm-up procedure may be made in the interest of the safety of the swimmer.

MEET DIRECTORS' REPORTS AND CHECK LIST

These guidelines are intended to aid the Meet Director in filing all financial and records reports resulting from competition held under a CCS SANCTION. All personnel involved in conducting the swim competition should read these guidelines. The reports and time limits outlined below have been incorporated as part of your sanction and must be completed as stated.

A. RECORDS CHAIRMAN'S REPORTS:

The following records reports must be filed with the Records Chairman no later than thirty (30) days after the last day of competition and no later than September 15.

1. One (1) complete set (hard copy) of meet results. Included in this must be complete USA Swimming registration numbers, the age of each swimmer and the club he/she represents. If results do not include the registration number, then a list of registration numbers of all swimmers must be sent with the meet results. The meet results and registration list may be forwarded in a word processing document (MS Word (.doc) or Rich Text Format (.rtf)).
2. ~~Provide to the Records Chairman a hard copy of the meet results no later than thirty (30) days after the last day of competition and no later than September 15, and if available, meet results on diskette~~ Electronic meet results on diskette or via email. Meet results must be in an SDIF (.sd3) file which is compliant with the current USA Swimming SDIF file specifications.
3. ~~Send all cards from relays, national reportable times, and split times.~~

B. TREASURER'S REPORT:

The following reports must be filed with the CCS Treasurer not later than thirty (30) days after the last day of your swim meet.

1. One (1) completed copy of financial report ~~attached with a copy of to~~ your sanction.
2. Complete payment of all monies due to CCS for travel funds and/or material or services rendered. (i.e., watches, sale of hand books, etc.)

C. REGISTRATION CHAIRMAN'S ~~REPORT~~PROCEDURES:

1. Four (4) to five (5) days prior to the commencement of the meet:
 - a. Forward to the Registration Chairman, via email, an electronic file, either of meet entries or of meet registrations, in an SDIF (.sd3) file format for verification of registration.
 - b. The Registration Chairman will process the electronic file and return a Rich Text Format (.rtf) file of Registration Exceptions and an MSWord document with instructions on how to handle the registration exceptions.
 - c. Make corrections as indicated in the two documents returned in step "b" above.
 - d. If there are unregistered swimmers indicated in the Registration Exceptions, instruct your Clerk of Course to collect membership registration and fees prior to checking the identified unregistered swimmer in to compete. Any swimmer who cannot be registered prior to competition, SHALL NOT be allowed to compete.
2. Within seventy-two (72) hours of the completion of competition:
 - a. Forward to the Registration Chairman any registrations and fees collected by the Clerk of Course in accordance with the procedure outlined in step 1.d. above.

- b. Forward to the Registration Chairman, via email, an electronic file of the meet results in an SDIF (.sd3) file format.

~~The following must be filed with the Registration Chairman not later than thirty (30) days after the last day of your meet: One (1) complete list of all swimmers entered in your competition. List should include in alphabetical order, name, age, club, USA Swimming registration number, swim association. This list must be broken down between girls and boys.~~

D. CCS WEBMASTER INFORMATION:

1. The following information must be filed via email with within seventy-two (72) hours of receiving a Sanction:
 - a. An electronic copy of the sanctioned Meet Sheet. The text of the Meet Sheet should be in an MS Word format. The event list of the Meet Sheet may be in an MS Excel format.
 - b. If the meet is to be processed on Hy-Tek's Meet Manager, an electronic copy of the "Export Events to Team Manager" file.
2. The following information must be filed via email within forty-eight (48) hours of the completion of competition:
 - a. One (1) complete set of meet results in a flat or raw HTML format. Results should be presented in Publication Order (by gender, by age group, by stroke, by distance). If splits are available, they should be included as cumulative. Relay swimmers should be included if possible.
 - b. An electronic file of the meet results in an SDIF (.sd3) file format.
 - c. If the meet was processed on Hy-Tek's Meet Manager, a zipped "backup" of the Meet Manager database.

ED. ADDITIONAL REMINDERS

1. Keep track of your expenditures as you set up the meet, estimates can be used for items billed later than the thirty (30) day limit. (What is the purpose of this provision? do we need it?)
2. Do not estimate number of entries, these totals must be accurate and match totals on swimmer list.
3. Rental of horn and Colorado Timing System is \$25.00 per day with a \$50.00 minimum. Rental of watches \$10.00 per day. Rental of starting system \$10.00 per day if rented separately. (This provision is not consistent with item C of Use of Colorado Timing System. Item C has different rates, there is no minimum rental charge and there is no indication that the starting system is included with the rental of the Colorado timing system)
4. Payment should be ~~figured using \$.55 per entry based on the completion of the Club Financial Report.~~ Total number of entries should include total individual plus total relays.
5. Make all checks payable to Central California Swimming.
6. Meet results and list of all deck officials must be mailed or delivered to each participating team within the thirty (30) day limit.
7. A copy of your "fact sheet" should-must be reproduced in the meet program.
8. All sanctioned meets must be conducted by officials certified by Central California Swimming and current members of USA Swimming. Specifically all meet directors,

referees, meet marshals, starters, and stroke and turn judges working at your meet must be members of USA Swimming.

9. Every meet site shall have a proper first aid kit, and inform the Meet Referee and all meet marshals as to its location.
10. The host club shall have a trained electronic timing system operator if the CCS equipment is used or pay \$10.00 per hour to have such a person available. (This provision may need to be made consistent with the Use of Colorado Timing System section.)
11. The host club shall be responsible for repair and/or replacement of damaged, lost or stolen CCS owned equipment, considering normal wear and tear on equipment. Host club may appeal for relief to the House of Delegates for any loss or damage incurred.

OFFICIALS

A. General

1. CCS provides officials to monitor the conduct of swimming competition within the LSC.
2. It is the responsibility of CCS member clubs to solicit parent volunteers from their club to become certified officials.

B. Certification Requirements

1. Must be a registered member with CCS and USA Swimming.
2. Must have completed CCS Officials certification (training) program.
3. Must work 4 CCS meets per year to maintain certification.
4. Complete recertification process every 2 years.

C. Club Requirement to Provide Officials

1. Every CCS Club is required to provide, annually, 1 certified official per 20 registered year round athletes member up to a maximum of 10 officials.
2. The require number of officials for each year will be based on the prior year's athlete statistics.
3. CCS will levy a fee to the club of \$500 per official for every official below the club's required number of officials.

USE OF COLORADO TIMING SYSTEM

A. OBJECTIVE:

Shall be to promote and develop swimming in CCS and to help develop a better working relationship with high school, recreation and swimming in general.

B. LIMITATION:

1. Timing system shall be used only when not scheduled for use at a CCS meet.
2. Limit use to special swim meets: Division Final, League Final, Time Trials and Finals.
3. CAN be set up on a rotational basis.
4. Must be a CCS qualified operator available at the time of the meet.

C. REQUIREMENTS:

1. The Referee and/or Starter should have a basic working knowledge of the timing system.
2. There must be a complete working relationship with Referee, Starter, and manual-electric operator.
3. Costs:
 - a. \$30.00 per day for Colorado timing system.
 - b. \$10.00 per day use of CCS watches.
 - c. \$10.00 per day for Starting System.
 - d. \$10.00 per hour for operator of the timing system. *(Can we truly offer this service. If not, should this provision be removed? If so, do we need to define the period for which the hourly fee will be charged, i.e. "for the period of competition"?)*

D. MANAGEMENT:

1. The Property Chairman shall advise the CCS Board, who will have final say as to the use of the timing system.
2. When immediate problems occur, the Property Chairman and two (2) other members of the Swim Committee will have authority to solve them, provided the above mentioned recommendations are met.

CODE OF CONDUCT

This CODE OF CONDUCT shall apply to all those representing Central California Swimming, regardless of location.

A. PROHIBITED BEHAVIOR:

1. Possession of, use of, or knowledge of use of illegal substances by those representing CCS, or use in the presence of those representing CCS.
2. Inappropriate or destructive behavior, or knowledge (without reporting) of same.
3. Smoking by athletes (or use of other tobacco products) while representing CCS. Knowledge of use is to be considered use.
4. Use by athletes, knowledge of use of, or providing alcohol to or use of around swimmers. Use of alcohol by those having direct responsibility for swimmers is also prohibited. Violation by any representative of laws, regulations, rules, etc. is included.

B. TRAVEL TRIP BEHAVIOR:

The following are mandatory, and the responsibility of the HEAD COACH:

1. A nightly curfew will be established and enforced.
2. All athletes and people representing CCS shall be housed in an appropriate manner.
3. To insure the propriety of the athletes and to protect the staff, there will be no male athletes in female athletes rooms and no female athletes in male athletes rooms without supervision. There will be a team room provided for relaxation and recreation whenever possible.
4. Coaches and athletes must attend all team meetings and/or required functions.
5. The head coach shall have in his immediate possession a signed CONSENT TO TREAT for all minors on any trip.

5. Violations of the above will result in immediate referral to the CCS Review Board for action. Immediate action may include, but is not limited to:
 - a. Scratching the athlete(s) from event(s).
 - b. Sending the involved party home at own/parent's expense.
 - c. Other action as determined by those at the site.
 - d. Review Board penalties may include suspension from swimming.

Note 1 Persons present while any of these prohibited activities occur must leave the area immediately or be considered a participant by choice.

Note 2 Notification that this CODE OF CONDUCT is in effect shall be accepted at the time of registration. Notification shall be implied to all members of CCS. All people representing a CCS registered team, in the process of attaching to a registered team, or receiving money from CCS are considered to be representing CCS.

Note 3 Violation of this CODE OF CONDUCT will be considered to be bringing disrepute upon the sport of swimming.

Note 4 Appeal from any disciplinary action taken shall be in accordance with Part Four of USA Swimming Rules and Regulations.

CHAMPIONSHIP AND NATIONAL DEVELOPMENT TRAVEL FUND REQUIREMENT

A. REGISTRATION/ELIGIBILITY:

1. Swimmers **MUST BE** currently registered and in good standing with Central California Swimming.
2. Swimmers **MUST BE** a United States citizen or holding a permanent resident visa (except high school foreign exchange students and foreign nationals approved by the CCS House of Delegates).
3. Swimmer shall compete either unattached with CCS or attached to a CCS team.
4. The swimmer must swim at least three (3) CCS meets, during the current calendar year for which the swimmer is requesting funds. Collegiate athletes may petition board for a waiver.
5. During the first calendar year that the swimmer is registered with CCS, the swimmer will be eligible for one-half (1/2) of the determined reimbursement allowance.
6. Once a swimmer has been continuously registered for twelve (12) months, the swimmer is eligible for reimbursement as described in Championship and National Development Travel Funding and Eligibility.
7. High school foreign exchange students and foreign nationals approved by the CCS House of Delegates must compete in at least three (3) CCS meets during the calendar year. The swimmer then may be eligible for one half (1/2) of the determined reimbursement allowance.

B. CHAMPIONSHIP TRAVEL MEETS FUNDED

The purpose is to encourage our Junior Championship and above level athletes to pursue excellence by training for and/or participating in national level competition at various locations:

1. National Championships (one (1) per season)

2. Olympic Trials
3. Olympic Games
4. Pan American Games
5. World Games
6. Others as specified by the CCS House of Delegates

C. CHAMPIONSHIP TRAVEL ELIGIBILITY AND FUNDING

1. Swimmers must qualify for, and swim, at least one (1) individual event to receive funding. Relay only swimmers are not eligible for funding.
2. Request for reimbursement forms must be filed within forty-five (45) days after the conclusion of the meet and include verification with the meet results. Funds are available on a reimbursement basis.
3. Athletes who are eligible for funding will be reimbursed on the basis of the following schedule:
 - a. CA/NV Sectionals
 - (1). \$100.00 for travel within CCS over 50 miles from the athlete's home.
 - (2). \$200.00 for travel within California but outside CCS
 - (3). \$300.00 for travel within the Western Zone but outside California
 - b. Nationals
 - (1). \$100.00 for travel within CCS over 50 miles from the athlete's home.
 - (2). \$300.00 for travel within California but outside CCS
 - (3). \$400.00 for travel within the Western Zone but outside California
 - (4). \$500.00 for travel outside the Western Zone
 - c. U.S. Open
 - (1). \$100.00 for travel within CCS over 50 miles from the athlete's home.
 - (2). \$200.00 for travel within California but outside CCS
 - (3). \$300.00 for travel within the Western Zone but outside California
 - (4). \$400.00 for travel outside the Western Zone
4. Funding for meets not in the preceding schedule is not to exceed 100% of the determined airfare. For distances of 400 miles or less, travel by car will be assumed, the rate to be determined by the Travel Committee. Reimbursement will be determined by the travel committee before funding is completed. Appeals may be directed to the board of directors.
5. A swimmer who has met the eligibility requirements and who places in the top 16 of any Junior Championship event may be eligible for one hundred (100%) percent reimbursement of the determined allowance. Swimmers who do not place in the top 16 may be eligible for ninety (90%) percent of the determined allowance.
6. A swimmer who qualifies for an individual event at Nationals and who has met the eligibility requirements may be eligible for 100% of the determined allowance.
7. A committee consisting of the Travel Fund Chairperson, two (2) coaches, and one (1) athlete will consider each request and award appropriate amounts per swimmer.
8. Any swimmer qualifying for and participating at both Junior Championships and Nationals during the same season shall be eligible for only one allowance (except for the swimmer who qualifies for Senior Nationals for the first time at Juniors). The larger of the two allowances shall be reimbursed.

D. NATIONAL DEVELOPMENT TRAVEL FUND

The purpose is to encourage our Junior Championship and above level athletes to pursue excellence by training for and/or participating in national level training camps and competitions (events) in various locations. Coaches request funding on behalf of athletes who they feel would benefit from exposure to such events. Athletes must have attained at least one (1) current Junior Championship time standard and fulfilled all Championship and National Development travel eligibility requirements.

1. A committee consisting of the Travel Fund Chairperson and three (3) coaches will consider each request and award appropriate amounts per athlete. Criteria for travel fund awards will include:
 - a. Quality of the event
 - b. Quality of the facility
 - c. Athlete's level of ability
 - d. Amount available in the travel fund
2. Funds must be requested no later than thirty (30) days before the event.
3. Athletes who achieve a Junior Championship time standard prior to the spring Junior Championship entry deadline may be eligible for up to \$300.00 per calendar year. Funds will be disbursed at the discretion of the committee within the following guidelines:
 - a. Up to \$200.00 for travel within the state of California.
 - b. Up to \$300.00 for travel within the Western Zone but outside California.
 - c. Up to \$400.00 for travel outside the Western Zone
4. Athletes who achieve a Junior Championship time standard after the spring Junior Championship entry deadline may be eligible for up to \$150.00 for the remainder of that calendar year. Funds will be disbursed at the discretion of the committee within the following guidelines:
 - a. Up to \$100.00 for travel within the state of California.
 - b. Up to \$150.00 for travel within the Western Zone but outside California.
 - c. Up to \$200.00 for travel outside the Western Zone.
5. Proof of swim or participation must be provided by the athlete or coach for national development travel. If not provided, the athlete is not eligible for any travel funds for the remainder of the year. If the funds are returned, the athlete's eligibility will continue. Funds not used by the athlete must be returned to CCS within two weeks of the conclusion of the event for which travel was funded.
6. OVC must be provided with travel request form.

AGE GROUP TRAVEL REQUIREMENTS (ZONES/ALL STAR)

THIS ENTIRE SECTION IS BEING REPLACED UNDER A SEPARATE INITIATIVE BEING PRESENTED BY THE ZONE TEAM ADVISORY COMMITTEE. PLEASE REVIEW THE ZONE TEAM ADVISORY COMMITTEE REPORT FOR DETAILS.

A. GENERAL

1. Swimmers MUST BE currently registered and in good standing with Central California Swimming.

- ~~2. Swimmers MUST BE United States citizens or hold a permanent resident visa (except high school foreign exchange students).~~
- ~~3. Meet requirements for funding: Swimmers shall have participated in a total of six (6) meets: three (3) meets during Season I and three (3) meets during Season II, two (2) days per meet, two (2) events per day. Three (3) events swum at a one-day meet shall constitute participation in a meet.~~
- ~~4. Seasons shall be defined as:

 - ~~a. Season I: September 1, 2001–May 31, 2002~~
 - ~~b. Season II: January 1–August 31, 2002~~~~

~~B. WESTERN ZONES~~

- ~~1. Swimmers must meet the CCS qualifying time in at least two (2) individual events in order to be eligible for funding.~~
- ~~2. The Western Zone team shall be selected based on performance at long-course Junior Olympics. Selection will be defined in the Junior Olympics fact sheet. A maximum of six (6) swimmers per age group and per gender shall be selected.~~
- ~~3. The swimmer's share of funds, as defined at the May House of Delegates meeting, shall be due and payable within 72 hours of the close of long-course Junior Olympics.~~
- ~~4. Qualifying times for Zones must be made in the Zone status year. Qualifying times must be for the appropriate age group on the FIRST DAY of the meet.~~
- ~~5. Team Travel: ALL team members shall be allowed to travel to a collection point(s). Individual exceptions to this shall be permitted when:

 - ~~a. The individual travel is in the opposite direction of the collection point.~~
 - ~~b. The to and from travel time to the collections point exceeds the direct travel to the swim meet location. Wherein the individual shall travel (under supervision of an adult) to the swim meet. The individual shall be reimbursed the lower of the CCS travel allotment or the actual cost of travel.~~
 - ~~c. Ten and under swimmers may travel with a parent or other designated adult.~~~~
- ~~6. Team Housing: ALL team members, except ten and unders, shall be housed together as a team, under controlled situations and shall conform to team rules.~~

~~C. ALL STARS~~

- ~~1. Qualifying times for All Stars must be made during the current season.~~
- ~~2. Funding for All Stars will be determined by the Travel Committee.~~

CCS RECORDS AND AWARDS

A. CCS RECORDS (THIS SECTION WAS MOVED FROM "MEET RULES AND REGULATIONS")

1. CCS will maintain LSC Records for both boys and girls as follows: (this is a new provision)
 - a. Long Course Age Groups – 8 & Under, 10 & Under, 11-12, 13-14, 15-16, 17-18, Senior.
 - b. Short Course Age Groups – 8 & Under, 9-10, 11-12, 13-14, 15-16, 17-18, Senior, 15-18 (relays only).

- c. Age Group Events – Events identified in the USA Swimming Rule Book, Section 102.1.2 Age Group Events (except for open water events). (this section means that CCS will have to start keeping records for the new distance events added in the last couple of years by USA Swimming)
 - d. Senior Events – Events identified in the USA Swimming Rule Book, Section 102.1.1 Senior Events
 - 2. All CCS or USA Swimming records, age group and senior, must be made by a registered CCS swimmer. Short course and long course times and records will be based on swims from September 1 through August 31 of the following year. These times are to be submitted no later than thirty (30) days after the last day of competition and no later than September 15.
 - 3. All swimmers setting CCS records at meets in other LSC's must send verification of their times to the CCS Records Chairman within thirty (30) days of the event.
 - 4. Only individual swims from observed and approved meets (with the exception of meets identified in #4 immediately following) will be considered for CCS Records and Central California Reportable Times (Top Five).
 - 5. CCS will consider for CCS records and Central California Reportable Times (Top Five) relay swims from any all-star meet at which CCS is fielding an all-star team, if all the swimmers on the CCS relay team could, at the time of the competition, represent one club. CCS will award the record or the Top Five time to the swimmers' club of record. (this is a new provision)
 - 6. A CCS Top Five report shall be published monthly.

B. AWARDS (THIS SECTION WAS MOVED FROM "MEET RULES AND REGULATIONS")

- 1. Volunteer of the Year: Nominations for volunteer of the year must contain a written resume of the person's contribution to swimming. The nominations will be considered and voted on by the Volunteer of the Year Committee; its choice is presented to the House of Delegates at the September meeting.
- 2. Lifetime Service Award: Nominees for this award shall have contributed a lifetime of selfless dedication to CCS. Nominees shall be screened by the Board of Directors.
- 3. There are two award swimmer categories:
 - a. Outstanding Senior (male and female).
 - b. Age Group (male and female - 8 & under, 9-10, 11-12, 13-14, 15-16).
- 4. Point system for age group awards is:
 - a. 8 & under- 6, 4, 3, 2, 1 (top 5 in CCS).
 - b. Other age groups same, plus points for achieving a National Reportable Time in the CCS Top Five as follows:
 - (1). 1st - 12 points
 - (2). 2nd - 10 points
 - (3). 3rd - 9 points
 - (4). 4th - 8 points
 - (5). 5th - 7 points
 - c. If a tie occurs duplicate awards will be given.
- 5. Award selection for Senior Awards- selected by Awards Committee consisting of the Senior Swimming Chairman, Records Chairman, Coaches Representative, and Senior Athlete Representative. Consideration will be given for placing at National

Championships, World Games Trials, Olympic Trials, Pan-Am Trials. If no senior swimmer is available, then awards go to Junior National participants.

6. Swimmers wishing to be considered for outstanding swimmer awards have the responsibility of submitting proof of times to the Records Chairman no later than thirty (30) days after the last day of competition and no later than September 15.

USAS CONVENTION

Funds will come from the General Fund. Travelers must be a member of USA Swimming and CCS. They must attend meetings and be actively involved. All registration fees will be paid by CCS. The General Chairman and Sr/Jr Athlete Representatives shall receive full travel assistance, hotel cost and per diem for meals. Voting delegates from CCS to the USA Swimming House of Delegates shall be funded as the budget permits.