

SOUTH DAKOTA SWIMMING, INC.



RULES AND REGULATIONS

POLICIES AND PROCEDURES

As Amended October 2022

Mission: *Providing Swimmers opportunities to achieve success
for a lifetime*

Vision: *Inspiring Excellence, Transforming Lives*

Core Values: *Stewardship, Integrity, Commitment.*

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SOUTH DAKOTA SWIMMING, INC. POLICIES AND PROCEDURES

This Policies and Procedures Manual for South Dakota Swimming, Inc., including all exhibits referred to herein, is incorporated in the By-Laws through the various references therein. The By-Laws shall supersede any provisions in these Policies and Procedures to the contrary.

RULE 1 MEMBERSHIP/REGISTRATION

1.1 Members' Responsibilities

(1) Conflict of Interest

- (a) There exists between SDSI and its board, officers and the public a fiduciary duty, which carries with it a broad loyalty to the same. The board and officers have the responsibility of administering the affairs honestly and prudently, for the sole benefit of SDSI. Those persons shall exercise good faith in all actions involved in their duties, and they shall not use their positions with SDSI or knowledge gained there for their personal benefit.
- (b) Conflicts of interest may arise in the relations of directors, officers and with third parties. A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms. It is policy that any of these interests shall be disclosed. It shall be the responsibility of the board and officers to scrutinize their transactions and outside business interests and relationships for potential conflicts and to state such disclosures.
- (c) Disclosure should be made to the committee chair (or if she or he is the one with the conflict, then to the entire committee), which shall bring to the attention of the board. Disclosure involving directors should be made to the General Chair, (or if she or he is the one with the conflict, then to the Administrative Vice Chair who shall bring these matters to the board.
- (d) The board shall determine whether a conflict exists and in the case of an existing conflict, whether the transaction may be authorized as just, fair, and reasonable.
- (e) The decision of the board on these matters will rest in their sole discretion, and their concern must be the welfare of SDSI. (04/21/2013)

1.2 Club, Group and Organization Members

- (1) **GROUP MEMBERS** - Group Members are organizations operating in the Territory which have, upon application, been granted membership in USA Swimming and SDSI and paid the fees established by USA Swimming and SDSI pursuant to Article 3 of the By-Laws. An organization may be denied membership by the Membership/Registration Coordinator or the Board of Directors for failure to satisfy the criteria for membership or for any reason for which a Group Membership could be terminated. Any denial of membership may be appealed to the Zone Board of Review. An organization's status as a Group Member is subject to its continued satisfaction of the criteria for membership and compliance with its responsibilities under these Policies and Procedures, the USA Swimming Rules and Regulations, the rules, regulations, policies, procedures and code of conduct of SDSI and USA Swimming and may be terminated by a decision of the Zone Board of Review or the National Board of Review. Except for Affiliated Group Members, Group Members in good standing shall be entitled to participate in the program of swimming conducted by SDSI, and competitions sanctioned or approved by USA Swimming, in accordance with Section 1.4.2.

- (a) CLUB MEMBERS - A Club Member is an organization which is in good standing as a Group Member of SDSI and USA Swimming, has athletes and coaches and participates in the sport of swimming. All athletes and coaches of the organization must be Individual Members in good standing of SDSI and USA Swimming.
 - (b) AFFILIATED GROUP MEMBER - An Affiliated Group Member is an organization which supports the sport of swimming and the objectives and programs of SDSI and USA Swimming, which is in good standing as a Group Member of SDSI and USA Swimming, but which does not have athletes and coaches who all are Individual Members of SDSI and USA Swimming.
- (2) Year-round membership – Membership in both USA Swimming and South Dakota Swimming, Inc. extends from January 1 through December 31. Each club, group or organization must submit a charter application, a copy of which is attached, and a fee of \$90.00 (\$70.00 for USA Swimming; \$20.00 for South Dakota Swimming, Inc.) to the Membership/Registration Coordinator in accordance with the Coordinator's timetable.
 - (3) Seasonal membership – Membership in both USA Swimming and South Dakota Swimming, Inc. extends from April 1 through August 31 (150 days). Each club, group or organization must submit a charter application, a copy of which is attached, and a fee of \$70.00 (\$50.00 for USA Swimming; \$20.00 for South Dakota Swimming, Inc.) to the Membership/Registration Coordinator in accordance with the Coordinator's timetable. (5/06/2007)
 - (4) The USA Swimming portion of the membership/registration fee will increase \$1.00 per year through the 2014 swimming season. The USA Swimming portion of the membership/registration fee will increase to \$2.00 per year from the 2015 swimming season through the 2024 swimming season, unless changed by USA Swimming. (04/22/2006, 09/2013).
 - (5) House of Delegates representation – Any South Dakota LSC team requesting to host a swim meet must attend the HOD meeting prior to the season for which the request is made. (Example: To request a meet during the 2011-2012 winter season, a team must have a representative attend the fall 2011 HOD meeting. To request a meet during the 2012 summer season, a team must have a representative attend the spring 2012 HOD meeting.) (09/17/2011) The House of Delegates appointment form is attached as **Exhibit #1**.
 - (6) Officeholder Candidates – At each meeting of the House of Delegates, each group member is expected to provide the Nominating Committee the name of at least one member as a candidate for election as an officer, committee chair/member, or Board of Review member. A Candidate Submission Form to be used is attached as **Exhibit #2**. Only Individual Members in good standing shall be eligible to hold office and must maintain their eligibility throughout their term of office.
 - (a) Elections – The election schedule for the spring of even and odd-numbered years is in the bylaws (Article 6). For the election of Nominating Committee and Board of Review members see Article 7.4.3 and Article 13.
 - (b) Job Descriptions for Elected Officers, Committee Chairs, and Coordinators are found in SD Policies and Procedures Rule 2 and on the USA Swimming website at Volunteers & LSCs.
 - (7) Registration form – All organizations eligible to apply for membership shall do so using a format approved by South Dakota Swimming, Inc. Such membership shall become effective when the application has been approved by South Dakota Swimming, Inc. and any currently

required dues or fees are paid. A registration form is available from the “Documents page” of SD Swimming’s website: sdswimming.org.

- (8) The SD-LSC encourages all member clubs and teams to complete the Club Development Program and the Club Excellence Program by awarding each club a stipend for achieving each level in either or both programs. The SD-LSC Finance Committee will award the stipend upon completing and approval by USA Swimming. Refer to Rule 7.6 for additional information. (04/27/2014)

1.3 Individual Members

- (1) Individual Members are individuals involved in the sport of swimming in the Territory who have, upon registration, been granted membership in USA Swimming and SDSI and paid the dues established by USA Swimming and SDSI pursuant to Article 3 of the By-Laws. Except for Life members, an individual who wishes to register as an unattached member of SDSI and is not affiliated with any Club Member of SDSI must reside within the geographical territory of SDSI. An individual may be denied membership by the Membership/Registration Coordinator or by the Board of Directors for failure to satisfy the criteria for membership or for any reason for which an Individual Membership could be terminated. Any denial of membership may be appealed to the Zone Board of Review. An individual’s status as an Individual Member is subject to the Individual Member’s continued satisfaction of the criteria for membership and compliance with the individual’s responsibilities under these Policies and Procedures, the USA Swimming Rules and Regulations, the rules, regulations, policies, procedures and codes of conduct and ethics of SDSI and USA Swimming and may be terminated by a decision of the Zone Board of Review or the National Board of Review. Except for Affiliated Individual Members and Life Members, Individual Members in good standing shall be entitled to participate in the program of swimming conducted by SDSI, and competitions sanctioned or approved by USA Swimming, in accordance with Section 1.4.2.
- (2) Athlete Members
 - (a) All swimmers must be registered as Athlete Members of USA Swimming and follow USA Swimming Rules regarding registration and eligibility. (See Articles 203, 302-303). On-deck registration at a meet will be permitted for an additional \$10.00 fee if appropriate documentation is shown. (04/26/2008)
 - (b) Premium membership – Membership in both USA Swimming and South Dakota Swimming, Inc. extends from January 1 through December 31. Annual fees shall be the current USA Swimming fee plus an LSC fee of \$5.00 for SDSI to be paid to USA Swimming during registration.
 - (c) Seasonal Membership -- Membership in both USA Swimming and South Dakota Swimming, Inc. extends from April 1 through August 31. Annual fees shall be the current USA Swimming fee plus an LSC fee of \$5.00 for SDSI to be paid to USA Swimming during registration.
 - (d) Outreach Membership - USA Swimming and South Dakota Swimming offer a membership program to help and encourage economically disadvantaged youth who are unable to afford the USA Swimming membership fees. The program offers qualified athletes the opportunity to become USA Swimming members for a discounted price.
 1. The goal of the Outreach Program is to promote the identification, recruitment, training and retention of any of America’s minority and disadvantaged youth that shows an interest in swimming and is unable to afford joining a local USA Swimming club.

2. The membership is a year round membership. Confidentiality of members will be maintained. The athlete will receive a year round athlete membership card as with any other year round athlete and they will be on the year round athlete list.
3. Proof of qualification for Outreach Membership can be shown by meeting the following criteria:
 - a. Copy of a current reduced or free lunch letter/card from the athlete's school district or school itself verifying the athlete qualifies for reduced or free meals.
 - b. If this information is not available, a tax return may be used to verify the qualifying income to be eligible for free or reduced lunch.
4. To apply for Outreach Membership:
 - a. Complete the registration process for the Outreach Membership through USA Swimming.
 - b. Submit proof of qualification to the South Dakota Swimming Registration Chair.
- (e) Athlete At-Large House of Delegate Representative Elections - Athletes to the House of Delegates will be selected with geographical representation. The state will be split into three different sections. The candidate that receives the most votes from each section will become a House of Delegate representative. The next two candidates that receive the most votes, regardless of section, will fill up the remaining two House of Delegate spots.

A map outlining the geographic boundaries and election specifics are included as Exhibit 24.

Athletes shall hold office from the date of election through the conclusion of the annual meeting of the House of Delegates following such election or until their successors are elected to the House of Delegates.

(3) Non-Athlete Members

- (a) South Dakota Swimming, Inc. will register those who intend to actively participate in SD swimming, but not those who merely desire membership privileges in other states or LSCs. (4/22/2006)
- (b) Coaches, Officials & Other – Membership in both USA Swimming and South Dakota Swimming, Inc. extends from January 1 through December 31. Annual fees shall be the current USA Swimming fee plus an LSC fee of \$5.00 for SDSI to be paid to USA Swimming during registration.
- (c) Administrator – Membership in both USA Swimming and South Dakota Swimming, Inc. extends from January 1 through December 31. Annual fees shall be the current USA Swimming fee plus an LSC fee of \$5.00 for SDSI to be paid to USA Swimming during registration.
- (d) Lifetime Membership - The fee for Lifetime Membership registration shall be the current USA Swimming fee plus an LSC fee of \$5.00 for SDSI to be paid to USA Swimming during registration.

(4) Coach Members

- (a) A Coach Member is an individual, whether or not affiliated with a Group Member, who has satisfactorily completed all safety and other training required by SDSI and/or USA Swimming and who is in good standing as an Individual Member of SDSI and USA

Swimming. Any individual desiring to act in any coaching capacity at any competition sanctioned by USA Swimming must be a Coach Member in good standing of SDSI and USA Swimming.

(5) Active Individual Member

- (a) An Active Individual Member is an individual other than a Coach Member or an Athlete Member, who is a trainer, manager, official, meet director, marshal, Board Member, At-Large House Member, officer, coordinator or committee chair or committee member of SDSI or a Group Member Representative or alternate and any other individual desiring to participate in the sport of swimming and who is in good standing as an Individual Member of USA Swimming and SDSI.

(6) Affiliated Individual Member

- (a) An Affiliated Individual Member is an individual interested in the objectives and programs of SDSI who resides, formerly resided, or formerly participated in the sport of swimming in the Territory and who is in good standing as an Individual Member of SDSI and USA Swimming.

1.4 Members' Bill of Rights

(1) Individual Members' Bill of Rights

- (a) SDSI, in furtherance of Article 301 of the USA Swimming Rules and Regulations, shall respect and protect the right of every Individual Member who is eligible under SDSI, USA Swimming and FINA rules and regulations to participate in any competition as an athlete, coach, trainer, manager, meet director or other official, so long as the competition is conducted in compliance with SDSI, USA Swimming and FINA requirements. Before any Individual Member is denied the right to participate in a competition, the individual shall have the right to request and have a hearing before, and a determination of, the Board of Review or the National Board of Review. If the Individual Member is permitted to participate subject to a protest, a hearing and determination may take place after the competition is concluded.

(2) Club Members' Bill of Rights

- (a) SDSI shall respect and protect the right of every Club Member which is eligible under SDSI, USA Swimming and FINA rules and regulations to participate in any competition through its athletes, coaches, trainers, managers, meet directors and other officials, so long as the competition is conducted in compliance with SDSI, USA Swimming and FINA requirements. Before any Club Member is denied the right to participate in a competition, the Club Member shall have the right to request and have a hearing before, and a determination of, the Board of Review or the National Board of Review. If the Club Member is permitted to participate subject to a protest, a hearing and determination may take place after the competition is concluded.

RULE 2 BOARD OF DIRECTORS AND COMMITTEES

2.1 Duties and Powers

- (1) The duties and powers of the officers and other Board Members shall be to attend and participate in all meetings of the House of Delegates and the Board of Directors and as follows:
- (2) General Chair: The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of SDSI, and general supervision over its officers and agents; shall call meetings when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in these Policies & Procedures and with the advice and consent of the Board of Directors, shall appoint committee chairs and members for standing and special committees or coordinators as may be necessary to permit SDSI to effectively, efficiently and economically conduct its affairs. The General Chair shall report to the Board of Directors all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of SDSI.
- (3) Administrative Vice Chair: The Administrative Vice Chair shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair. The Administrative Vice Chair shall chair, and have general charge of the business, affairs and property of the division that administers SDSI business and affairs. The Administrative Vice Chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, and committees and coordinators. The Administrative Division shall be responsible for the creation and maintenance of SDSI's Policies and Procedures Manual.
- (4) Senior Vice Chair: The Senior Vice Chair shall chair and have general charge of the affairs and property of the Division that develops and conducts the senior swimming program of SDSI. The Senior Vice Chair will serve as a liaison to the Athlete Representatives and the Athletes Committee, and shall be responsible to see that the Athlete Representatives' elections are held in accordance with these Policies & Procedures.
- (5) Age Group Vice Chair: The Age Group Vice Chair shall chair and have general charge of the affairs and property of the Division or Committee that develops and conducts the age group swimming program of SDSI and develops or coordinates the development of long-range plans for swimming programs.
- (6) [Reserved for Future: Program Development Vice Chair: The Program Development Vice Chair shall chair and have general charge of the affairs and property of the division that develops, coordinates and conducts a swimming program for all levels of swimming in the Territory, including the development of long-range plans for swimming programs.]
- (7) [Reserved for Future: Program Operations Vice Chair: The Program Operations Vice Chair shall chair and have general charge of the affairs and property of the division that coordinates and facilitates the conduct of all swimming programs for SDSI including the awarding of meet sponsorships to Club Members, facilities and equipment rentals and meet management for all swimming meets sponsored by SDSI.]
- (8) Finance Vice Chair: The Finance Vice Chair is the chief financial officer of SDSI. The Finance Vice Chair shall chair and have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for SDSI's working capital, funded reserves and endowment funds and

the development and implementation of a marketing and fund-raising plan for SDSI. The Finance Vice Chair, with the assistance of the Budget or Finance Committee, shall prepare an annual budget for SDSI's operations and present the budget for approval by the Board of Directors and the House of Delegates. In addition, the Finance Vice Chair shall cause to be conducted the audit required hereunder and shall review, or shall cause the Audit Committee to review, the annual audit report and recommend acceptance and appropriate action, if any, with regard thereto by the Board of Directors and the House of Delegates. The Finance Vice Chair reviews and balances SDSI's monthly bank statements. The Finance Vice Chair is responsible for the adequacy of SDSI's system of internal financial and accounting controls. The Finance Vice Chair is the chair of the Finance and Budget Committees and a member of the Personnel Committee. Together with the Treasurer, the Finance Vice Chair is ultimately responsible for SDSI's compliance with Section 3.4.

- (9) Secretary: The Secretary shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and other notices and making such reports to USA Swimming as required by these Policies & Procedures, and shall perform the other duties incidental to the office of Secretary. The Secretary, or the staff of SDSI's permanent office, shall be custodian of the records and the seal of SDSI, and attest the execution of, and cause the seal to be affixed to, all duly authorized instruments. The Secretary shall cause to be kept in the safekeeping of the Secretary, or at SDSI's permanent office, copies of all minutes, official correspondence, meeting and other notices, and any other records of SDSI and the SDSI corporate seal.
- (10) Treasurer: The Treasurer shall be the principal receiving and disbursing officer of SDSI. Except as otherwise directed by the Finance Vice Chair, the Finance Committee or the Board of Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of SDSI and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee chair, coordinator, the Finance Vice Chair, the Finance Committee, the Board of Directors or the House of Delegates, or required to be paid pursuant these Policies & Procedures. When authorized by the Board of Directors, income and expenses may be received and paid by a division, officer, or committee or coordinator, provided that the division, officer or committee or coordinator promptly submits to the Treasurer an itemized report, duly attested by the division, officer, or committee chair or coordinator and either within the approved budget of such division, officer, or committee or coordinator, or authorized by the Board of Directors or the House of Delegates. The Treasurer shall be a member of the Finance Committee but may not be its chair. The Treasurer shall issue a quarterly report listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the preceding quarter and for the fiscal year to date, together with such other items as the Finance Vice Chair, the Finance Committee, the General Chair or the Board of Directors may direct. The Treasurer shall:
 - (a) has charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of SDSI;
 - (b) cause the moneys, securities and other financial instruments of SDSI to be deposited in the name and to the credit of SDSI in such institutions as shall be designated by the Board of Directors or to be otherwise invested as the Finance Vice Chair, the Finance Committee or the Board of Directors may direct;
 - (c) cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts;
 - (d) cause monthly bank statements to be sent to the Finance Vice Chair for review and approval;

- (e) cause the funds of SDSI to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of SDSI, and obtain and preserve proper vouchers for all moneys disbursed;
 - (f) cause to be kept in the safe-keeping of the Treasurer, or at SDSI's permanent office, correct books of account and other financial records of all its affairs and transactions and such duplicate books of account as the Board of Directors, the Finance Vice Chair, the Finance Committee or the Treasurer shall determine;
 - (g) upon request and at reasonable hours, cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the quarterly financial reports and the annual audited financial statement to be exhibited to any member of SDSI or USA Swimming;
 - (h) cause SDSI to be in compliance with the requirements of Section 3.4.
 - (i) have the power to require from the officers, committee chairs, coordinators, staff or agents of SDSI reports or statements giving such information as the Treasurer may determine to be appropriate or helpful with respect to any and all financial transactions of SDSI;
 - (j) make the books and records available, and otherwise fully cooperate with those conducting the annual or semiannual audit/review of accounts of SDSI or cause the annual audit of accounts of SDSI to be performed and cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement and audit report and any federal tax return to the Secretary for submission to the Board of Directors and USA Swimming national headquarters in accordance with these Policies & Procedures and as otherwise directed by USA Swimming;
 - (k) have the power to appoint one or more assistant treasurers and delegate to them one or more of the Treasury functions, or parts thereof; and
 - (l) in general, performs all the other duties incident to the corporate treasury function.
- (11) Athlete Representatives: The Athlete Representatives shall serve as the liaison between the athletes who are members of SDSI and the Board of Directors and House of Delegates. The Senior Athlete Representatives shall co-chair the Athletes' Committee.
 - (12) Coach Representative: The Coach Representative shall serve as a liaison between the coaches who are members of SDSI and the Board of Directors and House of Delegates. The Coach Representative shall chair the Coaches' Committee.
 - (13) At-Large Board Members: In addition to their inherent powers and duties as members of the Board of Directors, the At-Large Board Members shall have such powers and duties as may be delegated to them by the SDSI Policies and Procedures Manual, the General Chair, the Board of Directors or the House of Delegates.
 - (14) Operational Risk Chair - The Operational Risk Chair shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA Swimming safety education information to all Group Members, athletes, coaches and officials of SDSI. The Operational Risk Committee shall develop safety education programs and policies for SDSI and make recommendations regarding same, and the implementation thereof, to the Senior Vice Chair, the Administrative Vice Chair and the Board of Directors.

The Operational Risk Committee Chair shall make the reports required pursuant to Section 3.7.

- (15) Technical Planning Chair - The Technical Planning Chair shall chair, and have general charge of the business, affairs and property of the Technical Planning Committee, which is responsible for long-range planning regarding the swimming programs conducted by SDSI, the continuing review and development of the SDSI philosophy and for advising other committees and divisions regarding the implementation of that philosophy in the context of SDSI's swimming programs.
- (16) Officials Chair - The Officials Chair shall chair the Officials Committee which is responsible for recruiting, training, certifying and supervising officials for SDSI. The Officials Chair shall be a referee certified by SDSI and each member of the Officials Committee shall be a certified official of SDSI.
- (17) Membership/Registration Coordinator - Membership/Registration Coordinator shall chair the Membership/Registration Committee or be responsible for the registration of Group and Individual Members and shall make the reports required by Section 3.6, together with such additional reports as may be required by USA Swimming, the Board of Directors or the Administrative Vice Chair.
- (18) SDSI Delegates to USA Swimming House of Delegates -
 - (a) Officer and Representative Delegates - It shall be the duty and privilege of the General Chair, the Administrative Vice Chair, the Age Group Vice Chair or Program Development Vice Chair, the Senior Vice Chair or Program Operations Vice Chair, the Senior Athlete Representative and the Senior Coach Representative to attend the USA Swimming annual meeting as representatives of SDSI and voting delegates to the USA Swimming House of Delegates.
 - (b) Officer Delegate Alternates - If any of the officer delegates is unable to attend, their elected alternates, if any, shall attend in their places. In the event that there are no elected alternates or the elected alternates are unable to attend, then the General Chair, with the advice and consent of the Board of Directors, shall appoint alternates who shall attend the USA Swimming annual meeting as delegates representing SDSI.
 - (c) Athlete Representative Alternates - If an athlete delegate is unable to attend, the Athlete Representative next most senior in term of office shall attend. If seniority cannot be established or there remain no additional Athlete Representatives or alternates able to attend, then the General Chair, with the advice and consent of the Board of Directors, shall designate one or more Athlete Members to attend as a representative of SDSI.
 - (d) Coach Representative Alternates - If the Senior Coach Representative is unable to attend the USA Swimming annual meeting, then the other Coach Representative shall attend, and if neither Coach Representative is able to attend, then the General Chair, with the advice and consent of the Board of Directors, shall designate a Coach Member to attend as a representative of SDSI.
- (19) Inclusion and Disability Chair – The role of the Inclusion and Disability Chair is to serve as an informational resource for the LSC's Clubs, Coaches, and Athletes. The Disability Chair shall chair the Inclusion and Disability Committee and be responsible for creating and implementing programs to foster and inclusive swimming environment and increase the multicultural, ethnic and socioeconomic diversity of swimming. The Chair will also coordinate efforts to ensure that our programs and meets are inclusive of swimmers with disabilities. The Chair will increase awareness of these efforts in the LSC by disseminating

information, promoting educational opportunities, and serve as a feedback liaison between the local level and headquarter.

2.2 Order of Business

- (1) At all meetings of the Board of Directors the following shall be included in the order of business to the extent applicable. The order in which subjects are taken up may be varied.
 - (a) Roll Call
 - (b) Reading, correction and adoption of minutes
 - (c) Report of Executive Committee
 - (d) Reports of officers
 - (e) Reports of committees and coordinators
 - (f) Presentation of the annual budget and adoption of recommendation to the House of Delegates
 - (g) Presentation of the annual audit report and adoption of its recommendation to the House of Delegates
 - (h) Advice and Consent to Appointments
 - (i) Unfinished (old) business
 - (j) New business
 - (k) Approval of applications for Group Membership and Affiliated Individual Membership
 - (l) Elections
 - (m) Resolutions and orders
 - (n) Adjournment

2.3 Non-Officer Chairs and Their Committees; Coordinators

- (1) COACHES COMMITTEE CHAIR - The Coach Representative shall chair and have general charge of the business, affairs and property of, the Coaches Committee, which shall undertake such activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the committee as being in the best interests of the Coach Members, SDSI and the sport of swimming.
- (2) SAFE SPORT COMMITTEE CHAIR- The Safe Sport Committee Chair shall be responsible for the implementation and coordination of, and serve as the SDSI liaison for, the Safe Sport Program established by USA Swimming. The Safe Sport Committee Chair shall be a non-athlete member in good standing, and shall work with the USA Swimming Safe Sport staff to implement pertinent aspects of the national Safe Sport Program within SDSI. The Safe Sport Committee Chair will:
 - (a) Serve as the primary contact for SDSI to coordinate and oversee the implementation of effective safe sport educational programs for all athlete members, their parents, coaches, volunteers and clubs, as provided by USA Swimming;
 - (b) Be trained regarding the complaint reporting structure and refer all reports of a violation of the Athlete Protection policies directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority;
 - (c) Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices;
 - (d) Serve as an information resource for SDSI clubs and membership, and will help to identify and connect them with local educational partners and resources;

- (e) Receive feedback and suggestions on the Safe Sport policies and programs from the SDSI clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff; and
- (f) Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members.

2.4 Members and Ex-Officio Members of Standing Committees

- (1) Except as otherwise provided in the By Laws, these Policies & Procedures or by the Board of Directors, members of each standing committee shall be appointed by the General Chair with the advice and consent of the respective division vice chair and the chair of the committee. Athlete members of each committee shall be appointed by the General Chair with the advice of the senior athlete representative(s). Athlete membership is required on all committees. Athlete membership shall amount to at least twenty percent (20%) of the voting membership of the Committee. The athlete committee members shall meet the same requirements as those of Athlete Representative set forth in Section
- (2) The division Vice Chair shall be an ex-officio member, with voice and vote, of each standing committee within the respective division. The ex-officio members and other designated members of certain standing committees shall be as follows:
 - (a) AUDIT COMMITTEE - The members of the Audit Committee shall be the Finance Vice Chair, who shall serve as chair, the Administrative Vice Chair, the Coach Representative and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee.
 - (b) BUDGET COMMITTEE - The members of the Budget Committee shall be the General Chair, the Finance Vice Chair, who shall serve as chair, the Treasurer, the Administrative Vice Chair, the Program Development Vice Chair, the Program Operations Vice Chair, the Coach Representative, the Age Group Vice Chair, the Senior Vice Chair and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee.
 - (c) COACHES COMMITTEE - The members of the Coaches Committee shall consist of the Coach Representative and such additional Coach Members as may be determined by the Coach Representative and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee. The Coach Representative shall be the chair of the committee.
 - (d) OFFICIALS COMMITTEE - The members of the Officials Committee shall be the Officials Chair, who shall serve as chair, and at least two other members each of whom shall be a certified official of SDSI and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee.
 - (e) [RESERVED FOR PERSONNEL COMMITTEE - The members of the Personnel Committee shall be the General Chair, who shall serve as chair, the Administrative Vice Chair, the Finance Vice Chair and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee.]
 - (f) [RESERVED FOR PROGRAM DEVELOPMENT COMMITTEE - The members of the Program Development Committee shall be the General Chair, the Age Group Vice Chair, who shall serve as the chair, the Senior Vice Chair, the Age Group Vice Chair, the Technical Planning Committee Chair, the Coach Representative and a sufficient number

of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee.]

- (g) **SAFE SPORT COMMITTEE** – The members of the Safe Sport Committee shall be the Safe Sport Coordinator, who shall serve as chair, and at least four additional members; at least one shall be a Coach Member, at least two shall be at-large non-athlete members, and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee.
 - (h) **OPERATIONAL RISK COMMITTEE** - The members of the Operational Risk Committee shall be the Operational Risk Committee Chair, who shall serve as the chair, and four (4) additional members; one shall be an SDSI certified official, one shall be a Coach Member, and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee.
 - (i) **TECHNICAL PLANNING COMMITTEE** - The members of the Technical Planning Committee shall be the Technical Planning Committee Chair, who shall serve as chair, a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee and at least six (6) additional members of whom at least fifty percent (50%) shall be Coach Members. The Athlete Member and the additional members shall be appointed by the General Chair with the advice and consent of the Board of Directors.
 - (j) **INCLUSION AND DISABILITY COMMITTEE** – The members of the Inclusion and Disability Committee shall be the Inclusion and Disability Chair, who shall serve as chair, and at least four additional members; at least one shall be a Coach Member, at least two shall be at-large non-athlete members, and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee.
- (3) The General Chair or the respective division vice chair may appoint the specified additional members and any other members deemed appropriate or necessary for any of the foregoing standing committees, except the Athletes, Coaches and Personnel Committees. Committee members appointed pursuant to the preceding sentence shall hold their appointments at the pleasure of the appointing officer or successor.

2.5 Duties and Powers of Standing Committees and Coordinators

- (1) **AUDIT COMMITTEE** - The Audit Committee is authorized to, and it shall be its duty to, conduct the annual audit of the books of SDSI required hereunder and present the results thereof to the Board of Directors and the House of Delegates (a) annually recommend an independent auditor to the Board of Directors, (b) review and negotiate the services to be performed by the independent auditor, (c) receive and review the audit and other reports submitted by the independent auditor and (d) submit the audit and other reports and make recommendations to the Board of Directors with regard thereto.
- (2) **BUDGET COMMITTEE** - The Budget Committee is authorized and obligated to consult with the officers, committee chairs and coordinators and prepare and present a proposed budget for consideration and approval by the Board of Directors and the House of Delegates. The officers, committee chairs and coordinators shall provide promptly such financial information (current and projected) and budget proposals as the Budget Committee may request. The proposed budget may contain alternatives.
- (3) **OFFICIALS COMMITTEE** - The Officials Committee is authorized and obligated to recruit, train, test, certify, evaluate, retest, recertify and supervise officials for SDSI and such other

activities as may be necessary or helpful in maintaining a roster of qualified, well-trained and experienced officials of the highest caliber.

- (4) [RESERVED FOR PERSONNEL COMMITTEE - The Personnel Committee is authorized and obligated to negotiate and set wages, compensation and other terms of employment of SDSI's staff (whether employees or independent contractors) within established, budgetary guidelines and policies and to review and approve the scope of duties delegated to the staff.]
- (5) [RESERVED FOR PROGRAM DEVELOPMENT COMMITTEE - The Program Development Committee is responsible for developing and coordinating an overall swimming program for all levels of swimming in the Territory, including Age Group and Senior programs, and the development of longrange plans for swimming programs.]
- (6) SAFE SPORT COMMITTEE - The purpose of the SDSI Safe Sport Committee is to ensure implementation of the USA Swimming's Safe Sport policies, guidelines, educational programs, reporting and adjudication procedures which are intended to help provide as safe, healthy and positive environment as possible for all USA Swimming members. The Safe Sport Committee will:
 - (a) Coordinate and oversee the implementation of effective ongoing educational programs for all athlete members, their parents, coaches, volunteers and local clubs as provided by USA Swimming;
 - (b) Be the primary contact for the club members in SDSI to share information about what USA Swimming and other LSCs are doing regarding Safe Sport policies and programs; and to collect, develop and disseminate information on LSC best practices;
 - (c) Serve as an information resource for clubs by, among other things, helping to identify and connect them with local educational partners and resources;
 - (d) Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members; and
 - (e) Be available to work on special projects, educational programs and assignments as needed.
- (7) OPERATIONAL RISK COMMITTEE - The Operational Risk Committee shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA Swimming safety education information to all Group Members, athletes, coaches and officials of SDSI. The Operational Risk Committee shall develop safety education programs and policy for SDSI and make recommendations regarding those programs and policies and their implementation to the applicable division Vice Chairs and the Board of Directors. When approved by the Board of Directors, the Operational Risk Committee shall be responsible for the coordination of their implementation by the Club Members. The Operational Risk Committee Chair with the assistance of the Committee members shall prepare and transmit the reports required pursuant to Article 7.7 of the By-Laws.
- (8) TECHNICAL PLANNING COMMITTEE - The Technical Planning Committee shall be responsible for long-range planning for the swimming programs conducted by SDSI and for advice regarding the technical aspects of those programs and of the sport of swimming generally

(9) ORDER OF BUSINESS

- (a) At all meetings conducted under the authority of this Article, the following shall be included in the order of business to the extent applicable; the order in which subjects are taken up may be varied:
 - 1. Roll Call
 - 2. Reading, correction and adoption of minutes
 - 3. Reports of coordinators, committees and sub-committees
 - 4. Unfinished (old) business
 - 5. New business
 - 6. Resolutions and orders
 - 7. Adjournment

RULE 3 ANNUAL AUDIT, REPORTS AND REMITTANCES

3.1 Minutes

- (1) The Secretary shall, within thirty (30) days after each meeting of the Board of Directors and the House of Delegates, transmit a copy of the minutes of the meeting to the respective members and to USA Swimming national headquarters.

3.2 Financial and Federal Tax Reports

- (1) The Secretary shall forward to USA Swimming national headquarters a copy of the annual closing Balance Sheet and Statement of Income and Expense for the preceding fiscal year following completion of the audit of the accounts and internal financial controls and procedures of SDSI and the report thereon prepared in accordance with Section 3.5, within fifteen (15) days of receipt of the audit report and shall advise USA Swimming national headquarters within thirty (30) days following acceptance by the House of Delegates. Copies of any corresponding federal income tax return required to be filed by SDSI under the IRS Code shall be included with the annual audit report sent to USA Swimming national headquarters.

3.3 State and Local Reports and Filings

- (1) The Secretary shall cause to be made all reports and non-tax filings and shall requisition from the Treasurer checks with which to pay any applicable fees required by its state of incorporation and by any other state or municipality in which it operates.

3.4 Public Availability of Certain Information

- (1) SDSI shall cause to be made available at a reasonable location and time determined by SDSI to anyone requesting to see a copy of SDSI's federal income tax and information returns for each of the last three years, and a copy of the materials submitted by USA Swimming to include SDSI in USA Swimming's group exemption ruling as required pursuant to IRS Code section 6104 and any similar requirements of applicable state or local laws.

3.5 Annual Audit

- (1) An annual audit of the accounts, books and records of SDSI shall be completed no later than the end of the third month following the end of its fiscal year. The audit, or review, shall be conducted by an independent auditor who shall be a certified public accountant or by the Audit Committee or Finance Committee. The audit shall cover any federal, state or local

income tax return that SDSI is required to file under the IRS Code or applicable provisions of state or local law, rules or regulations, the balance sheet, the statement of income and expenses, check register and bank statements and other records as is deemed appropriate. If the audit, or review, is conducted by the Audit Committee or the Finance Committee, the committee shall issue a report signed by all of its members and stating that the financial records and reports of SDSI have been reviewed and fairly present the financial condition of SDSI as of the date of the balance sheet and for the fiscal period of the statement of income and expenses and the report is true and correct to the best of the Committee's knowledge, information and belief. If the audit, or review, is conducted by an independent auditor, the report shall be in accord with generally accepted auditing practices applicable to the audit or review, as the case may be.

3.6 Membership and Registration Reports

- (1) The Membership/Registration Coordinator or their delegate, shall forward in a timely manner all required reports to the Executive Director of USA Swimming. This report shall be accompanied by a remittance of the appropriate membership and registration fees due to USA Swimming. The Membership/Registration Coordinator shall make periodic summary reports to the General Chair, Administrative Vice Chair, the Board of Directors and the House of Delegates.

3.7 Safety Reports

- (1) Incident/Occurrence Reports - An occurrence report providing all of the information requested by applicable USA Swimming form should be completed at the time of the occurrence by the meet director, officer, coach or club officer with copies to USA Swimming national headquarters, the Operational Risk Committee Chair and the Administrative Vice Chair and the SDSI office.
- (2) Reports of Injuries - The Operational Risk Committee Chair shall present a report concerning swimming-related injuries within the Territory at each House of Delegates and Board of Directors meeting.
 - (a) House of Delegates Reports - The report to the House of Delegates shall be written and shall provide in summary form the pertinent information including whether the injured party is a member of SDSI and USA Swimming, the location of the occurrence and a brief description of the incident, the resulting injury and the emergency-care steps taken, together with any recommendation for action by SDSI and its members to reduce the likelihood of a re-occurrence and the status of that recommendation. The written report shall include a review of the pertinent statistical information provided by USA Swimming national headquarters. The Operational Risk Committee Chair is responsible for distribution of this report to each Club. A copy of each House of Delegates report shall also be sent to the USA Swimming national headquarters.
 - (b) Board of Directors Reports - The regular report to the Board of Directors may be a summary addressing primarily any recommendation for action by SDSI and its members.
- (3) Safety Education - The Operational Risk Committee Chair shall be responsible for disseminating safety information flowing from USA Swimming Headquarters and, with the assistance of the Committee members, exploring safety education opportunities and developing a safety education program tailored to SDSI and its members and Territory.

3.8 Mailing Address

- (1) SDSI shall notify in writing USA Swimming national headquarters of any change in its regular mailing address within 14 days of the change.

RULE 4 SANCTIONS

4.1 Meet Planning

(04/17/2010)

- (1) Meets should be planned to comply with USAS Rules and terminate within a maximum period of 8 hours of competitive events (102.1) or 4 hours for swimmers 12 years and younger (205.3.1F).
 - (a) Exclusions -
 1. The 4-hour limit does not apply to championship meets
 2. The time limits do not include warm-ups
 3. The time limits do not include delays due to equipment breakdown, weather, emergencies, facility problems or other things beyond the control of those running the meet.
 - (b) Planning Steps – To comply with Rules 102.1 and 205.3.1F:
 1. Consider using fly-over starts for all events
 2. Consider limiting the maximum number of events per swimmer
 3. Consider limiting the number of swimmers
 4. Consider eliminating some events
 5. Consider combining boys and girls events
 6. Consider adding a session or day to the meet
- (2) Change of Program – Once a meet is sanctioned and the announcement is distributed, any changes made must comply with USA Swimming Rule 102.7.
- (3) Meet Set-Up/Seeding Suggestions for Hy-Tek Meet Manager:
 - (a) Enter Events allowing for
 1. 30 seconds between heats
 2. 20 seconds between heats if fly-over starts are used
 3. an additional 15 seconds for backstroke events
 4. up to 2 minutes between events which require timers to go to other end of the pool
 - (b) Import swimmers' entries in the order they are received.
 - (c) As the timeline approaches either the 4 or 8 hour limit; run Meet Manager timeline after each team's entries are done. When Meet timeline exceeds limits; no other teams shall be allowed into the meet. See above suggestions and seek input from Sanctions Coordinator and/or Meet Referee, to reduce timeline to below limits or 15 minutes thereof.
- (4) The host club must notify the Coaches of teams, and unattached swimmers attending if their entries were not accepted in order to comply with the USAS Rules 102.1 or 205.3.1F.
- (5) The host club will refund all fees for entries not accepted.

- (6) The host club will send a copy of heat sheets showing the timeline of swimmers attending, no later than the Monday prior to the meet, to the Sanction Coordinator to verify that the planned meet complies with USAS Rules 102.1 and 205.3.1F. (09/17/2011)
- (7) The Host club will refund fees for events or swims that were completed if the Meet Referee stopped the meet to comply with the time limit Rules (102.1 or 205.3.1F).

4.2 General Requirements

- (1) Sanctions for events within the Territory of South Dakota Swimming, Inc. shall be sanctioned in accordance with USA Swimming Article 202.
- (2) Meet announcement shall include the following:
 - (a) Water Depth: Starting end depth _____, midpoint depth _____; turn end depth _____. (202.4.9 C)
 1. The turn end depth meets / does not meet USAS minimum requirement for racing starts per Rule 103.2.3.
 - (b) Supervision: A USA Swimming member coach must supervise swimmers during warm-ups, competition and warm-down. Any swimmer entered in the meet, unaccompanied by a USA Swimming member coach, must be certified by a USA Swimming member coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement (202.4.9 D).
 - (c) Eligibility: All swimmers, coaches, clubs and officials must be currently registered with USA Swimming. No coach or official will be permitted to be on deck without proof of current USA Swimming Certification using USA Swimming Deck Pass or printed USA Swimming card and a photo identification. The age of the swimmer on **the first day of the meet** determines the age of the swimmer for the entire meet. No Swimmer will be permitted to compete unless the swimmer is a member as provided in Article 302 (202.4.9E). (10/11/2015)
 - (d) Course: **State - pool length; # of lanes**; wave-calming dividers; **type of** timing system with manual backup. The competition course **has / has not** been certified in accordance with USAS Rule 104.2.2C (4). **The copy of such certification is on file with USA Swimming.** (202.4.9 G)
 - (e) Audio/Visual Recording: Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms (202.4.9 H).
 - (f) Deck Changing: Deck Changes are prohibited (202.4.9 I).

4.3 Pre-Meet Requirements

- (1) Officials List
 - (a) An applicant for a meet sanction shall submit the complete meet information, warm-up schedules and procedures required under USA Swimming Article 202, and shall also provide a list of the persons expected to serve as meet directors, referee, administrative official (09/01/2013), marshal, starter and head stroke and turn judge.

- (b) An applicant for a time trial, not being held in conjunction with a separately sanctioned meet, shall submit a list of the persons expected to serve as referee, starter and head stroke and turn judge.

(2) **Deadline**

- (a) Sanction applications for time trials not being held in conjunction with a separately sanctioned meet must be mailed to South Dakota Swimming, Inc. Sanction Coordinator at least five (5) days prior to the intended date of the time trial.
- (b) Sanction applications and invites for all other events, including time trials being held in conjunction with a separately sanctioned meet, must be completed electronically and emailed to the South Dakota Swimming, Inc. Sanction Coordinator at least 60 days (45 days for intersquad meets) prior to the start of the event. Fees should be mailed to the Sanction Coordinator along with a note indicating the name of the meet for which the fees are being sent. (Effective 01/01/2023)
- (c) A \$100.00 Fine will be imposed if the sanction application and invite are not emailed and fees are not postmarked to the SD Sanctions Coordinator at least 45 days (30 days for intersquad meets) prior to the beginning of the meet. (Effective 01/01/2023)
- (d) No meet invitation shall be mailed to invitees until a sanction number has been obtained.
- (e) All meet sanctions shall be reviewed by the corresponding meet referee as listed per Part (1) above prior to approval.

(3) **Sanction Fee (09/23/2006) (09/20/2009)**

- (a) All events with entry fees - \$25.00
- (b) There may be an additional charge if time trials are held at a meet.
- (c) There will be no additional charge for obtaining a separate time trial sanction for State B Championship Meets and State A Championship Meets.
- (d) The \$25 sanction fee for State Run Championship Meets is the responsibility of the LSC and will be recorded internally on the books and records of the LSC. No separate check is required to be sent to the Sanctions Coordinator with the sanction application.

- (4) **Pre-Meet Reconciliation Report** - So that athletes' USA Swimming membership can be verified, the host team must e-mail a pre-meet reconciliation report to the Membership/Registration Coordinator no later than the Monday before the meet begins. (05/06/2007)

4.4 Post-Meet Requirements

- (1) **On Deck Registrations** - Any on-deck USA Swimming registrations and \$10.00 deck registration fees must be mailed by the host team to the Membership/Registration Coordinator immediately after the meet. (05/06/2007)
- (2) **Post-Meet Reconciliation Report** – The host team must e-mail the post-meet reconciliation report to the Membership/Registration Coordinator within one week following the meet or a \$50.00 fine will be imposed. The team will not be allowed to host another meet until the fine is paid to the LSC. (05/06/2007)

- (a) False Registration – Per USA Swimming Rule 302.4, SDSI may impose a fine of \$100.00 per athlete against a member club submitting a meet entry which indicates a swimmer is registered with USA Swimming when that swimmer or the listed club is not properly registered. (04/26/2008)
- (b) A host Member Club may also be held responsible for rule infractions per SDSI Bylaw Article 2.2.2. (04/26/2008)
- (3) Results – The host organization shall submit a copy of results to the Top 16/Records Coordinator and the Webmaster within 5 days of the conclusion of the meet.
- (4) Head Tax - The host team shall send the SD Head Tax (\$5.00 per swimmer) and the Head Tax Report to the LSC Treasurer within 14 days of the conclusion of the meet. (10/2/2022)
- (5) Swim Meet Financial Summary - USA Swimming Rule 202.4.10 requires all teams to which a sanction has been granted, to send to the LSC Treasurer, within 45 days after the event, a financial statement setting forth all receipts and disbursements in connection with the sanctioned event. In addition, no sanction shall be issued thereafter to a team who has failed to file the LSC this financial statement until such time as the statement is filed. (10/13/2007)

4.5 Forms

- (1) The following attached forms are also found on the “Forms page” of the SDSI website: sdswimming.org. A Meet Sanction Application form is attached as **Exhibit #3**. A Sanction Checklist is attached as **Exhibit #4**. A Meet Invitation Template is attached as **Exhibit #5**. A Head Tax Report form is attached as **Exhibit #6**. A Swim Meet Financial Summary form is attached as **Exhibit #7**.

4.6 Open Water Sanctions

- (1) All open water sanctions must be submitted to the LSC Sanction Chair for approval. The following items must be submitted:
 - (a) Application for Sanction
 - (b) Application for Open Water Meet (refer to USA Swimming’s Open Water Meet Application)
 - (c) Meet Announcement
 - (d) Water Quality Certification
 - (e) Selection of Independent Safety Monitor
- (2) Contact the LSC Sanction Chair for more information.

4.7 Swim Meet Approval

- (1) This application is to request a swim meet within the boundaries of the South Dakota LSC for Approved Status conducted under all applicable USA Swimming rules and regulations in which USA swimming members and non-members will be participating. The application, invite, and fees must be received no later than 15 days prior to the start date of the event to the SD LSC sanctions coordinator. No application, invite, or fees less than 15 days prior to the

event will be accepted. Specific meet information must accompany this application. An Approved Meet Application is attached as **Exhibit #20**. (Effective 01/01/2023)

4.8 Meet Announcement for Approved Meets

- (1) A Meet Announcement for Approved Meet is attached as **Exhibit #21**.

4.9 Swim Meet Observance

- (1) An Observed Meet application is attached as **Exhibit #22**.

RULE 5 CENTRAL ZONE

5.1 Central Zone Member

- (1) South Dakota Swimming, Inc. is a member of the Central Zone which conducts a Central Zone Championship Meet each August.

5.2 Annual Meeting

- (1) The Central Zone's annual meeting is held in conjunction with the annual meeting of USA Swimming, generally in September of each year.

5.3 Dues

- (1) SDSI shall pay zone dues, currently \$100.00/year, to the Zone Secretary-Treasurer at least thirty (30) days prior to the annual meeting.

5.4 Rules

- (1) SDSI will comply with the governing rules for the Central Zone contained in the Central Zone manual.

5.5 Zone Championship Meet

- (1) Dates – The zone meet, a four-day meet, is held within the first two full weekends in August.
- (2) Only current, USA Swimming, year-round athletes are eligible. (BOD 05/05/2014)
- (3) Qualification and Selection
 - (a) SDSI will follow all Central Zone Policies in selection of Zone participants.
 - (b) AAA Time Standard is the automatic qualifier for 14 & Under. If SD LSC does not have enough AAA qualifiers, the zone coaching staff may select the fastest non-qualifiers to fill spots on the team.
 - (c) Open water swimmers must have an A time in the longest recognized freestyle event for their age group or be a participant in an individual or relay pool event.
- (4) Travel Funds – South Dakota Swimming, Inc. shall budget money for the Central Zone Championships. The budgeted amount should include a reasonable sum for zone caps and apparel. If possible, there should be some amount budgeted to defray travel and/or lodging expenses of athletes, coaches (3 – 4 selected by the LSC) and chaperones. (4/2/17)

- (a) Coach Reimbursement - The budgeted amount should include the items below. For years Mega Zones are held, reasonable adjustments to amounts should be made for further travel and longer sessions
- (b) Coaches Will be paid:
 - 1. \$75 for each zone team practice coached prior to the meet.
 - 2. \$75 for the coach preparing/submitting the apparel order.
 - 3. \$100 for the head coach for pre-meet prep work (receiving/reviewing athlete applications, answering emails)
 - 4. \$100 for the coach in charge of trip planning (rooming assignments, itinerary, finding chaperones)
 - 5. \$75 for each coach preparing meet entries
 - 6. \$75 for time traveling to/from the meet
 - 7. \$75 per session coached (Thursday team practice, prelims, 10 & Under, and finals separate sessions)
 - 8. Reimbursements for reasonable food and mileage at the current rate (4/2/17)

5.6 Zone Committee

(09/20/2008)

- (1) Six (6) LSC members shall serve on the committee:
 - (a) The Senior Vice-Chair (Committee Chair)
 - (b) The previous Zone Head Coach
 - (c) The previous Zone Head Chaperone
 - (d) The Zone Head Coach selected for the coming year
 - (e) One appointed parent. (Two parents will be appointed if the Head Coach selected remains the same.)
 - (f) The Treasurer
- (2) Application to be a coach at the Zone Meet must be submitted to the General Chair at least 30 days prior to the Spring LSC Meeting. (09/20/2008)
- (3) The All-Star / Zone Coach Application, **EXHIBIT #12**, is also available on the “Documents” page of the SDSI website
- (4) The Zone Committee and Zone Coaches shall be appointed by the General Chair, with the advice of the Age Group Vice-chair and the Senior Athlete Rep.’s (2) and shall be announced at the Spring Meeting of the LSC. (09/20/2008)
- (5) The Zone Committee’s duty shall be to plan and coordinate (or assign responsibility for planning and coordinating) all aspects of zones, including travel, transportation, uniforms, training arrangements and budgeting. The committee will present zones information including the above information at the Spring LSC Meeting preceding the Zone Meet.

RULE 6 OFFICIALS' POLICIES AND PROCEDURES

(Amended 09/23/2006, 05/06/2007 and 04/26/2008)

6.1 Training, Certification and Duties

(04/03/2022)

(1) Marshal

- (a) Duties – See USA Swimming Rule 102.19
- (b) Training Requirements – Pre-meet briefing.
- (c) Certification – None.
- (d) Minimum Age – 18.
- (e) Continuing Education – Serve as Marshal at least one session per year (recommended).

(2) Timer

- (a) Duties – See USA Swimming Rule 102.17.3.
- (b) Education & Training –
 - 1. Pre-meet briefing
 - 2. Performance Monitored by Chief Timer and/or Referee
- (c) Evaluation & Certification – No evaluation or certification required.
- (d) Minimum Age – 11.
- (e) Renewal – Based on satisfactory performance.

(3) Administrative Official

- (a) Duties – See USA Swimming Rule 102.14
- (b) Education & Training –
 - 1. Formal Clinic
 - 2. Must take USA Swimming Administrative Official test.
 - 3. On-the-deck apprenticeship with at least one (1) mentor (who has a minimum of one (1) year certification as Administrative Official, Administrative Referee, or Referee) for a minimum of two (2) sessions, at two different meets.
- (c) Evaluation & Certification –
 - 1. Certify after passing USA Swimming Official test and satisfactory performance at two meets.
 - 2. Must be a member of USA Swimming, pass the Level 2 Background Check, complete the online Athlete Protection Training, and complete Concussion Protocol Training before officiating as Administrative Official.
- (d) Minimum Age – 18
- (e) Renewal
 - 1. Recommend clinic and/or re-cert test.
 - 2. To maintain certification, must work a minimum of four (4) sessions per year – at least one session must be as the administrative official, the remaining may be in any of the 6 positions for which the Administrative Official supervises/directs: Entry/Registration Personnel, Clerk of Course, Timing System Operator, Scoring Personnel, Timing Judge, or Meet Management Software Operator.
 - 3. Based on continuing USA Swimming membership and satisfactory performance.

(4) Chief Timer

- (a) Duties – See USA Swimming Rule 102.17.1.
- (b) Training Requirements
 - 1. Timer at four sessions (optional)

- 2. Recommendation from Head Timer or Meet Referee
- 3. USA Swimming Timer's Test (optional)
- (c) Certifications – None
- (d) Minimum Age – 18
- (e) Continuing Education – Serve as Head Timer at minimum of two sessions per year (recommended).

(5) Stroke & Turn Judge

- (a) Duties – See USA Swimming Rule 102.13.3, .4 and .5
- (b) Education & Training
 - 1. Formal Clinic
 - 2. Must take USA Swimming Stroke and Turn Judge Test.
 - 3. On-the-deck apprenticeship with at least two (2) mentors (who have a minimum of one (1) year certification as Stroke & Turn Judge) for a minimum of four (4) sessions. (Cannot make a disqualification during those sessions.)
- (c) Evaluation & Certification
 - 1. Evaluation by evaluator/mentor and/or Referee to be reported to LSC Officials Chair or their designee.
 - 2. Must complete certification within one year form date of clinic.
 - 3. Must be a member of USA Swimming, pass the Level 2 Background Check, complete the online Athlete Protection Training, and complete Concussion Protocol Training before officiating as Stroke and Turn Judge.
- (d) Minimum Age – 18
- (e) Renewal –
 - 1. Recommend clinic, pre-meet briefing and/or test.
 - 2. To maintain certification, must work a minimum of four (4) sessions per year in Stroke & Turn or higher capacity.
 - 3. Based on continuing USA Swimming membership and satisfactory performance.

(6) Chief Judge

- (a) Duties – See USA Swimming Rule 102.13.1
- (b) Education & Training – Must be certified Stroke & Turn Judge.
- (c) Evaluation & Certification – Considered part of Stroke & Turn judge certification.
- (d) Minimum Age – 18.
- (e) Renewal – Same as Stroke & Turn Judge.

(7) Relay Take-off Judge

- (a) Duties – See USA Swimming Rule 102.13.6
- (b) Education & Training – Must be certified Stroke & Turn Judge.
- (c) Evaluation & Certification – Considered part of Stroke & Turn Judge certification.
- (d) Minimum Age – 18
- (e) Renewal – Same as Stroke & Turn Judge.

(8) Starter

- (a) Duties – See USA Swimming Rule 102.12
- (b) Education & Training -
 - 1. Must attend clinic.
 - 2. Must take USA Swimming Starters test and be a current member of USA Swimming, pass the Level 2 Background Check, complete the online Athlete Protection Training, and complete Concussion Protocol Training.

3. Must serve a minimum of five (5) sessions on the deck at two (2) different meets with at least two (2) different mentors approved by the LSC Officials Chair or their designee.
4. Must have worked as certified Stroke & Turn Judge for a minimum of five (5) sessions.
- (c) Evaluation and Certification – Certification based on recommendation of the mentor(s) and/or Referee.
- (d) Minimum Age – 18
- (e) Renewal –
 1. Recommend clinic, pre-meet briefing and/or test.
 2. To maintain certification, must work a minimum of four (4) sessions per year in Starter or higher capacity.
 3. Based on continuing USA Swimming membership and evaluation.

(9) Referee

- (a) Duties – see USA Swimming Rule 102.11.
- (b) Education & Training -
 1. Must attend referee's clinic and apprentice on-the-deck for a minimum of six (6) sessions at three (3) sanctioned meets with at least two (2) different referees.
 2. Previous certification as a Stroke & Turn judge or Starter for a minimum of one (1) year.
 3. Recommend being familiar with the positions of Announcer, Clerk of Course, Starter, Stroke & Turn Judge, Chief Judge, Timer, Timing Judge and Meet Marshall. Strongly suggest AO certification before becoming a Referee.
 4. Must pass USA Swimming Officials tests (Stroke & Turn/Timer, Timing Judge, Clerk of Course, Administrative, and Referee) with a grade of at least 80% within the past 24 months and be a current member of USA Swimming as well as pass the Level 2 Background Check, complete the online Athlete Protection Training, and complete Concussion Protocol Training.
- (c) Evaluation & Certification – Certification based on recommendation of the mentor(s) and/or Referee(s).
- (d) Minimum Age – 21.
- (e) Renewal –
 1. Must attend clinic and/or take tests every three (3) years.
 2. To maintain certification, must work a minimum of six (6) sessions per year in Starter or higher capacity with at least one session as Referee.
 3. Based on continuing USA Swimming membership and evaluation by the LSC Officials Chair or their designee.

- (10) South Dakota LSC Officials dress code shall be white polo style shirt over black shorts, pants or skirts.

6.2 Responsibilities and Jurisdiction

- (1) Responsibility – The responsibilities, duties and authority of each official's function is described in the USA Swimming Rulebook Part One.
- (2) Jurisdiction – Except as otherwise required or mandated by USA Swimming rules, the scope of each official's jurisdiction shall be that assigned by the Referee or Chief Judge prior to each session of a meet.

6.3 State A Officiating Standards

- (1) The meet director of a State Championship meet shall solicit from each participating team a list of certified officials who would be willing to work at the meet. Before assigning a referee, starter or chief judge of the State A, the meet director will confer with the Officials Committee or Chair.
- (2) The meet referee for any State A Championship meet with 13&O swimmers or Prelim/Finals format shall have a minimum of N2 Deck Referee certification.
- (3) The meet referee and/or chief judge shall attempt to use a variety of stroke and turn personnel to insure a diversity of involvement.
- (4) During State Championship meets there shall be a minimum of the following officials working at all pertinent times: 1 Referee, 1 Starter, 1 Chief Judge, 1 Administrative Official, 1 Head Timer, 1 Marshal, 2 timers per lane, 2 stroke judges, 2 turn judges. Furthermore, there shall be dual confirmation relay take-off judging consisting of a judge on each side of the pool and a judge for every two lanes on the exchange ends. An assistant referee is optional.
- (5) The Officials Committee shall periodically review the time standards for the LSC's championship meets and make recommendations for revision to the House of Delegates.

6.4 Behavior/Protests

- (1) Officials who have the power of disqualification should attempt to maintain the appearance of impartiality while working at a meet.
- (2) Officials, in accordance with USA Swimming Rule 102.22.2, should make a reasonable effort to advise a swimmer and/or coach of the disqualification.
- (3) Protests are governed by USA Swimming Rule 102.23
- (4) The referee can overrule a judgment call only if the referee actually observed the action that is the basis of the decision; however, the referee can overrule any decision that is a matter of rules interpretation. See USA Swimming Rule 102.11.1

6.5 USA Swimming Membership Fees and Reciprocity

- (1) SD Swimming will pay the USA Swimming membership fees for all certified officials.
(04/19/2015)
- (2) (2) who are currently certified under another LSC's jurisdiction, provided the other LSC has a similar policy.

6.6 Officials Committee

- (1) The Officials Committee shall keep a current list of all certified officials in the state of South Dakota and make it available to each member club.
- (2) The committee shall also be responsible for arranging officials' clinics, appointing an officials committee liaison on each member club and keeping member clubs informed of proposed or pending rule changes that affect officials' responsibilities.

- (3) The committee shall also work with meet directors to help provide adequate officiating at all meets within the LSC's jurisdiction; further, the committee shall encourage other officials, coaches and/or a team representative to provide the committee with evaluations of officials' work.
- (4) The LSC Officials Committee shall keep all member clubs informed of the requirements for obtaining certification to officiate at a regional and/or national level.

6.7 Minimum Officials Expectations

- (1) Any Club wishing to host a home meet must provide a minimum of two (2) officials for each session of their meet. Such Official must be fully registered with up-to-date certifications and must be registered under the Host Club. Unattached officials will not be considered to be part of the Host Club's quota.
- (2) All SD Swimming Clubs, including the host club, participating in any SD Swimming sanctioned meet are required to provide the following number of officials:

1 – 10 Swimmers:	No Officials (unless as stated above for the host club);
11-25 Swimmers:	One (1) Official for each session that 11-25 swimmers swim in such meet (unless as stated above for the host club);
26-50 Swimmers:	Two (2) Officials for each session that 26-50 swimmers swim in such meet;
51 or more Swimmers:	Three (3) Officials for each session that 51 or more swimmers swim in such meet.

Teams from outside of SD Swimming are encouraged, but not required, to provide officials.

- (3) Traveling Clubs will be allowed to utilize officials not registered with their Club if they have such official's consent to do so. It shall be the Traveling Club's responsibility to ensure that they have the required number of officials on the first day of the meet. Apprentices will be considered as officials.
- (4) These expectations shall be applicable to any and all SD Swimming sanctioned meets, including State Championship Meets.

RULE 7 AWARDS

7.1 South Dakota Swimming Scholarships

- (1) Each year the Scholarship Committee may award up to four (4) \$1,000 College scholarships to high school seniors in recognition of their contribution to the sport of swimming through competition and team leadership. (09/23/2012)
 - (a) Eligibility – Applicants must be high school seniors who are continuing with formal education in the fall following their graduation from high school. Preference is accorded to those intending to continue swimming competitively.
 - (b) Applications – Each applicant must submit a personal data form, a copy of which is attached, a recommendation from his/her coach, recommendations from 2 adults not related to the swimmer, and a concise essay (typewritten) specifying the applicant's

perceptions of and contributions to the sport of competitive swimming, as well as the applicant's aspirations in not only swimming but also life in general. Applications must be submitted by the first day of the Long Course State B Meet or the Friday prior to the Long Course State A Championship Meet. The actual date will be on the application form for each year. An application / personal data form is attached hereto as **Exhibit #8**.

- (c) Scholarship Committee – The Senior Division Vice-Chair shall chair the three-person Scholarship Committee and shall appoint one member coach and one member parent to serve on the committee each year.
- (d) Presentation of award – The scholarship(s) shall be announced at the State Long Course Championship Meet.
- (e) Payment of scholarships – The scholarship monies shall be paid directly to the recipient's school.

7.2 Ernie Gunderson Award

- (1) This annual award is given in memory of Ernie Gunderson, of Rapid City, whose enthusiasm and generosity as a competitor, fan, coach and father greatly aided the development of the sport of competitive swimming in South Dakota. The award is sponsored by the Robert S. Golden family of Sioux Falls.
 - (a) Eligibility – The award is given to a person who has made an outstanding contribution in a non-swimming capacity to the advancement of competitive swimming in South Dakota.
 - (b) Nominations – Nominations shall be submitted to the Ernie Gunderson Committee before July 1 and shall include a brief statement of the nominee's contributions.
 - (c) Ernie Gunderson Committee – The committee to select the recipient of the award shall include the Age-Group Vice-Chair, the Summer Teams Chair, the senior athlete representative and the coach representative senior in term.
 - (d) Presentation of the award – The Ernie Gunderson Award shall be announced and presented at the State Long Course Championships.

7.3 Coaches Award

- (1) An annual award given to the Seasonal Teams coach and to the Year-Round coach who have exemplified the qualities of competence, sportsmanship and dedication.
 - (a) Eligibility - Any head or assistant coach who has actively coached a registered club within South Dakota Swimming, Inc. territory during the current long-course or previous short-course season.
 - (b) Selection – The recipient of these awards shall be chosen by secret ballot, cast by eligible coaches from the respective seasonal designation; said ballot to be cast on the Sunday morning of the State Long Course Championship meet for the Year round award, with a similar ballot to be cast on Sunday morning of the Seasonal Championship meet. Said ballots are to be submitted to the meet referee of those respective meets, and tallied by the referee and the meet director. (04/19/2015)
 - (c) Presentation - The awards will be presented at the SD Long Course Championship Meets on Sunday afternoon. (04/19/2015)

7.4 Athlete Travel Reimbursement Fund

(09/20/2008, 04/19/2015, 10/11/2015)

(1) Athlete Requirements –

- (a) The athlete must be a member in good standing of a SD Swimming chartered swim club or registered as an unattached swimmer.
- (b) The athlete must have swim in at least one SD State Championship meet at any time prior to their reimbursement request.
- (c) The athlete must swim in at least two SD sanctioned meets in the season that they are requesting reimbursement.
- (d) An athlete who has competed in SD swim meets and was a registered athlete of SDSI for a period of 5 years is only required to swim in one SD sanctioned meet per season.
- (e) An athlete may only be reimbursed for one meet per season with the exception of Olympic Trials. An athlete that competes at the Olympic Trials may be reimbursed for Olympic Trials plus one additional national meet the same summer LC season.
- (f) The reimbursement request must include the page(s) from the final results or from the SWIMS database showing the name of the athlete in the event(s) in which he/she competed.
- (g) Reimbursement request forms must be sent to the SDSI Treasurer by the following deadline dates:
 - 1. Winter SC Season request forms are due by April 15.
 - 2. Summer LC Season request forms are due by August 31.
- (h) Request forms received after the deadline dates will not be eligible for reimbursement.

(2) Guidelines for Travel Reimbursement Awards –

- (a) The maximum reimbursement for national meets shall be as follows:
 - 1. Olympic Trials \$500.00
 - 2. US National Championships \$400.00
 - 3. USA Winter National Championships \$400.00
 - 4. USA Junior Nationals Championships \$400.00
 - 5. USA Winter Jr. Championships \$400.00
 - 6. USA Futures Championships \$300.00
 - 7. NCSA Junior Nationals \$300.00
 - 8. USA Pro Swim Series \$200.00
 - 9. Speedo Sectionals \$150.00
- (b) Relay only swimmers will receive half of the above amounts.
- (c) At the Fall LSC meeting, the above amounts will be reevaluated to see if any changes need to be made.
- (d) In the LSC budget process, a certain dollar amount will be budgeted for the above meets. If requests exceed the budgeted amount, reimbursements will be prorated.

- (e) The LSC will recognize and reimburse equivalent regional, national and world events for Paralympic Athletes as defined by the US Paralympic Committee for athletes that meet the criteria as defined in section (1) of this policy.

7.5 Athlete Travel Reimbursement Request Form

- (1) The Athlete Travel Reimbursement Request form is attached as **Exhibit #13**. (04/19/2015, 10/11/2015)

7.6 Club Recognition, Club Excellence and Safe Sport Club Recognition Awards

- (1) South Dakota Swimming, Inc. encourages all member clubs to complete the various levels for the Club Recognition, Club Excellence and Safe Sport Club Recognition Programs through USA Swimming, Inc. The following awards will be given for the different levels:
 - (a) Club Recognition:

1. Level 1	\$400
2. Level 2	\$300
3. Level 3	\$200
4. Level 4	\$100
 - (b) Club Excellence:

1. Bronze	\$100
2. Silver	\$200
3. Gold	\$300
 - (c) Safe Sport Club Recognition:

1. Safe Sport recognized	\$400
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- (2) Each member club is eligible to receive only one award per level per program. An Application should be provided to the Treasurer (**Exhibit #23**) with documentation from USA Swimming, Inc. showing the level of achievement. Applications are due to August 31st of each year that the level is achieved.
- (3) Clubs that have achieved any level before this award was implemented (09/28/2014) may apply and be awarded for those levels.

RULE 8 TRAVEL

8.1 Travel Committee

- (1) The General Chairman shall appoint two (2) non-officer members of South Dakota Swimming, Inc. to serve with the Finance Committee Chairman on the Travel Committee, whose purpose it is to approve all travel expenditures of South Dakota Swimming, Inc.

8.2 Application

- (1) South Dakota Swimming, Inc. shall not be responsible for the travel, food, lodging, registration or other expenses related to a South Dakota Swimming, Inc. member's attendance at conventions, seminars, clinics, meetings or the like, unless the member, or someone on his/her behalf, submits, in advance, a written request that includes the potential benefit of the expenditure to South Dakota Swimming, Inc.

8.3 Report

- (1) The member(s) making an approved trip on behalf of South Dakota Swimming, Inc. shall prepare a concise written report for the next meeting of the House of Delegates.

8.4 Travel Policy (Team)

- (1) The following guidelines apply:
 - (a) Room checks, team meetings and/or other activities will be observed by two leadership members to the extent possible.
 - (b) Athletes shall not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless appropriate prior permission is obtained. *
 - (c) During overnight travel, athletes paired with other athletes shall be of the same gender and a similar age. Chaperones and/or team managers should stay in nearby rooms. Where chaperones/team managers are staying in a room with athletes, they shall be the same gender as the athlete and documented consent shall be given by athlete's parents (or legal guardian). *
 - (d) There shall be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms. Only approved LSC Chaperones and Staff are allowed in any athlete room.
 - (e) A copy of the Code of Conduct shall be signed by the athlete and his/her parent or legal guardian. The SD-LSC Code of Conduct is attached as **Exhibit #19**. (04/06/2013)
 - (f) Team or LSC officials shall carry a signed Medical Consent or Authorization to Treat Form for each athlete.
 - (g) Curfews shall be established and enforced by the LSC coaches and/or chaperones.
 - (h) Team members and staff traveling with the team shall attend all team functions including meetings, practices, meals, meet sessions, etc.
 - (i) The directions and decisions of LSC coaches/chaperones are final.
 - (j) Swimmers are expected to remain with the team during the trip. Swimmers shall not leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the written permission/knowledge of the coach or chaperone.
 - (k) When visiting public places such as shopping malls, movie theatres, etc. swimmers shall stay in groups of no less than three persons. *
- (a) * Shall apply unless individuals are members of the same family including parent coach or legal guardian coach with athlete sons or daughters, siblings, or coach with athlete spouse.
- (2) The Head Coach or his/her designee shall make an immediate written report of travel policy or code of conduct violations to the LSC General Chair. The General Chair shall immediately report to the parent or legal guardian of any affected minor athlete.

RULE 9 SOUTH DAKOTA LSC RECORDS

9.1 Age Groups

- (1) Records shall be kept for the recognized list of events according to USA Swimming Article 102.1.2 for each of the following age groups: 8 & Under, 10 & Under, 11-12, 13-14, 15-16, 17-18. SD LSC Age Group Records shall be kept in accordance with USA Swimming Article 104.

9.2 Types

- (1) Overall records shall be kept for long-course meters, short-course meters and short-course yards. The records shall be the fastest times swum by an athlete member of South Dakota Swimming, Inc. within or without the South Dakota Swimming, Inc.'s territory in a sanctioned or approved competition.
- (2) State A records shall be kept for long-course meters, short-course meters and short-course yards. The records shall be the fastest times swum by an athlete member of South Dakota Swimming, Inc. at the South Dakota Swimming, Inc.'s Long-Course and Short-Course Championships.

9.3 Timing Systems

- (1) Any overall records or State A Championship records established must have been timed according to USA Swimming Article 102.24.

9.4 Record submission

- (1) Records are updated and uploaded to SD Swimming on a weekly basis. In the event that an achieved record or top 16 time is not reflected accurately within 30 days of the swim, the coach needs to contact the Records/Top 16 Chair in order to investigate and correct records accordingly.

RULE 10 WARM-UP PROCEDURES

(09/23/2012)

The warm-up procedures for all sanctioned competitions within the Territory of South Dakota Swimming, Inc. shall be included in meet invitations. The SD Swimming Warm-Up Procedures are also attached hereto as **Exhibit #9**.

10.1 Monitor and Enforce

- (1) The Meet Marshall and Meet Referee (or their special designees) shall monitor and enforce warm-up procedures.

10.2 Supervision

- (1) No team or unattached swimmer may warm-up unless supervised by a USA swimming member coach. Coaches and supervisors shall maintain verbal and visual contact with their swimmers throughout warm-ups.

10.3 Assignments

- (1) Every reasonable effort shall be made to equalize swimmers/lane during warm-ups. Teams must warm up at the assigned time.

10.4 General Warm-ups

- (1) There will be no diving in lanes marked "general warm-up". Any swimmer who dives in during general warm-ups will be scratched automatically from his/her first individual event of the session.
- (2) Warm-ups should last a minimum of 35 minutes for 13&Over or Open Sessions and a minimum of 25 minutes for 12&under, unless the Meet Referee determines that a shorter period is necessary to compensate for delays due to weather, equipment/power failure, or emergencies.
- (3) Feet-first, seated slip-in entries to be used and allowed from either end of the competition pool only, except in designated lanes and times. Lanes will be circle swimming unless designated "starts". Start lanes will be clearly marked by removal of orange cone at start end of pool. No circle swimming will be allowed in lanes marked as "starts".

10.5 Starts (Specific Warm-ups)

- (1) Starts will be allowed by the Meet Marshall once the lane has been safely designated a "start" lane.
- (2) Any swimmer who dives in one of the lanes that is not marked as a "start" lane will be scratched from his/her first individual event of the session.
- (3) Diving and backstroke starts will be allowed from the starting end of all lanes once the lane has been designated as a "start" lane. In the case of backstroke starts, no swimmer shall be on the starting block until the backstroker has completed his/her start. Swimmers in the inside lanes shall complete one length and walk back to the starting end.
- (4) Relay take-offs - During the LSC Championship Meets, the Referee may permit a 5-minute relay take-off practice period, during which the take-off lanes shall be clearly designated and shall be used for nothing other than relay take-off practice at the starting end of the pool. Coaches shall insure that there are no swimmers in the lane other than those involved in the particular relay take-off practice.
- (5) There shall be one start end during warm-ups.

10.6 Mid-Meet Warm-ups/Cool-downs

- (1) Swimmers must be supervised by a USA Swimming member Coach.
- (2) There will be no diving.
- (3) Circle swimming only.
- (4) Coaches will determine which of their swimmers may participate in these sessions regardless of age group.

RULE 11 CHAMPIONSHIP MEETS

11.1 General

- (1) The SD State Championship meet is sponsored by and sanctioned under SD Swimming, and run with the cooperation of SD swim clubs. (09/20/2009)

11.2 SD LSC Responsibilities

(09/20/2009)

- (1) Officials Chair will be in charge of filling the positions for Referees, Starter, and Stroke & Turn Officials, and the Administrative Official. (BOD 11/09/2015)
- (2) Safety Coordinator will be in charge of filling the position of Meet Marshall and will ensure that the host facility conforms to safety criteria in USA Swimming guidelines.
- (3) Senior Division Vice-Chair will be responsible for awards.
- (4) Age Group Division Vice-Chair will be responsible for Time Standards
- (5) Sanctions Coordinator will review and assist the Meet Director in preparing the Meet Invitation. The event file for both A and B Championship meets will be completed by the Age Group Vice Chair and available to sanction chair 60 days prior to the State Championship Meet. The event file will be made available to the LSC 30 days prior to the starting date of each State Championship. (10/06/2013)
- (6) Jobs shared by all LSC Teams participating include: Timing, Meet Marshall, Announcer, running the timing and computer system,
- (7) The names of the individuals that need to be listed in the program must be submitted at least 30 days prior to the State A Championship.
- (8) The LSC shall provide a stipend up to \$550.00 to cover the cost of a network license for the host club of the 13&O SC State Championship. It shall be classified as an administrative expense for the LSC, not a state meet expense.

11.3 Host Club Responsibilities

(10/10/2021)

- (1) Provide written confirmation of the agreement with the pool facility two LSC Meetings prior to the State A Championship. The pool must be available as required to accommodate all sessions for the meet being hosted, including meet setup and tear down. The time allotted by the pool facility for each day shall be adequate (based on the previous State A Championship's timeline), projected increase in number of entries, and the possibility of delays due to weather, power or equipment failure, or emergencies. (10/02/2022)
- (2) Block 250 hotel rooms for SC or 350 hotel rooms for LC two LSC Meetings prior to the State A Championship. (10/10/2021)
- (3) Provide a competition pool that has at least 8 lanes in the appropriate course (SCY or LCM) for meets with 13&O swimmers or Prelim/Finals format (short course only). Provide a competition pool that has at least 6 lanes in the appropriate course for meets with only 12&U swimmers. (10/10/2021)
- (4) Provide continuous warm-up and cool-down lanes for meets with 13&O swimmers or Prelim/Finals format (short course only). (10/10/2021)
- (5) Meet Set-Up and Tear-Down.
- (6) Provide timing and computer system. (Touch pads at both ends are preferred. Certified pool is preferred).
- (7) Provide Meet Director, results coordinator and Head Timer.

- (8) Meet Director will prepare the Meet Invitation (with assistance from the Sanctions Coordinator).
- (9) Concessions.
- (10) Meet program.
- (11) The Meet AO shall be responsible for creating the meet event file, receiving entries, seeding the meet and adding breaks to the timeline to ensure each swimmer has a minimum of 20 minutes between individual swims. (04/16/2023)
 - (a) For all state meets (including all age groups), after every stroke cycle, the host club must schedule at least a 5-minute break, during which the competition pool will be open for warm-up/cool-down.

11.4 Financial Arrangements and Profit Sharing

(09/20/2009)

- (1) Sanction Fees, the pool facility rental, and the cost of awards will be paid by the LSC. Any other expenses must be approved by the LSC.
- (2) Profits from sponsorships, advertising, programs and concessions will go to the host club.
- (3) Other profits will be split 75/25 with 75% going to the LSC, 25% to the host club.

11.5 Rules

- (1) Current USA Swimming and SD Swimming Rules govern all events. These rules apply to SD LSC Long Course Championship Meets, and SD LSC Short Course Championship Meets. (04/21/2012)

11.6 Eligibility

- (1) This is a closed meet. All swimmers must be current USA Swimming members registered with the South Dakota LSC. Age as of the first day of the Championship Meet determines age group for the entire meet.

11.7 Qualifications

- (1) There are two ways of qualifying to enter events at the SD State Championship Meet:
 - (a) Qualifying Times – Minimum qualifying times must have been swum from the first day of the Championship Meet of the previous year and the entry deadline date for the current year's Championship Meet. SD State Qualifying Time Standards are attached as **Exhibit #10**.
 - 1. SD Minimum Qualifying Times are not required for the SD Seasonal Clubs Championship Meet. (10/13/2007)
 - (b) SD Qualifying Time "Pass" – 1st and 2nd place finishers in events at the previous State B Meet with less than SDQ times will receive a Pass to enter that event at the State Championship Meet. (09/20/2009)
 - 1. Swimmers receiving a Pass shall be seeded as a bonus entry "B" and a provable entry time must be included for that event at the State Championship Meet. (10/06/2013)

2. Passes will NOT be awarded for the 1650- or 1000-yard freestyle. Swimmers must meet the qualifying time standard to be entered in these events. (10/04/2020)
3. Passes will not be valid if the swimmer ages up prior to the State Championship Meet.

11.8 Warm-up Procedures

- (1) SD Swimming Warm-up Procedures will be followed. Team warm-up times must be posted at the meet. (See RULE 10 and **Exhibit #9**).

11.9 Meet Format

- (1) Short Course Championship Meets – Short Course Championship meets will be split into 2 meets. A 3 day 12 & Under timed final meet over one weekend and a 13 & Over prelim/final meet the next weekend. (4/11/21)
- (2) Long Course Championship Meets – All events will be timed finals. The meet will be run with age groups split. A Meet Invitation Template for the Long Course Championship Meet is attached as **Exhibit #16**
- (3) Seasonal Clubs Championship Meets – A meet invitation and order of events template for Seasonal Clubs Championship meets is attached as **Exhibit #11**.

11.10 Age Groups

- (1) The point-scoring age groups shall be 8-under, 9-10, 11-12, 13-14, 15-16 and 17-19. There shall also be a non-scoring 20-Over age group. Swimmers who are, or formerly were, a member of a college team during the current season are not eligible to score points, they will compete in the 20-over non-scoring age group (applies to Short Course Championship only).

11.11 Seeding

- (1) Combined Seeding – The 13-14, 15-16, 17-19 and 20-Over age groups shall be seeded together in all events but scored and awarded separately.
- (2) Seeding/Non-Conforming Times – At the Long Course Championships, seeding priority will be long course meters (LCM), short course meters (SCM), short course yards (SCY), bonus entry “B”. For Short Course Championships held in yards the seeding priority will be short course yards (SCY), short course meters (SCM), long course meters (LCM), bonus entry “B”. For Short Course Championships held in meters the seeding priority will be short course meters (SCM), short course yards (SCY), long course meters (LCM), bonus entry “B”. Times will not be converted. (04/27/2014)
- (3) Seed Committee – The three-person Seed Committee shall include the Championship Meet Director, Referee and a coach of the team whose name is randomly selected by the meet director prior to the meet. The committee shall have jurisdiction over protests concerning entry times and/or seeding. As always, when the issue pertains to a swimmer’s eligibility to swim, the swimmer is to receive the benefit of the doubt. If any member of the committee has a conflict of interest in a particular case, the other two members shall appoint an emergency replacement.

11.12 Clerk of Course

- (1) There will be no clerk of course. Swimmers are responsible for reporting at the correct heat and to the correct lane for their events.

11.13 Entries

- (1) For Timed Final championship meets, each swimmer may enter a maximum of seven (7) individual events but may swim a maximum of five (5) events per day. The entry sheet shall include time, the date on which the time was swum and the meet at which the time was swum. If nonconforming times are used, the type of non-conforming course (SCY, SCM, LCM) shall be indicated.
- (2) For Prelim/Final championship meets, each swimmer may enter a maximum of six (6) individual events but may swim a maximum of three (3) events per day as per USA Swimming policy. The entry sheet shall include time, the date on which the time was swum and the meet at which the time was swum. If nonconforming times are used, the type of non-conforming course (SCY, SCM, LCM) shall be indicated.
- (3) Bonus events will be permitted for this meet according to the following (10/10/2021):
 - (b) Any athlete who qualifies for one individual event will be permitted to enter and swim in up to two bonus events;
 - (c) Any athlete who qualifies for two individual events will be permitted to enter and swim one additional bonus event;
 - (d) Any athlete who qualifies for three or more individual events, will not be permitted to enter bonus events;
 - (e) There will be no qualifying standards for bonus events, however, bonus events must be a distance of 200 or less in the appropriate course, shall be seeded as a bonus entry "B" and a provable entry time must be included.

11.14 Relays

- (1) Number – Swimmers may enter each relay event.
- (2) Non-qualifiers – Each team is entitled to enter a minimum of one relay per event regardless of swimmers' qualification. However, if a club enters more than one relay in an event, it may have only one (1) swimmer per relay event who has no South Dakota Championship Meet qualifying time.
- (3) Swimmers receiving a 1st or 2nd place Pass at the previous State B Meet will be considered a qualifier for relays at the State Championship Meet. (09/20/2009)
- (4) 8-Under Relays – There will not be separate boys' and girls' relay events in the 8- Under age group. Instead, there will be one medley relay event and one freestyle relay event for all 8- Under Swimmers. 8-Under relay teams may comprise any combination of boys and girls.
- (5) For short course only, 13-Over Mixed 200 Medley Relay–The 200 Medley Relay will be a mixed event for all 13 and Over athletes. Each relay team shall be comprised of two male and two female swimmers of any age 13 and Over, and there will be no limits on the number of Mixed Relays a team can enter.
- (6) For short course only, Add an event 9-12 Mixed 200 medley relay. Each relay team shall be comprised of two male and two female swimmers of any age 9-12 and there will be no limits on the number of Mixed Relays a team can enter.

11.15 Time standards

- (1) Qualifying times are attached hereto as **Exhibit #10**. South Dakota Qualifying (SDQ) times shall mirror the current year National Age Group Motivational Times. (05/03/2020)
 - (a) Boys shall use the “B” Minimum times for Long Course
 1. Boys shall use slower than “B” Minimum times for Short Course (same % drop in time as Girls that go from BB to B time standards)
 - (b) Girls shall use the “BB” Minimum times for Long Course
 1. Girls shall use the “B” Minimum times for Short Course
 - (c) Times for the 8 & Under age group shall be established as follows:
 1. 25’s - 0.60 x corresponding 9-10 50 time for each stroke
 2. 50’s - 1.35 x corresponding 9-10 time for each stroke
 3. 100’s - 1.30 x corresponding 9-10 time for each stroke
 4. 200’s - 1.25 x corresponding 9-10 time for each stroke
 - (d) Times for the 100 IM for the 13-14, 15-16 and 17-19 age groups shall be calculated as 0.46 x the corresponding 200 IM time for both boys and girls for SCY and SCM.
 - (e) All calculated times shall be rounded up in order that each time ends with 9 hundredths of a second (X.X9) to match the style used for the national standards.
- (2) Times will be determined for the following age groups: 8 & Under, 9-10, 11-12, 13-14, 15-16 and 17-19 for each gender unless otherwise specified.
- (3) Times will be reconfigured whenever the national standards are changed and presented at the Fall HoD meeting.

11.16 Proof of Time

- (1) All entry times must be proven with complete official meet results upon request of the seed committee or meet director. Unverified or erroneous times may result in disqualification.
- (2) FINE - A \$100 fine will be assessed for each individual or relay event in which the qualifying time standard was not met unless the time standard can be proven with a USA Swimming sanctioned or approved meet result summary. Fines shall also be imposed for submitting entries from non-sanctioned meets or events. The fine is payable to SD LSC and host team (50/50 split), and must be paid or proof given before the swimmer’s next event. Proof of times can be submitted in SCY, LCM, or SCM, and shall be from the same course as the entry time. (04/21/2013)

11.17 Entry Deadline

- (1) All entries, including those who qualify at State B Championship are due at 6:00 p.m. CST on the Monday following the State B Championship Meet. For the Short Course Season, entries for the 12&U State A Championship, including those who qualify at the State B Championship are due at 6:00 p.m. CST on the Monday following the State B Championship Meet. Entries for the 13&O State A Championship are due at 6:00 p.m. CST on the subsequent Monday. (10/01/2023) Entries and entry fees are to be mailed to the person in charge of entries indicated in the meet invitation. (04/21/2013)

11.18 Fees

- (1) \$4.00 per individual event (04/27/2014)
- (2) \$5.00 per relay event.
- (3) \$5.00 South Dakota head tax per swimmer. (10/2/2022)

- (4) A per swimmer facility fee may be charged based on the actual rental cost of the facility divided by a reasonable estimate of the number of swimmers attending and rounded to the nearest dollar or half dollar. (09/20/2009)

11.19 Scoring Method

(05/05/2001)

- (1) Individual Events: (1-16th place) 17-15-14-13-12-11-10-9-8-7-6-5-4-3-2-1
- (2) Relay Events: (1-8th place) 34-30-28-26-24-22-20-18

11.20 Awards

- (1) Team – The first, second and third place teams shall receive awards.
 - (a) The percentage award will be awarded to the team with a minimum of seven swimmers with individual events that has the highest points per entry ration, calculated after excluding relay points. The percentage award will be based on 1-8th place scoring: 9-7-6-5-4-3-2-1. (09/24/2002, 04/22/2006, 04/19/2015)
 - (b) The Jim Vorhees Spirit Award will be presented to the team demonstrating the best sportsmanship and team spirit at the Long Course Championship Meet, and the Y's Men Spirit Award will be presented to the team demonstrating the best sportsmanship and team spirit at the Short Course Championship Meet. (The recipients of the spirit awards will be determined by a 5-person committee comprising a representative from each of five teams drawn at random at the beginning of the meet.)
- (2) Individual – Medals (first through eighth) and ribbons (ninth through sixteenth) will be awarded for each individual event. Medals (first through eighth) will be awarded for each relay event. A State Champion patch will be awarded to each first-time winner of an individual event and a relay event at a South Dakota Championship Meet. Individual and relay event winners who have previously been awarded a patch will receive a rocker for each event won. High point awards will be awarded to the top five (5) individuals in each age group and gender. (09/17/2011, 04/12/2012, 04/19/2015)

11.21 Championship Meet Dates

- (1) Short-Course Championships -- The 13 & Over meet will conclude on the first Sunday in March. The date shall be adjusted earlier or later so that the meet does not fall on the date of a Sectional or National level meet.
 - (a) The 12 & Under meet shall be the weekend before the 13 & Over meet (10/2/2022)
- (2) Long-Course Championships – The date shall be determined so it does not conflict with a Sectional or National level USA Swimming meet. (4/11/21)

11.22 State A Rotation Schedule

- (1) Any city that builds a new pool will, starting the first season after the pool has been established, host the State B Championship Meet, then host the State Championship Meet the year after, with a new rotation being established. (10/06/2013)
- (2) Any team can request to be added to the state meet rotation if they have hosted a meet at the facility within the last 3 season and meet other Host Club Responsibilities laid out in section 11.3. To request that a team be added to the rotation they must submit documentation of

previous meet information to the General Chair and Secretary to determine rotation placement. (04/11/2021)

(3) South Dakota Summer Long Course Meets Rotation Schedule

Year	State B Meet	State Championship Meet
2021	Dakota Riptide	Brookings Swim Club
2022	Yankton Swim Team	Dakota Riptide
2023	Rushmore Swim Team	Aberdeen Swim Club (from YST)
2024	Aberdeen Swim Club	Rushmore Swim Team
2025	Sioux Falls Swim Team	Aberdeen Swim Club
2026	Brookings Swim Club	Sioux Falls Swim Team
2027	Dakota Riptide	Brookings Swim Club
2028	Yankton Swim Team	Dakota Riptide
2029	Rushmore Swim Team	Yankton Swim Team
2030	Aberdeen Swim Club	Rushmore Swim Team
2031	Sioux Falls Swim Team	Aberdeen Swim Club
2031	Brookings Swim Club	Sioux Falls Swim Team

(4) South Dakota Winter Short Course Meets Rotation Schedule

Year	State B Meet	12&U Championship	13&O Championship
2020-2021	-	Dakota Riptide	Sioux Falls Swim Team
2021-2022	Sioux Falls Swim Team	Pierre Swim Team	Dakota Riptide
2022-2023	Rushmore Swim Team	Watertown Swim Club	Pierre Swim Team
2023-2024	Aberdeen Swim Club	Sioux Falls Swim Team	Watertown Swim Club
2024-2025	Pierre Swim Team	Rushmore Swim Team	Sioux Falls Swim Team
2025-2026	GOLD	Aberdeen Swim Club	Dakota Riptide
2026-2027	Yankton Swim Team	GOLD	Pierre Swim Team
2027-2028	Dakota Riptide	Yankton Swim Team	Watertown Swim Club
2028-2029	Watertown Swim Club	Dakota Riptide	Sioux Falls Swim Team
2029-2030	Sioux Falls Swim Team	Pierre Swim Team	Dakota Riptide
2030-2031	Rushmore Swim Team	Watertown Swim Club	Pierre Swim Team
2031-2032	Aberdeen Swim Club	Sioux Falls Swim Team	Watertown Swim Club

(5) Whenever a team cannot host a meet as scheduled, the meet is open for bids. (09/23/2012)

(6) When another team is added to meet rotation, said team shall be added to the end of the current rotation. (09/23/2012)

RULE 12 STATE B CHAMPIONSHIP MEETS

12.1 General

(1) Unlike the State Championship Meets, the State B is not co-sponsored by SDSI. Host Clubs receive 100% of any profits and are responsible for all expenses.

(a) Rules – Current USA Swimming Rules govern all events.

(b) Philosophy – This meet serves a dual purpose. First, it is a final qualifier meet, providing swimmers a last opportunity to qualify for the State Championship Meet in events in which they have not yet qualified. Secondly, it is a meet in which non-championship swimmers can compete against other similarly qualified swimmers exclusively.

- (c) Eligibility – This is a closed meet. All swimmers must be current USA Swimming members registered with the South Dakota LSC. Age as of the first day of the State B Meet determines age group for the entire meet.
- (d) Qualifying Times – In order to be eligible for the South Dakota State B Meet, the swimmer must not have obtained a State Championship time in the particular event between the last day of the State B Meet of the previous year and the entry deadline for (or the Monday before) the current year's State B Meet. Coaches, teams and swimmers are expected to uphold the spirit of the State B Meet. (BOD 07/23/2013)
- (e) Warm-up Procedures – SD Swimming Warm-up Procedures, will be followed. (See Rule 10 and **Exhibit #9**). Team lane assignments must be posted at the meet.

12.2 Meet Format

- (1) All events will be timed finals.

12.3 Age Groups

- (1) The point-scoring age groups shall be 8-under, 9-10, 11-12, 13-14, 15-16 and 17-19. There shall also be a non-scoring 20-Over age group.

12.4 Seeding

- (1) Combined Seeding – The 13-14, 15-16, 17-19 and 20-Over age groups shall be seeded together in all events but scored and awarded separately.
- (2) Seeding/Conforming Times – At the Long Course Championships, seeding priority will be long course meters (LCM), short course meters (SCM), short course yards (SCY). For Short Course Championships held in yards the seeding priority will be short course yards (SCY), short course meters (SCM), long course meters (LCM). For Short Course Championships held in meters the seeding priority will be short course meters (SCM), short course yards (SCY), long course meters (LCM). Times will not be converted. (04/27/2014)
- (3) Seed Committee – The three-person Seed Committee shall include the Championship Meet Director, Referee and a coach of the team whose name is randomly selected by the meet director prior to the meet. The committee shall have jurisdiction over protests concerning entry times and/or seeding. As always, when the issue pertains to a swimmer's eligibility to swim, the swimmer is to receive the benefit of the doubt. If any member of the committee has a conflict of interest in a particular case, the other two members shall appoint an emergency replacement.

12.5 Clerk of Course

- (1) There will be no clerk of course. Swimmers are responsible for reporting at the correct heat and to the correct lane for their events.

12.6 Order of Events

- (1) The Order of Events will mirror the order used at the State Championship meet (unless one or the other is split by Age-Group). The order of events for LC, SC and SC Split meets is attached hereto as **Exhibit # 14**. (09/20/2009)

12.7 State B Invite

- (1) The State B Invite Template is attached hereto as **Exhibit #18**. (01/24/2010)

12.8 Individual Entries

- (1) Number – Each swimmer may enter a maximum of seven (7) individual events but may swim a maximum of five (5) events per day. If non-conforming times are used, the type of non-conforming course (SCY, SCM, and LCM) shall be indicated.

12.9 Relay Entries

- (1) Number – Swimmers may enter each relay event.
- (2) Non-qualifiers – A swimmer may not swim a relay leg that corresponds to an event in which the swimmer has a South Dakota Championship Meet Qualifying Time.
- (3) 8-Under Relays – There will not be separate boys' and girls' relay events in the 8-Under age group. Instead, there will be one medley relay event and one freestyle relay event for all 8-Under Swimmers. 8-Under relay teams may comprise any combination of boys and girls.

12.10 Time standards

- (1) The South Dakota Championship Meet Qualifying Times, which swimmers must not have achieved, are attached as **Exhibit #9**.
- (2) FINE - A \$100 fine will be assessed for each individual or relay event for submitting entries from non-sanctioned meets or events unless the time standard can be proven with a USA Swimming sanctioned or approved meet result summary. The fine is payable to SD LSC and host team (50/50 split) and must be paid or proof given before the swimmer's next event. Proof of times can be submitted in SCY, LCM, or SCM, and shall be from the same course as the entry time. (04/21/2013)

12.11 Entry Deadline

- (1) Entries must be submitted by e-mail by 6 p.m. CST on the Monday prior to the meet. Entries and entry fees are to be mailed to the person in charge of entries indicated in the meet invitation. (04/21/2013)

12.12 Fees

- (1) \$4.00 per individual event (04/27/2014)
- (2) \$5.00 per relay event.
- (3) \$5.00 South Dakota head tax per swimmer. (10/2/2022)
- (4) A per swimmer facility fee may be charged based on the actual rental cost of the facility divided by a reasonable estimate of the number of swimmers attending and rounded to the nearest dollar or half dollar. (09/20/2009)

12.13 Scoring Method

- (1) Team Points will be determined as follows (9/20/09):
 - (a) Individual Events: (1-16th place) 17-15-14-13-12-11-10-9-8-7-6-5-4-3-2-1
 - (b) Relay Events: (1-8th place) 34-30-28-26-24-22-20-18.

12.14 Awards

- (1) Team – The first, second and third place teams shall receive awards.
 - (a) The percentage award will be awarded to the team with a minimum of seven swimmers with individual events that has the highest points per entry average calculated after excluding relay points and entries. The percentage award will be based on 1-8th place scoring: 9-7-6-5-4-3-2-1. (09/24/2002, 04/22/2006, 09/20/2009)
 - (b) The Elks Team Spirit Award will be awarded to the team showing the best sportsmanship and team spirit, which will be determined by a 5-person committee comprising a representative from each of 5 teams drawn at random at the beginning of the meet.
- (2) Individual – Medals (first through third) and ribbons (fourth through sixteenth) will be awarded to the top sixteen State B Meet swimmers in each individual event. High point awards will be awarded to the top five (5) individuals in each age group and gender. (05/05/2001, 04/19/2015)
- (3) Relays – Medals will be awarded for 1st – 3rd place; ribbons for 4th – 8th place relay teams. (09/20/2009, 04/19/2015)
- (4) SD Qualifying Time “Pass” – 1st and 2nd place finishers in events other than the 1650- or 1000-yard freestyle (10/04/2020) with less than SDQ times will receive a Pass to enter that event at the State Championship Meet. (09/20/2009)
 - (a) Swimmers receiving a Pass will be seeded with a “NT” for that event at the State Championship Meet. (10/06/2013)
 - (b) The Pass will not be valid if the swimmer ages up prior to the State Championship meet.

12.15 State B Meet Dates

- (1) Short Course State B Meet – The meet will be held two weeks prior to the 12 & Under Short Course Championship Meet. If President’s Day weekend falls 2 weeks prior to the 12 & Under Short Course State A Championship Meet then the B Championship Meet will be held 1 week prior to the 12 & Under Short Course State A Meet.(10/2/2022)
- (2) Long Course State B Meet – The meet will be held one week prior to Long Course Championship Meet. (10/13/2007)

12.16 State B Meet Rotation

- (1) State B Meets Rotation will be held in SD according to the following State A Rotation Schedule (09/23/2006) (09/20/2009)

(2) South Dakota Summer Long Course Meets Rotation Schedule

Year	State B Meet	State Championship Meet
2021	Dakota Riptide	Brookings Swim Club
2022	Yankton Swim Team	Dakota Riptide
2023	Rushmore Swim Team	Aberdeen Swim Club (from YST)
2024	Aberdeen Swim Club	Rushmore Swim Team
2025	Sioux Falls Swim Team	Aberdeen Swim Club
2026	Brookings Swim Club	Sioux Falls Swim Team
2027	Dakota Riptide	Brookings Swim Club
2028	Yankton Swim Team	Dakota Riptide
2029	Rushmore Swim Team	Yankton Swim Team
2030	Aberdeen Swim Club	Rushmore Swim Team
2031	Sioux Falls Swim Team	Aberdeen Swim Club
2031	Brookings Swim Club	Sioux Falls Swim Team

(3) South Dakota Winter Short Course Meets Rotation Schedule

Year	State B Meet	12&U Championship	13&O Championship
2020-2021	-	Dakota Riptide	Sioux Falls Swim Team
2021-2022	Sioux Falls Swim Team	Pierre Swim Team	Dakota Riptide
2022-2023	Rushmore Swim Team	Watertown Swim Club	Pierre Swim Team
2023-2024	Aberdeen Swim Club	Sioux Falls Swim Team	Watertown Swim Club
2024-2025	Pierre Swim Team	Rushmore Swim Team	Sioux Falls Swim Team
2025-2026	GOLD	Aberdeen Swim Club	Dakota Riptide
2026-2027	Yankton Swim Team	GOLD	Pierre Swim Team
2027-2028	Dakota Riptide	Yankton Swim Team	Watertown Swim Club
2028-2029	Watertown Swim Club	Dakota Riptide	Sioux Falls Swim Team
2029-2030	Sioux Falls Swim Team	Pierre Swim Team	Dakota Riptide
2030-2031	Rushmore Swim Team	Watertown Swim Club	Pierre Swim Team
2031-2032	Aberdeen Swim Club	Sioux Falls Swim Team	Watertown Swim Club

(4) Whenever a city cannot host a meet as scheduled, the meet is open for bids.

RULE 13 ALL-STAR MEETS
(10/13/2007)

13.1 All Star Meets

- (1) The Midwest All-Star Meet is typically held the 2nd or 3rd week in January in Elkhorn, NE for swimmers up to 14 years of age. (09/28/2014)

13.2 Coach Selection

- (1) Interested coaches must turn in an application to the General Chair at least 30 days prior to the Fall LSC Meeting.
- (2) The All-Star Committee, Head Coach and 2 Assistant shall be appointed by the General Chair, with the advice of the Age Group Vice-Chair and the Senior Athlete Rep. and shall be announced at the Fall meeting of the LSC.
- (3) All-Star Committee – Five (5) LSC members shall serve on the committee:

- (a) The Coaches Representative (Committee Chair)
 - (b) The previous All-Star Head Coach
 - (c) The previous All-Star Head Chaperone
 - (d) The All-Star Head Coach selected for the coming year
 - (e) One appointed parent. (Two parents will be appointed if the Head Coach selected remains the same).
- (4) The All-Star Committee's duty shall be to plan and coordinate (or assign responsibility for planning and coordinating) all aspects of All-Stars, including travel, transportation, uniforms, training arrangements and budgeting. The committee will present All-Stars information including the above information at the Fall LSC Meeting preceding the All-Star Meet.

13.3 Swimmer Selection

- (1) SDSI will follow all rules set forth in the sanction and invitation sent by the All-Star host. SDSI will select the top 5 SD athlete applicants for each event based on times achieved between the 1st day of the previous All-Star meet and the application deadline for the current year's All-Star meet. (04/17/2010)
- (2) In order to be considered, interested swimmers MUST apply by the due date on the application form, which is the first Monday after the last SD meet prior to December 25.

13.4 Swimmer Fees

- (1) Each swimmer will pay \$50 (or a fee to be determined by the Finance Committee) to SDSI to help cover costs of entry fees, suits, t-shirts, swim caps, and Coaches' hotel and travel costs.

13.5 Coach Reimbursement

- (1) Each coach will receive \$75 per session worked, including the Friday practice. Assistant coaches preparing meet entries will receive \$75 with the head coach receiving \$100 with the additional duty of submitting all entries. The coach preparing/submitting the apparel order will receive \$75.
- (2) Each coach will receive reimbursement for reasonable food and hotel expenses, and mileage at the current rate. Each coach will also receive \$75 for time traveling to/from the meet.

RULE 14 SWIMWEAR

14.1 Swimwear

- (1) Swimwear worn at SD meets must conform to USA Swimming Rules & Regulations (Article 102.9.1 and subsequent revisions thereof), its interpretation and provisions for exemptions based on a swimmer's religious beliefs or medical condition.

EXHIBITS

Group Member Appointment to House of Delegates

In accordance with South Dakota Swimming, Inc., Bylaws 4.1.1 and Policies 1.2(1) and 1.2(6), the _____ (swim club) is hereby appointing:

Delegate: _____

Email: _____

First Alternate: _____

Email: _____

Second Alternate: _____

Email: _____

to represent said club at meetings of the SDSI House of Delegates. The appointee and alternates are current members of both USA Swimming and South Dakota Swimming.

This appointment shall remain in effect unless specifically withdrawn by written notice to the secretary of South Dakota Swimming or unless superseded by a later authorized appointment.

Dated this ____ day of _____ year of _____.

Title: President/Secretary

Club

Return completed form to LSC Secretary:

Laura Pineiro secretary@sdswwimming.org
710 Alicia Ct
Rapid City, SD 57701

EXHIBIT # 1 (10/27/16)

**South Dakota Swimming
Candidate Submission Form for SD LSC Offices**

In accordance with South Dakota Swimming, Inc. Policy 1.2 (7) the

Name of Member Club/Swim Team

recommends the following person for consideration by the Nominating Committee as a potential candidate as an officer, committee Chair, committee member, or Board of Review member.

Name _____

Address _____

Phone Numbers _____ (h) _____ (o) _____ (m)

E-Mail _____

Tell us something about him/her: Occupation; special interests; how he/she has served your swim club.

Send this form to the Nominating Committee Chair or with your delegate to the next LSC meeting.

South Dakota Swimming Meet Sanction Application & Statement of Awards

The following team _____
Hereby applies for a USA Swimming sanction to hold a meet(s) on the
Date of _____ Located at _____
Date of _____ Located at _____

The Sanction Fees are \$25.00 per meet, which includes any timed trials during the same meet. This is for any hosted meets that include entry fees.

All Checks are to be made payable to SD Swimming, Inc.

- A Meet Reconciliation Report must be emailed by Monday prior to the meet, to verify that all swimmers have a current USA Swimming registration, to the Membership/Registration Coordinator, Misty Trehwala (registration@sdswimming.org).
- A Post-Meet Reconciliation Report must be submitted within 1 week after the meet, to the Membership/Registration Coordinator or a fine of \$50.00 will be imposed.

Furthermore, in accordance with USA Swimming Rule 202.4.8:

"In granting this sanction it is understood and agreed that USA Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event."

Please send the check, copy of the complete meet announcement, and this sanction form to the LSC Sanction Chairperson: Cassi Pietz
804 E 12th St.
Yankton, SD 57078 sanctions@sdswimming.org

Signed _____
Club Representative Position

Contact Person		Phone Number	
Email Address			

A meet Sanction number will be assigned once everything has been approved. A signed copy will be sent to the contact person for the club records.

This application has been approved and issued with the following Sanction number:

_____ Meet Date _____
_____ Meet Date _____

Signed _____ Date _____
LSC Sanction Coordinator

STATEMENT OF THE NATURE AND VALUE OF PRIZES AWARDED AT SWIM MEETS (202.4.6)

In conforming to the USA Swimming Rules, 202.4.9 A, all teams seeking a sanction must include a statement of the nature and the value of prizes awarded. This form must be signed and dated below.

1) Individual Events:

Type of awards to be given out: Medals Ribbons Trophies None
Circle all that apply
Other, explain: _____
Awards Value per each: _____

2) Relay Events:

Type of awards to be given out: Medals Ribbons Trophies None
Circle all that apply
Other, explain: _____
Awards Value per each: _____

3) High Point Events:

Type of awards to be given out: Medals Ribbons Trophies None
Circle all that apply
Other, explain: _____
Awards Value per each: _____

4) Team Awards:

Type of awards to be given out: Medals Ribbons Trophies None
Circle all that apply
Other, explain: _____
Awards Value per each: _____

5) Other Awards: please explain _____

In seeking our sanction, (insert team name here) will be giving out these awards at the swim meet on (insert day or days of swim meet). The meet director must sign the form below.

Name of Club Representative: _____ Date: _____

Signature of Above Rep: _____

Club Representative Position on Team: _____



South Dakota Swimming Sanction Checklist

To expedite the sanctioning process, meet directors should mail a copy of the meet announcement or invitation along with a signed copy of the Application for Sanction, Statement of Awards and the \$25 application fee to the LSC Sanctions Coordinator at least 45 days prior to the event. E-mail an editable word document version invitation to sd-lscsanctions@hotmail.com. The invitation should strictly follow order and format of Sanction Template with text in blue replaced with information pertinent to your meet.

1. **Meet Title:** Year# SD Name of the Meet
Hosted By Name of Host Club
Date(s) of Meet
Sanction # SD #####
2. **Sanction:** A statement that the event is "This meet is held under the sanction of South Dakota Swimming Inc and USA Swimming Inc." (This statement must appear on entry blanks, advertising and the event program);
3. **Rules:** The current USA Swimming and SD Swimming rules will govern the conduct of the meet.
4. **Liability:** In granting this sanction it is understood and agreed that USA Swimming, Inc. SD Swimming, the City of _____ shall be free of any liability or claims for damages arising from injuries arising by reason of injuries to anyone during the conduct of the event.
5. **Location:** Name and address of pool.
6. **Course:** Pool length, # lanes, type of dividers, type of timing system, certified/not certified
7. **Audio/Visual Recording:** "Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms (202.4.9 H)."
8. **Deck Changing:** "Deck Changes are prohibited (202.4.9 I).
9. **Water Depth:** Starting depth; midpoint depth _____, turn end depth.
10. **Format:** Split/Combined, Timed Finals/Pre Lim Finals
11. **Starting Times:** Warm-ups, times & # of sessions. Meet start times.
12. **Meetings:** When/Where
13. **Warm-ups:** SD Policies & Procedures RULE 10 & Exhibit #9
14. **Swimwear Restrictions:**
15. **Supervision:**
16. **Eligibility:**
17. **Deck Registration:** Whether on-deck registration will be permitted.
18. **Deck Entries:** Will/will not be allowed
19. **Scoring:**
20. **Event Limit:**
21. **Meet Length:**
22. **Seeding:**
23. **Time Trials:**
24. **Awards:**
25. **Entries:**
26. **Fees:**
27. **Deadline:**
28. **Protests:**
29. **Concessions:**
30. **Officials:**
31. **Order of Events:**
32. Attach SD Warm-Up Procedures to your meet invitation
33. Statement of the Nature and Value of Prizes Awarded at Swim Meets (202.4.9 A)



Meet Invitation Template

YEAR, SD Name of the meet

Hosted by Name of Host Club

Date(s) of Meet

Sanction # SD #####

Sanction:	This meet is held under the sanction of South Dakota Swimming Inc and USA Swimming Inc.
Rules:	The current USA Swimming and SD Swimming rules will govern the conduct of the meet.
Liability:	In granting this sanction it is understood and agreed that USA Swimming, South Dakota Swimming, the City of Name of City and Name of Host Team shall be free of any liability or claims for damages arising by reason of injuries to anyone during the conduct of the event
Location:	Name and address of pool.
Course:	State - pool length; # of lanes; wave-calming dividers; type of timing system with manual backup. The competition course has / has not been certified in accordance with USAS Rule104.2.2C (4).
Audio/ Visual Recording:	Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms (202.4.9 H).
Deck Changing:	Deck Changes are prohibited (202.4.9 I).
Water Depth:	Starting end depth ____; midpoint depth ____; turn end depth _____. Turn end water depth meets / does not meet USAS minimum requirement for racing starts per Rule 103.2.3.
Format:	This will be a Split / Combined meet. Events will be swum as Timed finals, / Prelim Finals.
Starting Times:	Warm-ups starting times & # of sessions. Meet start times.
Meetings:	When/ where
Warm-ups:	Warm-ups will be conducted in accordance with the guidelines established by USA Swimming and South Dakota Swimming. South Dakota Swimming Warm-up Procedures attached will be followed. (<i>Attach SD Warm up Procedures</i>)
Swimwear Restrictions:	Swimwear at worn at SD meets must conform to SD Policy Rules and USA Swimming Rules & Regulations (Art. 102.8.1 and subsequent revisions thereof), its interpretation and provision for exemptions based on a swimmer's religious beliefs or medical condition.
Supervision:	A USA Swimming member coach must supervise swimmers during warm-ups, competition and warm-down. Any swimmer entered in the meet, unaccompanied by a USA Swimming member coach, must be certified by a USA Swimming member coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer's legal guardian to ensure

compliance with this requirement (202.4.9 D). Only registered coaches, swimmers and officials will be allowed on the pool deck.

Eligibility: All swimmers, coaches, clubs and officials must be currently registered with USA Swimming. No coach or official will be permitted to be on deck without proof of current USA Swimming Certification using USA Swimming Deck Pass or printed USA Swimming card and a photo identification.

The age of the swimmer on [the first day of the meet](#) determines the age of the swimmer for the entire meet. No Swimmer will be permitted to compete unless the swimmer is a member as provided in Article 302 (202.4.9E).

Deck Registration: On Deck USA Swimming registration will be permitted with appropriate documentation. Swimmers must show verification of their membership to the Meet Referee or be deck registered. A \$10.00 deck registration fee will be charged in addition to the current registration fee. Fines may be imposed if a swimmer participates and is not registered.

Deck Entries: Deck entries [will / will not](#) be allowed if space is available and at the discretion of the Meet Referee.

Scoring: [Must describe how it will be scored.](#)

Event Limit: Swimmers may swim a maximum of ____ individual events for the meet, but no more than 5 per day. Swimmers may swim ____ relay events for the meet, but no more than ____ per day.

Meet Length: USA Swimming Rules require that events at a meet should be planned to run no longer than 8 hours (102.1) or 4 hours for swimmers 12 years and younger (205.3.F). Entries will be input in the order they are received. When the computer generated timeline indicates time limit has been reached, entries from the team(s) received last will not be entered into the meet. Team coaches will be notified if their entries were not accepted, and fees will be refunded. Fees will also be refunded for events or swims not completed if the Meet Referee stops the meet to comply with time limit Rules.

Seeding: [Must describe](#)

Time Trials: [Must state if you are having them or not. If having time trials, include the following:](#)

Time trials will be held at the conclusion of each session at the discretion of the Meet Referee. The following limitations shall apply:

1. The swimmer must be entered in the meet.
2. Time trials will not change awards or scores.
3. The swimmer may only swim a total of 5 individual events per day.
4. There may be an additional cost for time trials.
5. Coaches are responsible to turn in time trial requests to the Meet Director as soon as possible.
6. Time trials should be limited to those swimmers who have a reasonable chance to make their goal time.

Awards: [Must state the nature of the awards. REMINDER – to fill out the “Statement of Awards” and send to sanctions coordinator along with sanctions application.](#)

- Entries:** Teams are encouraged to submit their entries by e-mail using Hy-Tek Team Manager software. E-mail entries to: [Name, e-mail address](#). Mail a printed copy of the entries and a check for entry fees payable to [Name of Host Club](#). Mail to: [Mailing Address, City, State, Zip Code](#)
- Fees:** SD Head Tax: \$5.00 per swimmer
Individual Events: \$ _____
Relay Events: \$ _____
Other Fees: \$ _____
- Deadline:** All entries and entry fees must be received no later than [date](#).
- Protests:** Protests of any kind must be submitted to the referee in writing and will only be from the team coach. Bothering other volunteer personnel with protests could result in disqualification of the swimmer from the event or meet.
- Concessions:** [A concession stand will be open during the entire meet.](#)
- Officials:** Meet Director: [Name; Phone #](#)
Referee: [Name](#)
Administrative Official: [Name, Phone #](#)
Starter: [Name](#)
Marshall [Name](#)
Head Timer [Name](#)
- Meet Director, Referee & Starters must be registered USA Swimming members for the current year. Meet Officials will meet the requirements of 202.5.4. [In order for approval of a sanction, according to 2.3\(1\)\(a\) of the SD-LSC Policies and Procedures, the Meet Director, Referee, Starter, Marshal, and Head Stroke and Turn Judge must be listed above.](#)
- Misc:** [State anything else here pertinent to the meet. Examples: Parking, facility rules, etc.](#)
- Order of Events:** [Attach on to next page.](#)

[Attach SD Warm-Up Procedures](#)



Lisa Jorgenson, Treasurer
SD Swimming, Inc.
504 17th Ave. NE
Aberdeen, SD 57401
treasurer@sdswimming.org

South Dakota Head Tax Report

Swim Meet: _____ Sanction No.: _____

Host: _____ Meet Date: _____

Number of swimmers _____ X \$5 Head Tax = _____
(Total SD Head Tax)

Signed: _____
(Club Representative) (Date)

Please make check **payable to South Dakota Swimming, Inc.**

Within 14 days, please send the check and Head Tax Report to the LSC Treasurer.



Lisa Jorgenson, Treasurer
SD Swimming, Inc.
504 17th Ave. NE
Aberdeen, SD 57401
treasurer@sdswimming.org

Swim Meet Financial Summary (USA REGULATION 202.2.10A)

Swim Meet: _____ Sanction No.: _____
Host: _____ Meet Date: _____

RECEIPTS:

Entry Fees: _____
Head Tax: _____
 (# Swimmers X \$5.00)
Advertising: _____
Concessions: _____
Program Sales: _____
Miscellaneous: _____
1. _____
2. _____
3. _____
4. _____

TOTAL RECEIPTS: _____

DISBURSEMENTS:

Head Tax: _____
 (# Swimmers X \$5.00)
Sanction Fee: _____
Awards: _____
Pool Rental: _____
Equipment Rental: _____
Printing: _____
Concessions: _____
Miscellaneous: _____
1. _____
2. _____
3. _____
4. _____

TOTAL DISBURSEMENTS _____

SIGNED: _____
 (CLUB REPRESENTATIVE) (DATE)

This form is due within 45 days after the meet and should be sent to the LSC Treasurer. Per USA Swimming Rule 202.4.10C, no sanction shall be issued thereafter to a team who has failed to file with the LSC the Swim Meet Financial Summary report until such time as the report is filed.

South Dakota Swimming Scholarships

Purpose

Each year the Scholarship Committee may award up to four (4) \$1,000 College scholarships to high school seniors in recognition of their contribution to the sport of swimming through competition and team leadership.

Eligibility

In order to be eligible for a scholarship, applicants must be a graduating high school senior for the current year intending to continue with their formal education in the fall following graduation from high school. Preference is accorded those planning to continue swimming competitively in college.

Application

Each applicant must submit the following:

1. a personal data form, a copy of which is attached
2. a recommendation from his/her coach
3. a recommendation from (2) adults' not related to the swimmer
4. a concise typewritten essay specifying the applicant's perceptions of and contributions to the sport of swimming, as well as the applicant's aspirations in both swimming and in life in general.

Award

The South Dakota Swimming Scholarships will be awarded at the South Dakota State Long Course Championship Meet. The money will be paid directly to the swimmer's intended school.

Deadline

Applications must be submitted by the first day of the Long Course State B Meet to the Scholarship Committee Chair, Senior Vice-Chair:

Brenda Hendricks (srvicechair@sdswwimming.org)

Please fill out the following personal data form, print and send with the completed scholarship application.

South Dakota Swimming Scholarship Application

Graduating Senior – Year _____

1. Please provide the following athlete information:

First Name
Last Name
Middle Initial
Swim Club
Street Address
Address (cont.)
City
State/Province
Zip/Postal Code
Country
Home Phone
Cell Phone
E-mail

2. Please provide the following coach information:

First Name
Last Name
Title
Swim Club
Work Phone
Home Phone
Cell Phone
Fax
E-mail

3. Please provide the following information:

High School
High School GPA

4. What activities are you involved in?
5. What High School Honors have you achieved?
6. What swimming achievements have you received?
7. List two (2) personal references.

South Dakota Swimming Warm-Up Procedures

- 8.1 **The Meet Marshall and Meet Referee (or their special designees) shall monitor and enforce warm-up procedures.**
- 8.2 No team or unattached swimmer may warm-up unless supervised by a USA swimming member coach. Coaches and supervisors shall maintain verbal and visual contact with their swimmers throughout warm-ups.
- 8.3 Every reasonable effort shall be made to equalize swimmers/lane during warm-ups. Teams must warm up at the assigned time.
- 8.4 General Warm-ups:
- (1) There will be no diving in lanes marked "general warm-up". Any swimmer who dives in during general warm-ups will be scratched automatically from his/her first individual event of the session.
 - (2) Warm-ups should last a minimum of 35 minutes for 13&over or Open Sessions and a minimum of 25 minutes for 12&Under Sessions, unless the Meet Referee determines that a shorter period is necessary to compensate for delays due to weather, equipment/power failure, or emergencies.
 - (3) Feet-first, seated slip-in entries to be used and allowed from either end of the competition pool only, except in designated lanes and times. Lanes will be circle swimming unless designated "starts". Start lanes will be clearly marked by removal of orange cone at start end of pool. No circle swimming will be allowed in lanes marked as "starts".
- 8.5 Starts (Specific Warm-ups):
- (1) Starts will be allowed by the Meet Marshall once the lane has been safely designated a "start" lane.
 - (2) Any swimmer who dives in one of the lanes that is not marked as a "start" lane will be scratched from his/her first individual event of the session.
 - (3) Diving and backstroke starts will be allowed from the starting end of all lanes once the lane has been designated as a "start" lane. In the case of backstroke starts, no swimmer shall be on the starting block until the backstroker has completed his/her start. Swimmers in the inside lanes shall complete one length and walk back to the starting end.
 - (4) Relay take-offs - During the LSC Championship Meets, the Referee may permit a 5-minute relay take-off practice period, during which the take-off lanes shall be clearly designated and shall be used for nothing other than relay take-off practice at the starting end of the pool. Coaches shall insure that there are no swimmers in the lane other than those involved in the particular relay take-off practice.
 - (5) There shall be one start end during warm-ups.
- 8.6 Mid-Meet Warm-ups/Cool-downs:
- (1) Swimmers must be supervised by a USA Swimming member Coach.
 - (2) There will be no diving.
 - (3) Circle swimming only.
 - (4) Coaches will determine which of their swimmers may participate in these sessions regardless of age group.

2021-2024 Girls SD SC State Qualifying Times

8 & Under	SCY	LCM	SCM
25 Free	23.39	NA	25.79
50 Free	52.59	59.59	58.09
100 Free	1:56.49	2:12.59	2:08.69
200 Free	4:08.79	4:42.29	4:35.19
25 Back	28.19	NA	31.19
50 Back	1:03.49	1:14.19	1:10.19
100 Back	2:12.59	2:34.99	2:26.49
25 Breast	31.99	NA	35.39
50 Breast	1:11.89	1:21.69	1:19.59
100 Breast	2:33.59	2:55.29	2:49.69
25 Fly	28.49	NA	31.49
50 Fly	1:03.99	1:12.09	1:10.79
100 Fly	2:28.19	2:48.99	2:43.79
100 IM	2:13.39	NA	2:27.49
200 IM	4:33.19	5:11.79	5:01.89

13-14	SCY	LCM	SCM
50 Free	32.59	37.09	36.09
100 Free	1:10.59	1:20.49	1:18.29
200 Free	2:32.09	2:54.29	2:49.29
400/500 Free	6:47.79	6:06.79	5:58.29
800/1000 Free	14:01.99	12:35.99	12:16.89
1500/1650 Free	23:23.49	24:06.39	23:15.29
100 Back	1:16.69	1:29.99	1:25.29
200 Back	2:46.79	3:12.39	3:04.89
100 Breast	1:27.99	1:42.09	1:37.99
200 Breast	3:10.89	3:39.69	3:32.19
100 Fly	1:16.39	1:26.59	1:24.99
200 Fly	2:48.99	3:12.99	3:07.89
100 IM	1:18.19	1:30.09	1:27.19
200 IM	2:49.79	3:15.79	3:09.49
400 IM	6:03.59	6:55.49	6:44.19

9-10	SCY	LCM	SCM
50 Free	38.89	44.09	42.99
100 Free	1:29.59	1:41.99	1:38.99
200 Free	3:18.99	3:45.79	3:40.09
400/500 Free	8:25.39	7:36.79	7:22.89
50 Back	46.99	54.89	51.99
100 Back	1:41.99	1:59.19	1:52.69
50 Breast	53.19	1:00.49	58.89
100 Breast	1:58.09	2:14.79	2:10.49
50 Fly	47.39	53.39	52.39
100 Fly	1:53.99	2:09.99	2:05.99
100 IM	1:42.59	NA	1:53.39
200 IM	3:38.49	4:09.39	4:01.49

15-16	SCY	LCM	SCM
50 Free	31.79	36.39	35.39
100 Free	1:08.89	1:19.19	1:16.89
200 Free	2:29.39	2:50.49	2:45.59
400/500 Free	6:40.59	5:58.49	5:50.69
800/1000 Free	13:49.19	12:21.29	12:05.69
1500/1650 Free	23:05.19	23:43.89	22:57.09
100 Back	1:14.69	1:27.29	1:23.39
200 Back	2:42.99	3:08.39	3:01.39
100 Breast	1:25.89	1:39.49	1:36.09
200 Breast	3:05.99	3:35.89	3:27.89
100 Fly	1:14.69	1:25.39	1:23.29
200 Fly	2:45.29	3:07.29	3:04.29
100 IM	1:16.79	1:28.29	1:25.49
200 IM	2:46.79	3:11.89	3:05.79
400 IM	5:55.89	6:47.89	6:35.09

11-12	SCY	LCM	SCM
50 Free	33.59	38.39	37.29
100 Free	1:13.59	1:24.09	1:21.29
200 Free	2:40.39	3:02.29	2:58.09
400/500 Free	7:08.79	6:23.89	6:15.49
50 Back	38.09	43.99	42.39
100 Back	1:24.79	1:38.69	1:34.19
50 Breast	42.99	48.99	47.59
100 Breast	1:34.09	1:48.89	1:44.29
50 Fly	36.49	41.29	40.59
100 Fly	1:24.39	1:36.19	1:33.99
100 IM	1:24.09	NA	1:33.19
200 IM	3:00.19	3:26.09	3:19.69

17-19	SCY	LCM	SCM
50 Free	31.39	36.19	34.79
100 Free	1:08.19	1:18.59	1:15.29
200 Free	2:28.49	2:49.59	2:44.19
400/500 Free	6:35.69	5:57.09	5:49.29
800/1000 Free	13:46.19	12:16.89	12:03.09
1500/1650 Free	22:48.49	23:30.39	22:50.29
100 Back	1:13.69	1:26.59	1:22.29
200 Back	2:39.79	3:06.89	2:58.19
100 Breast	1:24.89	1:38.69	1:34.89
200 Breast	3:03.79	3:33.09	3:24.39
100 Fly	1:13.59	1:24.29	1:21.99
200 Fly	2:43.49	3:06.79	3:01.59
100 IM	1:15.69	1:27.79	1:24.19
200 IM	2:44.39	3:10.69	3:02.99
400 IM	5:51.19	6:45.19	6:29.99

Updated: 10/12/2023

2021-2024 Boys SD SC State Qualifying Times

8 & Under	SCY	LCM	SCM
25 Free	25.29	NA	27.89
50 Free	56.89	1:05.09	1:02.79
100 Free	2:07.99	2:26.29	2:21.29
200 Free	4:22.19	4:59.89	4:49.69
25 Back	31.99	NA	35.59
50 Back	1:11.99	1:23.89	1:19.99
100 Back	2:25.99	2:48.39	2:41.89
25 Breast	35.09	NA	38.89
50 Breast	1:18.89	1:30.39	1:27.39
100 Breast	2:45.89	3:09.29	3:03.69
25 Fly	31.19	NA	34.39
50 Fly	1:10.09	1:19.39	1:17.39
100 Fly	2:46.69	3:10.19	3:05.79
100 IM	2:23.79	NA	2:39.79
200 IM	5:00.99	5:43.89	5:32.49

13-14	SCY	LCM	SCM
50 Free	32.29	36.99	35.79
100 Free	1:10.69	1:21.09	1:18.09
200 Free	2:33.99	2:56.79	2:50.19
400/500 Free	6:56.29	6:15.99	6:04.39
800/1000 Free	14:22.89	13:01.79	12:35.09
1500/1650 Free	24:01.99	24:53.19	23:53.49
100 Back	1:17.09	1:30.39	1:25.79
200 Back	2:48.29	3:16.09	3:06.99
100 Breast	1:27.59	1:42.19	1:36.79
200 Breast	3:10.19	3:41.29	3:32.29
100 Fly	1:16.79	1:27.59	1:24.99
200 Fly	2:50.39	3:14.89	3:08.49
100 IM	1:19.29	1:31.49	1:27.69
200 IM	2:52.39	3:18.79	3:10.49
400 IM	6:07.79	7:02.89	6:46.69

9-10	SCY	LCM	SCM
50 Free	42.09	48.19	46.49
100 Free	1:38.39	1:52.49	1:48.69
200 Free	3:29.69	3:59.89	3:51.69
400/500 Free	9:11.89	8:19.39	8:02.99
50 Back	53.29	1:02.09	59.19
100 Back	1:52.29	2:09.49	2:04.49
50 Breast	58.39	1:06.89	1:04.69
100 Breast	2:07.59	2:25.59	2:21.29
50 Fly	51.89	58.79	57.29
100 Fly	2:08.19	2:26.29	2:22.89
100 IM	1:50.59	NA	2:02.89
200 IM	4:00.79	4:35.09	4:25.99

15-16	SCY	LCM	SCM
50 Free	30.69	35.09	34.39
100 Free	1:07.19	1:17.59	1:14.89
200 Free	2:27.09	2:49.59	2:43.49
400/500 Free	6:39.09	5:59.39	5:51.29
800/1000 Free	13:52.49	12:33.89	12:08.49
1500/1650 Free	23:15.09	23:51.29	23:06.99
100 Back	1:13.29	1:26.39	1:21.49
200 Back	2:39.39	3:07.09	2:58.39
100 Breast	1:22.49	1:36.79	1:32.49
200 Breast	3:01.09	3:30.39	3:20.69
100 Fly	1:12.69	1:23.39	1:21.39
200 Fly	2:42.99	3:05.49	3:00.19
100 IM	1:15.19	1:27.49	1:23.59
200 IM	2:43.39	3:10.19	3:01.69
400 IM	5:52.19	6:42.89	6:31.59

11-12	SCY	LCM	SCM
50 Free	34.99	40.19	38.69
100 Free	1:16.49	1:27.59	1:24.59
200 Free	2:46.49	3:11.29	3:05.29
400/500 Free	7:29.39	6:44.39	6:33.29
50 Back	40.79	47.19	45.59
100 Back	1:29.29	1:43.59	1:38.79
50 Breast	46.19	52.79	51.09
100 Breast	1:38.69	1:55.09	1:50.49
50 Fly	39.99	45.19	44.19
100 Fly	1:30.19	1:42.19	1:40.09
100 IM	1:27.19	NA	1:36.19
200 IM	3:10.99	3:39.49	3:31.39

17-19	SCY	LCM	SCM
50 Free	30.09	34.89	33.29
100 Free	1:05.79	1:15.69	1:12.99
200 Free	2:23.39	2:46.49	2:40.19
400/500 Free	6:30.09	5:54.49	5:44.69
800/1000 Free	13:42.09	12:18.89	12:03.49
1500/1650 Free	22:46.29	23:35.89	22:43.19
100 Back	1:11.29	1:24.69	1:18.89
200 Back	2:36.09	3:03.69	2:53.99
100 Breast	1:20.99	1:34.69	1:30.39
200 Breast	2:55.89	3:26.29	3:17.09
100 Fly	1:11.09	1:21.29	1:18.49
200 Fly	2:38.79	3:01.39	2:56.79
100 IM	1:13.19	1:26.19	1:22.19
200 IM	2:39.09	3:07.19	2:58.59
400 IM	5:44.59	6:37.79	6:22.09

Updated: 10/12/2023

2021-2024 Girls SD LC State Qualifying Times

8 & Under	SCY	LCM	SCM
25 Free	21.19	NA	23.39
50 Free	47.59	53.89	52.59
100 Free	1:43.99	1:58.59	1:54.99
200 Free	3:41.49	4:11.29	4:04.99
25 Back	25.19	NA	27.79
50 Back	56.59	1:06.09	1:02.49
100 Back	1:57.89	2:17.79	2:10.29
25 Breast	28.49	NA	31.49
50 Breast	1:04.19	1:12.89	1:10.89
100 Breast	2:16.49	2:35.79	2:30.79
25 Fly	25.09	NA	27.79
50 Fly	56.49	1:03.59	1:02.39
100 Fly	2:08.89	2:26.89	2:22.39
100 IM	1:59.19	NA	2:11.69
200 IM	4:04.49	4:38.99	4:30.29

13-14	SCY	LCM	SCM
50 Free	30.19	34.49	33.49
100 Free	1:05.49	1:14.79	1:12.69
200 Free	2:21.29	2:41.79	2:37.19
400/500 Free	6:18.69	5:40.59	5:32.69
800/1000 Free	13:01.79	11:41.99	11:24.19
1500/1650 Free	21:43.19	22:23.09	21:35.69
100 Back	1:11.19	1:23.59	1:19.19
200 Back	2:34.89	2:58.69	2:51.69
100 Breast	1:21.69	1:34.79	1:30.99
200 Breast	2:57.29	3:23.99	3:16.99
100 Fly	1:10.89	1:20.39	1:18.89
200 Fly	2:36.89	2:59.19	2:54.49
100 IM	1:12.49	1:23.69	1:20.99
200 IM	2:37.59	3:01.79	2:55.89
400 IM	5:37.59	6:25.89	6:15.39

9-10	SCY	LCM	SCM
50 Free	35.19	39.89	38.89
100 Free	1:19.99	1:31.19	1:28.39
200 Free	2:57.19	3:20.99	3:15.99
400/500 Free	7:34.89	6:51.09	6:38.59
50 Back	41.89	48.89	46.29
100 Back	1:30.69	1:45.99	1:40.19
50 Breast	47.49	53.99	52.49
100 Breast	1:44.99	1:59.79	1:55.99
50 Fly	41.79	47.09	46.19
100 Fly	1:39.09	1:52.99	1:49.49
100 IM	1:31.69	NA	1:41.29
200 IM	3:15.59	3:43.19	3:36.19

15-16	SCY	LCM	SCM
50 Free	29.49	33.79	32.89
100 Free	1:03.99	1:13.49	1:11.39
200 Free	2:18.69	2:38.29	2:33.79
400/500 Free	6:11.99	5:32.89	5:25.59
800/1000 Free	12:49.99	11:28.39	11:13.89
1500/1650 Free	21:26.19	22:02.19	21:18.69
100 Back	1:09.39	1:21.09	1:17.39
200 Back	2:31.39	2:54.99	2:48.39
100 Breast	1:19.69	1:32.39	1:29.19
200 Breast	2:52.79	3:20.49	3:13.09
100 Fly	1:09.39	1:19.29	1:17.29
200 Fly	2:33.49	2:53.99	2:51.09
100 IM	1:11.29	1:21.99	1:19.39
200 IM	2:34.89	2:58.19	2:52.59
400 IM	5:30.49	6:18.79	6:06.89

11-12	SCY	LCM	SCM
50 Free	31.29	35.69	34.69
100 Free	1:08.29	1:18.09	1:15.49
200 Free	2:28.99	2:49.19	2:45.39
400/500 Free	6:38.19	5:56.49	5:48.69
50 Back	35.39	40.79	39.29
100 Back	1:18.09	1:30.99	1:26.69
50 Breast	39.99	45.49	44.19
100 Breast	1:27.19	1:40.89	1:36.59
50 Fly	33.89	38.29	37.69
100 Fly	1:17.59	1:28.49	1:26.49
100 IM	1:18.09	NA	1:26.59
200 IM	2:47.29	3:11.39	3:05.39

17-19	SCY	LCM	SCM
50 Free	29.09	33.59	32.29
100 Free	1:03.29	1:12.99	1:09.99
200 Free	2:17.89	2:37.49	2:32.49
400/500 Free	6:07.39	5:31.59	5:24.39
800/1000 Free	12:47.19	11:24.29	11:11.39
1500/1650 Free	21:10.69	21:49.59	21:12.39
100 Back	1:08.49	1:20.39	1:16.39
200 Back	2:28.39	2:53.59	2:45.39
100 Breast	1:18.79	1:31.69	1:28.09
200 Breast	2:50.69	3:17.89	3:09.79
100 Fly	1:08.29	1:18.29	1:16.09
200 Fly	2:31.89	2:53.39	2:48.69
100 IM	1:10.29	1:21.49	1:18.19
200 IM	2:32.69	2:56.99	2:49.99
400 IM	5:26.09	6:16.29	6:02.09

Updated: 10/12/2023

2021-2024 Boys SD LC State Qualifying Times

8 & Under	SCY	LCM	SCM
25 Free	22.89	NA	25.19
50 Free	51.49	58.89	56.69
100 Free	1:54.19	2:10.79	2:06.09
200 Free	3:53.39	4:26.89	4:17.89
25 Back	28.49	NA	31.69
50 Back	1:04.19	1:14.69	1:11.19
100 Back	2:09.79	2:29.69	2:23.89
25 Breast	31.29	NA	34.59
50 Breast	1:10.39	1:20.59	1:17.79
100 Breast	2:27.49	2:48.29	2:43.29
25 Fly	27.49	NA	30.29
50 Fly	1:01.69	1:09.99	1:08.19
100 Fly	2:24.89	2:45.29	2:41.49
100 IM	2:08.49	NA	2:22.79
200 IM	4:29.39	5:07.79	4:57.69

13-14	SCY	LCM	SCM
50 Free	29.89	34.39	33.19
100 Free	1:05.59	1:15.29	1:12.49
200 Free	2:22.99	2:44.09	2:37.99
400/500 Free	6:26.59	5:49.09	5:38.29
800/1000 Free	13:21.19	12:05.89	11:41.09
1500/1650 Free	22:18.89	23:06.49	22:11.09
100 Back	1:11.49	1:23.89	1:19.59
200 Back	2:36.29	3:02.09	2:53.59
100 Breast	1:21.29	1:34.89	1:29.89
200 Breast	2:56.59	3:25.49	3:17.09
100 Fly	1:11.19	1:21.29	1:18.89
200 Fly	2:38.19	3:00.89	2:54.99
100 IM	1:13.59	1:24.99	1:21.39
200 IM	2:39.99	3:04.59	2:56.79
400 IM	5:41.49	6:32.69	6:17.69

9-10	SCY	LCM	SCM
50 Free	38.09	43.59	41.99
100 Free	1:27.79	1:40.59	1:36.99
200 Free	3:06.69	3:33.49	3:26.29
400/500 Free	8:16.69	7:29.39	7:14.69
50 Back	47.49	55.29	52.69
100 Back	1:39.79	1:55.09	1:50.69
50 Breast	52.09	59.69	57.59
100 Breast	1:53.39	2:09.39	2:05.59
50 Fly	45.69	51.79	50.49
100 Fly	1:51.39	2:07.09	2:04.19
100 IM	1:38.79	NA	1:49.79
200 IM	3:35.49	4:06.19	3:58.09

15-16	SCY	LCM	SCM
50 Free	28.39	32.59	31.89
100 Free	1:02.39	1:11.99	1:09.49
200 Free	2:16.49	2:37.39	2:31.79
400/500 Free	6:10.59	5:33.69	5:26.09
800/1000 Free	12:52.99	11:40.09	11:16.49
1500/1650 Free	21:35.39	22:08.99	21:27.89
100 Back	1:08.09	1:20.19	1:15.59
200 Back	2:27.99	2:53.79	2:45.59
100 Breast	1:16.49	1:29.89	1:25.79
200 Breast	2:48.19	3:15.39	3:06.39
100 Fly	1:07.49	1:17.39	1:15.49
200 Fly	2:31.29	2:52.29	2:47.29
100 IM	1:09.79	1:21.29	1:17.69
200 IM	2:31.69	2:56.59	2:48.79
400 IM	5:26.99	6:14.09	6:03.59

11-12	SCY	LCM	SCM
50 Free	32.59	37.29	35.99
100 Free	1:10.99	1:21.29	1:18.49
200 Free	2:34.59	2:57.49	2:52.09
400/500 Free	6:57.29	6:15.49	6:05.19
50 Back	37.89	43.69	42.19
100 Back	1:22.19	1:35.49	1:30.89
50 Breast	42.89	48.99	47.39
100 Breast	1:31.39	1:46.59	1:42.29
50 Fly	37.09	41.89	40.99
100 Fly	1:22.89	1:33.99	1:32.09
100 IM	1:20.89	NA	1:29.39
200 IM	2:57.29	3:23.79	3:16.19

17-19	SCY	LCM	SCM
50 Free	27.89	32.39	30.89
100 Free	1:00.99	1:10.29	1:07.79
200 Free	2:13.09	2:34.59	2:28.79
400/500 Free	6:02.19	5:29.19	5:20.09
800/1000 Free	12:43.39	11:26.09	11:11.69
1500/1650 Free	21:08.59	21:54.69	21:05.79
100 Back	1:06.19	1:18.59	1:13.19
200 Back	2:24.89	2:50.59	2:41.49
100 Breast	1:15.09	1:27.99	1:23.89
200 Breast	2:43.29	3:11.59	3:02.99
100 Fly	1:05.89	1:15.49	1:12.79
200 Fly	2:27.49	2:48.39	2:44.19
100 IM	1:07.99	1:19.89	1:16.39
200 IM	2:27.69	2:53.69	2:45.89
400 IM	5:19.89	6:09.39	5:54.69

Updated: 10/12/2023

Seasonal Clubs Championship Meet Invitation Template

YEAR South Dakota Summer Teams Championship Meets

Hosted by **Name of Swim Club**

Month, Day, Year

Sanction #####

SANCTION: This meet is held under the sanction of South Dakota Swimming Inc and USA Swimming Inc. Current USA rules apply.

RULES: The current USA Swimming and SD Swimming rules will govern the conduct of the meet.

LIABILITY: In granting this sanction it is understood and agreed that USA Swimming Inc., South Dakota Swimming, the City of **Name of City** and **Name of Host Team** shall be free of any liability or claims for damages arising from injuries to any athletes, individuals or spectators while traveling to or from or while participating in this meet.

LOCATION: **Name of pool. Address of pool. City, State**

COURSE: **State pool length. # of lanes; Wave-calming dividers; Type of Timing System with manual back-up. The competition course has / has not been certified in accordance with 104.2.2C(4). The copy of such certification is on file with USA Swimming.**

AUDIO/VISUAL RECORDING: Use of audio or visual recording devices, including a cell phone, is not permitted changing areas, rest rooms or locker rooms (202.4.9E).

DECK CHANGING: Deck Changes are prohibited (202.4.9 I).

WATER DEPTH: Starting end depth ____; midpoint depth ____; turn end depth _____. Turn end water depth **meets/does not meet** USAS minimum requirement for racing starts per Rule 103.2.3.

FORMAT: Timed Finals

START TIMES: FRIDAY – Session 1
Time 12 & Under
Time 13& Over
Time Officials Meeting
Time Coaches Meeting
Time Meet Starts

SATURDAY – Session 2
Time 12 & Under
Time 13& Over
Time Officials Meeting
Time Coaches Meeting
Time Meet Starts

SUNDAY – Session 3
Time 12 & Under
Time 13& Over
Time Officials Meeting
Time Coaches Meeting
Time Meet Starts

MEETINGS:	There will be an official's meeting behind the announcer's table beginning at 5:30pm on Friday; 8:00am Saturday and 7:45am Sunday. There will be a coaches' meeting behind the announcer's table at 5:45pm Friday; 8:15am Saturday and 8:00am Sunday.
WARM-UPS:	Warm-ups will be conducted in accordance with the guidelines established by USA Swimming and South Dakota Swimming. South Dakota Swimming Warm-up Procedures attached will be followed.
SWIMWEAR RESTRICTIONS:	Swimwear at worn at SD meets must conform to SD Policy Rules and USA Swimming Rules & Regulations (102.8.1 and subsequent revisions thereof), its interpretation and provision for exemptions based on a swimmer's religious beliefs or medical condition.
SUPERVISION:	A USA Swimming member coach <u>must</u> supervise swimmers during warm-ups, competition and warm-down. Any swimmer entered in the meet, unaccompanied by a USA Swimming member coach, must be certified by a USA Swimming member coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement (202.4.9 D). Only registered coaches, swimmers and officials will be allowed on the pool deck
ELIGIBILITY:	<p>Age as of the first day of the meet determines the age group for the entire meet. Coaches must be insert year registered non-athlete members of USA Swimming and have met current coaching certifications. All athletes must hold a insert year Seasonal USA Swimming membership card issued by South Dakota Swimming. Swimmers who are within the 120-day transfer rule must swim UNATTACHED. Any swimmer that appears on the SD LSC exception report without registration must come to the meet prepared to show their current card or they will be deck registered before they can enter the water. The exception report will be given to the host team prior to the meet and the host team shall notify each team who appears on the exception report.</p> <p>Swimmer must be a seasonal registered Swimmer. Swimmer must have swam in two sanctioned Meets plus have swam the individual stroke once between the last day of the previous Seasonal Championship Meet and the first day of the current year's Seasonal Championship Meet. (09/23/2012)</p>
DECK ENTRIES:	Deck entries will not be allowed at this meet.
SCORING:	<p>Individual events: 9-7-6-5-4-3-2-1</p> <p>Relay events: 18-14-12-10-8-6-4-2</p> <p>The point-scoring age groups shall be:</p> <p>8 & under, 9-10, 11-12, 13-14, 15-16, 17-19.</p>
EVENT LIMIT:	Swimmers may swim in 5 individual events and 2 relays per day, one relay in their age group and one in the Open events. Open events are for swimmers age 19 and under.
SEEDING:	All heats will be run as TIMED FINALS. Please enter accurate times for meter events. All times must be from current year meets or the prior year's Summer Teams Championship Meet. Qualifying times will not be used for this meet.
TIME TRIALS:	Time Trials will not be offered at this meet.

- AWARDS:** Custom medals: 1st-3rd place individual events and relays
Ribbons: 4th-16th place individual events and 4th-8th for relays
Heat ribbons: Winners in individual events
Trophies: 1st-4th place team trophies. High point trophies will be awarded for 1-5th place and medals awarded for 6-8th in each age group, boy and girl. Points and awards will be given for Open events and these points will be counted towards team trophies.
- ENTRIES:** Teams should submit their entries via e-mail to [insert e-mail address](#). Also a hard copy along with entry fees should be mailed. A Meet Template will be available on our web site...[insert website address](#). Results will be e-mailed immediately following the meet and results will also be posted on our web site. There will be no refund of entry fees.
Mail Entries To: [Name](#) [Address](#) [City, State, Zip](#) [e-mail address](#) [Phone #](#)
- FEES:** \$5.00 South Dakota Head Tax Per Swimmer
\$3.00 Per Individual Event
\$6.00 Per Relay Team
\$3.00 Per Swimmer Pool/Timing Fee
- DEADLINE:** Entries, accompanied by the necessary fees, must be postmarked or e-mailed no later than [insert date](#) Entries received later than [insert deadline date](#) will not be eligible to participate. NO PHONE ENTRIES WILL BE ALLOWED.
- PROTESTS:** Protests of any kind will only be accepted by the Referee. Bothering other volunteer personnel with protests could lead to disqualification of the swimmer involved for that event.
- CONCESSIONS:** A concession stand run by HPRW will be open during the entire meet.
- OFFICIALS:** Meet Director: [Name, Phone #](#)
Referee: [Name](#)
Administrative Official: [Name, Phone #](#)
Starter: [Name](#)
Meet Marshall: [Name](#)
Head Stroke and Turn: [Name](#)
Head Timer: [Name](#)
Meet Officials will meet the requirements of 202.5.4. [In order for approval of a sanction, according to 2.3\(1\)\(a\) of the SD-LSC Policies and Procedures, the Meet Director, Referee, Starter, Marshall, and Head Stroke and Turn Judge must be listed above.](#)
- MISC.:** [State anything else here pertinent to the meet. Examples: Parking, facility rules, etc.](#)

SUNDAY - SESSION 3

*** Teams please provide one stroke and turn official for this meet. Also, each team will be responsible for providing timers for one lane. Thank you.**

South Dakota Swimming Inc. Date Submitted: _____

All-Star/Zone Coach Application

1. Application must be turned in to General Chair 30 days prior to the Fall LSC Meeting for All-Stars and 30 days prior to the Spring LSC Meeting for Zones.
2. The General Chair, with the advice of the Age Group Chair and the Senior Athlete Representative, shall appoint the All-Star/Zone Coaches
3. Coaches will be notified of selection at the above mentioned LSC Meetings.
4. For Coach selection, consideration will be given for:
 - a. Experience
 - b. Number of Athletes Qualified
 - c. Intent/Reason for Applying
5. Four coaches will be selected for Zones and three coaches for All-Stars.

Name of Coach: _____

Club Team: _____

E-Mail: _____

Phone: _____

Please list your experiences in the coaching profession as well as working with athletes at this level of swimming:

Swimmer's qualified for previous year's All-Star Team: _____

Swimmer's qualified for previous year's Zone Team: _____

Why would you like to be part of the South Dakota Swimming Coaching Staff?



Lisa Jorgenson, Treasurer
SD Swimming, Inc.
504 17th Ave. NE
Aberdeen, SD 57401
treasurer@sdswimming.org

South Dakota Swimming, Inc. Athlete Travel Reimbursement Form

Athlete Name: _____ Team: _____

Meet Attended/Location: _____ Date(s): _____

Events: _____

Amount Requested:

- ___ Olympic Trials \$500.00
- ___ USA National Championships \$400.00
- ___ USA Winter National Championships \$400.00
- ___ USA Junior National Championships \$400.00
- ___ USA Winter Jr. Championships \$400.00
- ___ USA Futures Championships \$300.00
- ___ NCSA Junior Nationals \$300.00
- ___ USA Pro Swim Series \$200.00
- ___ Speedo Sectionals \$150.00
- ___ Relay Only Swimmer (1/2 of eligible amount) \$ _____

(If total requests exceed the budgeted amount for the season, reimbursements will be prorated.)

The LSC will recognize and reimburse equivalent regional, national and world events for Paralympic Athletes as defined by the US Paralympic Committee.

For verification purposes, attach the page(s) from the final meet results (or the SWIMS database) showing the name of the athlete in the event(s) in which he/she competed.

By signing this form below, I certify the following:

- 1) The athlete is a member in good standing of a SD Swimming chartered swim club or registered as an unattached swimmer. AND
- 2) The athlete swam in at least two (2) SD sanctioned meets in the season they are requesting reimbursement or for an athlete who has competed in SD swim meets and was a registered athlete of SDSI for a period of 5 years swam in one (1) SD sanctioned meet in the season they are requesting reimbursement.

Signed: _____ Date: _____

Parent's Name and Address (where the check should be mailed)

This completed form and supporting meet results are due to the SDSI Treasurer by April 15th for the Winter SC Season and the August 31st for the Summer LC Season.

EXHIBIT #13 (4/7/2019)

SD Long Course Championship – Order of Events

FRIDAY - SESSION 1				FRIDAY - SESSION 2			
<u>Girls</u>			<u>Boys</u>	<u>Girls</u>			<u>Boys</u>
1	13 & OVER	1500 Free	2	3	8 & U	200 Free	4
				5	9 – 10	200 Free	6
				7	11 – 12	200 Free	8
				9	13 & Over	200 Free	10
					5 Minute Warm-Up/Down		
					After Event 9 & After Event 10		
				11	8 & U	200 IM	12
				13	9 – 10	200 IM	14
				15	11 – 12	200 IM	16
				17	13 & Over	200 IM	18
					10 Minute Break		
				19	13 - 14 200 Freestyle Relay		20
				21	15 - 19 200 Freestyle Relay		22
<u>Girls</u>	SATURDAY - SESSION 3		<u>Boys</u>	<u>Girls</u>	SUNDAY - SESSION 4		<u>Boys</u>
23	13 - 14 200 Medley Relay		24	76	8 & U	100 Fly	77
25	15 - 19 200 Medley Relay		26	78	9 – 10	100 Fly	79
	10 Minute Break			80	11 – 12	100 Fly	81
27	13 & Over	400 IM	28	82	13 & Over	200 Fly	83
	5 Minute Warm-Up/Down				5 Minute Warm-Up/Down		
	After Event 27 & After Event 28				After Event 80 & After Event 81		
29	8 & U	50 Fly	30	84	8 & U	50 Back	85
31	9 – 10	50 Fly	32	86	9 – 10	50 Back	87
33	11 – 12	50 Fly	34	88	11 – 12	50 Back	89
35	13 & Over	100 Fly	36	90	13 & Over	100 Back	91
	5 Minute Warm-Up/Down				5 Minute Warm-Up/Down		
	After Event 35 & After Event 36				After Event 88 & After Event 89		
37	8 & U	100 Back	38	92	8 & U	50 Breast	93
39	9 – 10	100 Back	40	94	9 – 10	50 Breast	95
41	11 – 12	100 Back	42	96	11 – 12	50 Breast	97
43	13 & Over	200 Back	44	98	13 & Over	100 Breast	99
	5 Minute Warm-Up/Down				5 Minute Warm-Up/Down		
	After Event 43 & After Event 44				After Event 96 & After Event 97		
45	8 & U	100 Breast	46	100	8 & U	100 Free	101
47	9 – 10	100 Breast	48	102	9 – 10	100 Free	103
49	11 – 12	100 Breast	50	104	11 – 12	100 Free	105
51	13 & Over	200 Breast	52	106	13 & Over	100 Free	107
	5 Minute Warm-Up/Down				10 Minute Break		
	After Event 51 & After Event 52			108	Mixed 8 & U	200 Medley Relay	
53	8 & U	50 Free	54	109	9 – 10	200 Medley Relay	110
55	9 – 10	50 Free	56	111	11 – 12	200 Medley Relay	112
57	11 – 12	50 Free	58	113	13 – 14	400 Medley Relay	114
59	13 & Over	50 Free	60	115	15 – 19	400 Medley Relay	116
	10 Minute Break				15 Minute Break		
61	Mixed 8 & U	200 Free Relay		117	13 & Over	800 Free	118
62	9 – 10	200 Free Relay	63				
64	11 – 12	200 Free Relay	65				
66	13 – 14	400 Free Relay	67				
68	15 – 19	400 Free Relay	69				
	15 Minute Break						
70	9 – 10	400 Free	71				
72	11 – 12	400 Free	73				
74	13 & Over	400 Free	75				

SD Short Course Championship – Order of Events

Thursday PM	Friday Prelims	Saturday Prelims	Sunday Prelims
13 & Over 1650 Free	11-12 100 Free	11-12 100 IM	13 & Over 100 IM
10 Min. Break	13 & Over 200 Free	13 & Over 200 IM	11-12 100 Back
13-14 800 Free Relay	11-12 50 Breast	11-12 50 Free	13 & Over 200 Back
15 & Over 800 Free Relay	13 & over 100 Breast	13 & Over 50 Free	**5 Min Break**
	10 Min Break	**10 Min Break**	11-12 200 Free
	11-12 50 Fly	11-12 100 Breast	13 & Over 100 Free
	13 & Over 100 Fly	13 & Over 200 Breast	**5 Min Break**
	11-12 200 IM	11-12 50 Back	11-12 100 Fly
	13 & Over 400 IM	13 & Over 100 Back	13 & Over 200 Fly
	** 10 Min Break**	**10 Min Break**	**10 Min Break**
	13-14 200 Medley Relay	13 & Over 500 Free	11-12 200 Medley Relay
	15 & Over 200 Medley Relay		13-14 400 Medley Relay
	11-12 500 Free (Timed Final)		15 & O 400 Medley Relay
		Saturday Timed Finals	**10 Min Break**
	Friday Timed Finals	Mixed 8 & U 100 Medley Relay	13 & Over 1000 Free
	8 & Under 200 Free	9-10 200 Medley Relay	
	10 & Under 500 Free	**10 Min Break**	
		9-10 200 IM	Sunday Timed Finals
	Friday Finals	**5 Min Break**	Mixed 8 & U 200 Free Relay
	13-14 200 Free Relay	8 & Under 25 Back	9-10 200 Free Relay
	15 & Over 200 Free Relay	**5 Min Break**	**10 Min Break**
	10 Min. Break	9-10 100 Breaststroke	9-10 100 IM
	11-12 100 Free	**5 Min Break**	8 & Under 100 IM
	13 & Over 200 Free	8 & Under 25 Breaststroke	**5 Min Break**
	11-12 50 Breast	**5 Min Break**	9-10 200 Free
	13 & over 100 Breast	9-10 50 Fly	**5 Min Break**
	11-12 50 Fly	8 & Under 50 Fly	8 & Under 25 Free
	13 & Over 100 Fly	**5 Min Break**	*5 Min Break*
	11-12 200 IM	9-10 100 Backstroke	9-10 50 Breast
	13 & Over 400 IM	8 & Under 50 Free	8 & Under 50 Breast
		5 Min Break	**5 Min Break**
		9-10 50 Free	9-10 100 Fly
			5 Min Break
		Saturday Finals	8 & Under 25 Fly
		11-12 200 Free Relay	*5 Min Break*
		13-14 400 Free Relay	9-10 50 Back
		15 & Over 400 Free Relay	8 & Under 50 Back
		10 Min. Break	**5 Min Break**
		11-12 100 IM	9-10 100 Free
		13 & Over 200 IM	8 & Under 100 Free
		11-12 50 Free	
		13 & Over 50 Free	Sunday Finals
			13 & Over 1000
		11-12 100 Breast	**10 Min Break**
		13 & Over 200 Breast	13 & Over 100 IM
		11-12 50 Back	11-12 100 Back
		13 & Over 100 Back	13 & Over 200 Back
		10 Min Break	**5 Min Break**
		13 & Over 500 Free	11-12 200 Free
			13 & Over 100 Free
			5 Min Break
			11-12 100 Fly
			13 & Over 200 Fly

Meet Invitation SC State Meet Template

YEAR SD Name of the meet
Hosted by Name of Host Club
Date(s) of Meet
Sanction # SD #####

- Sanction:** This meet is held under the sanction of South Dakota Swimming Inc and USA Swimming Inc.
- Rules:** The current USA Swimming and SD Swimming rules will govern the conduct of the meet.
- Liability:** In granting this sanction it is understood and agreed that USA Swimming, South Dakota Swimming, the City of Name of City and Name of Host Team shall be free of any liability or claims for damages arising by reason of injuries to anyone during the conduct of the event
- Location:** Name and address of pool.
- Course:** State - pool length; # of lanes; wave-calming dividers; type of timing system with manual backup. The competition course has / has not been certified in accordance with USAS Rule104.2.2C (4).
- Audio/
Visual Recording:** Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms (202.4.9 H).
- Deck Changing:** Deck Changes are prohibited (202.4.9 I).
- Water Depth:** Starting end depth ____; midpoint depth ____; turn end depth _____. Turn end water depth meets / does not meet USAS minimum requirement for racing starts per Rule 103.2.3.
- Format:**
11 & Over Format
A 3 day prelim/final for all 11 & Over swimmers. 11-12 age group will come back with just an A final. 13 & Overs will come back with an A & B Final for 13-14 and 15 & Over age groups. Prelims will be seeded as mixed age and single gender. The 400 IM & 500 Free will be A Final only. 1000 will be swam timed finals with the fastest heat of 13 & Overs of each gender swimming with finals. The remaining heats of 1000s will be swum fastest to slowest.
- 10 & Under Format
A 2 day timed final for the 10 & Unders. Swimmers will swim as 8 & Under and 9-10.
- 1650 Session
Will be swam timed finals, fastest to slowest, on Friday in between prelims & finals.
- Starting Times:** Warm-ups starting times & # of sessions. Meet start times.
- Meetings:** When/ where

Warm-ups:	Warm-ups will be conducted in accordance with the guidelines established by USA Swimming and South Dakota Swimming. South Dakota Swimming Warm-up Procedures attached will be followed. (<i>Attach SD Warm up Procedures</i>)
Swimwear Restrictions:	Swim wear worn at SD meets must conform to SD Policy Rules and USA Swimming Rules & Regulations (Art. 102.8.1 and subsequent revisions thereof), its interpretation and provision for exemptions based on a swimmer's religious beliefs or medical condition.
Supervision:	A USA Swimming member coach must supervise swimmers during warm-ups, competition and warm-down. Any swimmer entered in the meet, unaccompanied by a USA Swimming member coach, must be certified by a USA Swimming member coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement (202.5.2). Only registered coaches, swimmers and officials will be allowed on the pool deck.
Eligibility:	<p>All swimmers, coaches, clubs and officials must be currently registered with USA Swimming. No coach or official will be permitted to be on deck without proof of current USA Swimming Certification using USA Swimming Deck Pass or printed USA Swimming card and a photo identification.</p> <p>The age of the swimmer on the first day of the meet determines the age of the swimmer for the entire meet. No Swimmer will be permitted to compete unless the swimmer is a member as provided in Article 302 (202.4.9 E).</p>
Deck Registration:	On Deck USA Swimming registration will be not permitted.
Deck Entries:	Deck entries will not be allowed if space is available and at the discretion of the Meet Referee.
Scoring:	Individual Scoring (1-16) – 17-15-14-13-12-11-10-9-8-7-6-5-4-3-2-1; Relay Scoring (1-8) – 34-30-28-26-24-22-20-18. All awards and scoring will be determined by the swimmer's final time. The point-scoring age groups shall be 8 & Under, 9-10, 11-12, 13-14, 15-16, 17-19. The 13-14, 15-16, 17-19, & 20/Over age groups will be seeded together and will swim together, but will be awarded and scored separately. There will be a non-scoring 20 and Over Age Group.
Event Limit:	Swimmers may swim a maximum of 7 individual events for the meet for all ages. 11 & Overs may swim no more than 3 per day. 10 & Unders may swim no more than 5 events per day. Swimmers may swim 4 relay events for the meet, but no more than 2 per day.
Relays:	Swimmers may enter each relay event. Each team is entitled to enter a minimum of one relay per event regardless of swimmers' qualifications. However, if a club enters more than one relay in an event, it may have only one (1) swimmer per relay event who has no SD Championship Meet qualifying time. Swimmers who are eligible to swim in relay events will be subject to SDLSC head tax. 8 & Under relays can be a mix of all girls, all boys, or combination thereof.
Seed Committee:	The three person seed committee shall include the Championship Meet director, Referee, and a coach of a team attending the Championship meet whose name is randomly selected by the Meet Director prior to the meet. Errors and omissions may be corrected at the discretion of the seed committee.

Seeding:	Seeding priority will be short course yards (SCY), short course meters (SCM), long course meters (LCM). All events with the exception of the 1000 & 1650 will be seeded slowest to fastest, with the last 3 heats being circle seeded. 12 & Under timed final events will all be swam slowest to fastest. The 1000 & 1650 will be swam fastest to slowest alternating girls and boys.
Time Trials:	<p>Time trials will be held at the conclusion of each session at the discretion of the Meet Referee. The following limitations shall apply:</p> <ol style="list-style-type: none"> 1. The swimmer must be entered in the meet. 2. Time trials will not change awards or scores. 3. The swimmer may only swim a total of 5 individual events per day. 4. There will not be an additional cost for time trials. 5. Coaches are responsible to turn in time trial requests to the Meet Director as soon as possible. 6. Time trials should be limited to those swimmers who have a reasonable chance to make their goal time.
Awards:	No Change to awards
Entries:	Teams are encouraged to submit their entries by e-mail using Hy-Tek Team Manager software. E-mail entries to: Name , e-mail address . Mail a printed copy of the entries and a check for entry fees payable to Name of Host Club . Mail to: Mailing Address , City , State , Zip Code
Fees:	<p>SD Head Tax: \$5.00 per swimmer</p> <p>Individual Events: \$ _____</p> <p>Relay Events: \$ _____</p> <p>Other Fees: \$ _____</p>
Deadline:	All entries and entry fees must be received no later than date .
Protests:	Protests of any kind must be submitted to the referee in writing and will only be from the team coach. Bothering other volunteer personnel with protests could result in disqualification of the swimmer from the event or meet.
Concessions:	A concession stand will be open during the entire meet.
Officials:	<p>Meet Director: Name; Phone #</p> <p>Referee: Name</p> <p>Administrative Official: Name, Phone #</p> <p>Starter: Name</p> <p>Head Stroke & Turn: Name</p> <p>Marshall Name</p> <p>Head Timer Name</p> <p>Meet Director, Referee & Starters must be registered USA Swimming members for the current year. Meet Officials will meet the requirements of 202.5.4. In order for approval of a sanction, according to 2.3(1)(a) of the SD-LSC Policies and Procedures, the Meet Director, Referee, Starter, Marshal, and Head Stroke and Turn Judge must be listed above.</p>
Scratch Procedure:	USA Swimming national scratch procedures will be in effect for the prelim/finals portion of this meet. The 10 & Under timed finals events will have no scratch penalties.

Misc: State anything else here pertinent to the meet. Examples: Parking, facility rules, etc.

Order of Events: Attach on to next page.

Attach SD Warm-Up Procedures

(Revised 10/2016)

State Championship Meet Invitation Template
YEAR SD Long Course State Championship Swim Meet
Hosted by South Dakota LSC and **Name of Swim Club**
Month, Day, Year
Meet Sanction # SD#####
Time Trial Sanction # SD#####

SANCTION: This meet is held under the sanction of USA Swimming Inc., and South Dakota Swimming, Inc.

RULES: The current USA Swimming and SD Swimming rules will govern the conduct of the meet.

LIABILITY: In granting this sanction it is understood and agreed that USA Swimming, South Dakota Swimming, **Name of Swim Club**, and the **Name of City** shall be free of any liability or claims for damages arising by reason of injuries to anyone during the conduct of the event.

LOCATION: **Name of Pool**
Address of Pool
City, State, Zip

COURSE: **State – pool length; # of lanes;** wave-calming dividers; **type of** timing system with manual backup. The competition course **has/has not** been certified in accordance with USAS Rule 104.2.2C (4).

AUDIO/VISUAL RECORDING: Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms (202.4.9 H).

DECK CHANGING: Deck Changes are prohibited (202.4.9 I).

WATER DEPTH: Starting end depth ____; midpoint depth ____; turn end depth _____. Turn end water depth **meets/does not meet** USAS minimum requirement for racing starts per Rule 103.2.3.

FORMAT: This will be a **combined meet / split meet** swam as timed finals.

MEETING: There will be an official's meeting 1 hour prior to the start of each session. The timers meeting will be held 30 minutes prior to the start of each session. There will be one coaches meeting held immediately after warm-ups prior to the start of session 2. Additional coach's meetings may be held at the discretion of the meet referee.

START TIMES: **Adjust # of Sessions as needed. Split Meets will have 6 sessions. Combined Meets will have 4. Add or delete 45 min. warm-up periods as needed: Limit 20/lane SC, 25/lane LC**

Teams will be notified by noon on Wednesday, **Month, Day**, of warm-up times and lane assignments.

Friday Month, day - Session 1

Time Warm-up A
Time Warm-up B
Time Officials Meeting
Time Meet Starts

Friday Month, day - Session 2

Time Warm-up A
Time Warm-up B
Time Officials/Coaches Meeting
Time Meet Starts

Saturday Month, day - Session 3 Saturday Month, Day - Session 4

Time Warm-up A
Time Warm-up B
Time Officials Meeting
Time Meet Starts

Time Warm-up A
Time Warm-up B
Time Officials Meeting
Time Meet Starts

Sunday Month, day - Session 5

Time Warm-up A
Time Warm-up B
Time Officials Meeting
Time Meet Starts

Sunday Month, Day - Session 6

Time Warm-up A
Time Warm-up B
Time Officials Meeting
Time Meet Starts

WARMUPS: Warm-ups will be conducted in accordance with the guidelines established by USA Swimming and South Dakota Swimming. South Dakota warm-up procedures attached will be followed.

SWIMWEAR RESTRICTIONS: Swimwear worn at South Dakota meets must conform to SD Policy Rules and USA Swimming Rules & Regulations (102.8.1 and subsequent revisions thereof), its interpretation and provision for exemptions based on a swimmer's religious beliefs or medical condition.

SUPERVISION: A USA Swimming member coach must supervise swimmers during warm-ups, competition and warm-down. **Any swimmer entered in the meet, unaccompanied by a USA Swimming member coach, must be certified by a USA Swimming member coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement (202.4.9 D).** Only registered coaches, swimmers, officials, timers and designated volunteers will be allowed on the pool deck.

ELIGIBILITY: All swimmers, coaches, clubs, and officials must be currently registered with USA Swimming and SD Swimming. Age as of the **first day of the meet** determines the age of the swimmer for the entire meet. 1st & 2nd place finishers at the State B with less than SDQ times will receive a pass to swim the event at the SD State Championship meet. Swimmers receiving a pass will be seeded with a "NT" time and will be considered a qualifier for relays at the State Championship meet. All other swimmers must have attained a state qualifying time from the first day of the Championship Meet of the previous year and the entry deadline date for the current year's Championship Meet. This is a closed meet. Any swimmer who does not meet eligibility requirements may petition, in writing, to the seed committee to be included in this meet. The request must be completed before the entry deadline. All memberships will be checked. The time used must be a qualifying time for the pool that it was swam in. You may not qualify by virtue of a converted time only. However, if a time is a qualifying time in the pool it was swam in, it will be honored even if it converts to a non-qualifying time.

DECK

REGISTRATION: On Deck Registrations will not be permitted.

DECK ENTRIES: Deck entries will not be allowed.

SCORING: Individual Scoring (1-16) – 17-15-14-13-12-11-10-9-8-7-6-5-4-3-2-1; Relay Scoring (1-8) –34-30-28-26-24-22-20-18. All awards and scoring will be determined by the swimmer's final time. The point-scoring age groups shall

be 8 & Under, 9-10, 11-12, 13-14, 15-16, 17-19. The 13-14, 15-16, 17-19, & 20/Over age groups will be seeded together and will swim together, but will be awarded and scored separately. There will be a non-scoring 20 and Over Age Group.

PROOF OF TIMES:

A \$100 fine will be assessed for each individual or relay event in which the qualifying time standard was not met, unless the time standard can be proven with a USA Swimming sanctioned or approved meet result summary per SD Swimming Policies and Procedures 9.16.1.

EVENT LIMIT:

Each swimmer may swim a maximum of seven (7) individual events for the meet, with no more than five (5) events per day.

RELAYS:

Swimmers may enter a maximum of one relay per day. Each team is entitled to enter a minimum of one relay per event regardless of swimmers' qualifications. However, if a club enters more than one relay in an event, it may have only one (1) swimmer per relay event who has no SD Championship Meet qualifying time. Swimmers who are only eligible to swim in relay events, will be subject to SDLSC head tax. Relays for 8 & under can be a mix of all girls, all boys, or combination thereof.

SEED COMMITTEE:

The three person committee shall include the Championship Meet Director, Referee, and a Coach of a team attending the Championship Meet whose name is randomly selected by the Meet Director prior to the meet. Errors and omissions may be corrected at the discretion of the seed committee.

TIME TRIALS:

Time trials will be held at the conclusion of each session at the discretion of the Meet Referee. The following limitations shall apply:

1. The swimmer must be entered in the meet.
2. Time trials will not change awards or scores.
3. The swimmer may only swim a total of 5 individual events per day.
4. There may be an additional cost for time trials.
5. Coaches are responsible to turn in time trial requests to the Meet Director as soon as possible.
6. Time trials should be limited to those swimmers who have a reasonable chance to make their goal time.
7. Time Trials will only be allowed if they do not interfere with the announced start of the next warm-up/meet session.

AWARDS:

OVERALL STATE CHAMPION: One individual patch is awarded to the overall champion when the swimmer first attains first place at a State Championship meet in an individual event. One relay patch is awarded to the relay champion team when the relay team swimmers first attains first place at a state championship meet in a relay event. Thereafter, each year the swimmer is awarded only the rocker when an overall first place is earned for each individual or relay event.

INDIVIDUAL AWARDS: Medals (1st through 8th) and Ribbons (9th through 16th) will be awarded to the top sixteen swimmers in each individual event.

RELAYS: Medals (1st through 8th) will be awarded in each age group.

TEAM TROPHIES will be awarded to the 1st through 3rd place teams.

INDIVIDUAL HIGH POINT AWARDS: High point awards will be awarded to the top five (5) individuals in each age group and gender.

PERCENTAGE TROPHY will be awarded to the team with the most points per entry, calculated after excluding relay points. Minimum of 7 swimmers with individual events is required to compete for the Percentage Trophy.

JIM VORHEES SPIRIT AWARD will be presented to the team demonstrating the best sportsmanship and team spirit at the Championship Meet. The recipients of the spirit award will be determined by a five-person committee comprised of a representative from five teams drawn at random at the beginning of the meet. This award will be given on Sunday.

COACH OF THE YEAR AWARD will be presented at the Long Course Championships to the Seasonal Teams coach and to the Year-Round coach who have exemplified the qualities of competence, sportsmanship and dedication.

ERNIE GUNDERSON AWARDS will be presented at the Long Course Championships in memory of Ernie Gunderson, of Rapid City, sponsored by the Robert S. Golden family of Sioux Falls.

SOUTH DAKOTA SWIMMING SCHOLARSHIPS will be presented at the Long Course Championships.

SENIOR RECOGNITION Senior athletes will be recognized at State A during an assigned time period during the warm-up/cool-down period. Coaches will send the name(s) of their team's seniors to the Meet Director by e-mail. The Meet Director will assign a warm-up/cool-down time frame for that senior swimmer to be honored. Deadline for the senior names is the deadline of meet entries. Deadline for the senior bio forms (Exhibit 17) will be the start of the meet the day of recognition assigned.

ENTRIES: Teams are encouraged to submit their entries via e-mail using the Hy-Tek program. Send actual times with the indication of the course swum, as the meet management program will convert the times automatically. Also mail a hard copy, along with a check payable to **South Dakota Swimming, Inc.** to the address below.

Mail Entries to:

Name

Address

City, State, Zip

Phone #

E-mail address

FEES: \$4.00 per individual event
\$5.00 per relay event
\$5.00 Head Tax Fee
\$_____ per swimmer facility fee [Determined by SD Policies & Procedures RULE 11.18(4)]

THERE WILL BE NO REFUND OF FEES

Administration fee of \$20 will be collected for not using windows version of Hy-Tek.

DEADLINE: All entries and entry fees must be received by **6:00 p.m. on Monday** following the State B Meet.

- PROTESTS:** Protests of any kind must be in writing and will only be accepted by the Referee from the team's Coach. Bothering other volunteer personnel with protests could lead to disqualification of the swimmer involved in that event or meet.
- CLERK OF COURSE:** There will be no clerk of course.
- SCRATCHES:** National scratch procedures per USA Swimming will be enforced for any events designated as Prelim/Final. A scratch box will be located at the Meet Director's table. Please use the forms for all scratches and deposit in the box. Please have all scratches submitted prior to the start of specifics each day. In the event a swimmer fails to compete in an event they were not previously scratched from they will be barred from any remaining individual and relay events that day.
- TIMING:** **All teams** must provide timers. Along with timing, all clubs are expected to help run the timing equipment and work at the timing table. Sign-up sheets will be posted on the SD Swimming website and any time slots not filled will delay the continuation of the meet.
- Each team is responsible for providing lane timers during the meet. Swimmers entered in the **SC 500 / 400** freestyle must provide their own counters. Swimmers entered in the **1000 / 800** and **1650 / 1500** must provide their own counters and timers.
- OFFICIALS:** Meet Director:
Meet Referee:
Administrative Official:
Head Starter:
Head Stroke & Turn:
Meet Marshal:
Head Timers:
- All Registered Officials are welcome and needed to volunteer at the Championship Meet. Meet Officials will meet the requirement of 202.5.4. [In order for approval of a sanction, according to 2.3\(1\)\(a\) of the SD-LSC Policies and Procedures, the Meet Director, Referee, Starter, Marshal, and Head Stroke and Turn Judge must be listed above.](#)
- CONCESSION:** [A Concession Stand will be available.](#)
- CLOTHING:** [_____ will provide clothing and swim gear for sale.](#)
[State Championship Meet Shirts will also be available.](#)
- HOSPITALITY:** Coaches and Officials Hospitality will be provided.

**Add one of the 3 possible Orders of Events for B/C & State Championship Meets
(See EXHIBIT 13 of SD Policies & Procedures Manual)**

Add SD Warm-Up Procedures (See EXHIBIT 9 OF SD Policies & Procedures Manual)

State B Meet Invitation Template
YEAR SD Short / Long Course State B Swim Meet
Hosted by **Name of Swim Club**
Month, Day, Year
Meet Sanction # SD##### Time Trial Sanction # SD#####

- SANCTION:** This meet is held under the sanction of USA Swimming Inc., and South Dakota Swimming, Inc.
- RULES:** The current USA Swimming and SD Swimming rules will govern the conduct of the meet.
- LIABILITY:** In granting this sanction it is understood and agreed that USA Swimming, South Dakota Swimming, *Name of Host Club*, and the *Name of City* shall be free of any liability or claims for damages arising by reason of injuries to anyone during the conduct of the event.
- LOCATION:** *Name of Pool*
Address of Pool
City, State, Zip
- COURSE:** **State – pool length; # of lanes;** wave-calming dividers; **type of** timing system with manual backup. The competition course **has/has not** been certified in accordance with USAS Rule 104.2.2C (4).
- AUDIO/VISUAL RECORDING:** Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms (202.4.9 H).
- DECK CHANGING:** Deck Changes are prohibited (202.4.9 I).
- WATER DEPTH:** Starting end depth ____; midpoint depth ____; turn end depth _____. Turn end water depth **meets/does not meet** USAS minimum requirement for racing starts per Rule 103.2.3
- FORMAT:** This will be a **combined meet / split meet** swum as timed finals.
- MEETING:** There will be an official's meeting 1 hour prior to the start of each session. The timers meeting will be held 30 minutes prior to the start of each session. There will be one coaches meeting held immediately after warm-ups prior to the start of session 2. Additional coach's meetings may be held at the discretion of the meet referee.
- START TIMES:** *Adjust # of Sessions as needed. Split Meets will have 6 sessions, Combined Meets: 4.*
Add or delete 45 min. warm-up periods as needed: Limit 20/lane SC, 25/lane LC

Teams will be notified by MEETINGS noon on Wednesday, **Month, Day**, of warm-up times and lane assignments.

Friday **Month, day - Session 1**
Time Warm-up A
Time Warm-up B

Friday **Month, day - Session 2**
Time Warm-up A
Time Warm-up B

Time Officials Meeting
Time Meet Starts

Time Officials/Coaches Meeting
Time Meet Starts

Saturday Month, day - Session 3

Time Warm-up A
Time Warm-up B
Time Officials Meeting
Time Meet Starts

Saturday Month, Day - Session 4

Time Warm-up A
Time Warm-up B
Time Officials Meeting
Time Meet Starts

Sunday Month, day - Session 5

Time Warm-up A
Time Warm-up B
Time Officials Meeting
Time Meet Starts

Sunday Month, Day - Session 6

Time Warm-up A
Time Warm-up B
Time Officials Meeting
Time Meet Starts

WARM-UPS: Warm-ups will be conducted in accordance with the guidelines established by USA Swimming and South Dakota Swimming. South Dakota warm-up procedures attached will be followed.

SWIMWEAR RESTRICTIONS: Swimwear worn at South Dakota meets must conform to SD Policy Rules and USA Swimming Rules & Regulations (Art.102.8.1 and subsequent revisions thereof), its interpretation and provision for exemptions based on a swimmer's religious beliefs or medical condition.

SUPERVISION: A USA Swimming member coach must supervise swimmers during warm-ups, competition and warm-down. **Any swimmer entered in the meet, unaccompanied by a USA Swimming member coach, must be certified by a USA Swimming member coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement (202.4.9 D).** Only registered coaches, swimmers, officials, timers and designated volunteers will be allowed on the pool deck.

ELIGIBILITY: All swimmers, coaches, clubs, and officials must be currently registered with USA Swimming and SD Swimming. No coach or official will be permitted to be on deck without proof of current USA Swimming Certification using USA Swimming Deck Pass or printed USA Swimming card and a photo identification.

Age as of the [first day of the meet](#) determines the age of the swimmer for the entire meet. Swimmers may enter events in which they have NOT attained a state qualifying time from [the last day of the State B Meet of the previous year](#) and the entry deadline [date for the current year's State B Meet](#).

DECK

REGISTRATION: On Deck Registrations will not be permitted.

DECK ENTRIES: Deck entries will not be allowed.

SCORING: Individual Scoring (1-16) – 17-15-14-13-12-11-10-9-8-7-6-5-4-3-2-1; Relay Scoring (1-8) –34-30-28-26-24-22-20-18. All awards and scoring will be determined by the swimmer's final time. The point-scoring age groups shall be 8 & Under, 9-10, 11-12, 13-14, 15-16, 17-19. The 13-14, 15-16, 17-19, &

20/Over age groups will be seeded together and will swim together, but will be awarded and scored separately.

PROOF OF TIMES:

A \$100 fine will be assessed for each individual or relay event in which the qualifying time standard was not met, unless the time standard can be proven with a USA Swimming sanctioned or approved meet result summary per SD Swimming Policies & Procedures 9.16.1.

EVENT LIMIT:

Each swimmer may swim a maximum of seven (7) individual events for the meet, with no more than five (5) events per day.

RELAYS:

Swimmers may enter a maximum of one relay per day. A swimmer may not swim a relay leg that corresponds to an event in which the swimmer has a SD Qualifying Time. Relays for 8 & under can be a mix of all girls, all boys, or combination thereof.

SEED COMMITTEE:

The three person committee shall include the Meet Director, Referee, and a Coach of a team attending the Meet whose name is randomly selected by the Meet Director prior to the meet. Entry errors and omissions may be corrected at the discretion of the seed committee.

SEEDING:

Seeding priority will be short course (SCY), short course meters (SCM), long course meters (LCM). All events will be swum slowest to fastest.

TIME TRIALS:

Time trials will be held at the conclusion of each session at the discretion of the Meet Referee. The following limitations shall apply:

1. The swimmer must be entered in the meet.
2. Time trials will not change awards or scores.
3. The swimmer may only swim a total of 5 individual events per day.
4. There may be an additional cost for time trials.
5. Coaches are responsible to turn in time trial requests to the Meet Director as soon as possible.
6. Time trials should be limited to those swimmers who have a reasonable chance to make their goal time.

EXHIBITION:

There will be a non-scoring 20 and Over Age Group.

AWARDS

INDIVIDUAL AWARDS: Medals (1st through 3rd) and Ribbons (4th through 16th) will be awarded to the top sixteen swimmers in each individual event. 1st & 2nd place finishers with less than SDQ times will receive a pass to swim the event at the following SD State Championship meet. Swimmers receiving a pass will be seeded with a "NT" time and will be considered a qualifier for relays at the State Championship meet.

RELAYS: Medals (1st through 3rd) and Ribbons (4th through 8th) will be awarded in each age group.

INDIVIDUAL HIGH POINT AWARDS: High point awards will be awarded to the top five (5) individuals in each age group and gender.

OTHER:

TEAM TROPHIES will be awarded to the 1st through 3rd place teams.

PERCENTAGE TROPHY will be awarded to the team with the most points per entry, calculated after excluding relay points. Minimum of 7 swimmers with individual events is required to compete for the Percentage Trophy.

The ELKS TEAM SPIRIT AWARD will be presented to the team demonstrating the best sportsmanship and team spirit at the State B Meet. The recipients of the spirit award will be determined by a five-person committee comprised of a representative from five teams drawn at random at the beginning of the meet. This award will be given on Sunday.

ENTRIES: Teams must submit their entries via e-mail using the Hy-Tek program. Send actual times with the indication of the course swum, as the meet management program will convert the times automatically. Also mail a hard copy, along with a check payable to [Name of Host Club](#) to the address below.

Mail Entries to:

[Name](#)

[Address](#)

[City, State, Zip](#)

[Phone #](#)

[E-mail address](#)

FEES: \$4.00 per individual event
\$5.00 per relay event
\$5.00 Head Tax Fee
\$_____ per swimmer facility fee [[Determined by SD Policies & Procedures RULE 12.12\(4\)\]](#)]

THERE WILL BE NO REFUND OF FEES

DEADLINE: All entries must be submitted by e-mail by 6:00 p.m. CST on Monday [date of the Mon. prior to the meet.](#)

PROTESTS: Protests of any kind must be in writing and will only be accepted by the Referee from the team's Coach. Bothering other volunteer personnel with protests could lead to disqualification of the swimmer involved in that event or meet.

CLERK OF COURSE: There will be no clerk of course.

SCRATCHES: National scratch procedures per USA Swimming will be enforced for any events designated as Prelim/Final. A Scratch box will be located the Meet Director's table. Please use the forms for all scratches and deposit in the box. Please have all scratches submitted to the scratch box at the end of warm-ups each session.

TIMING: Each team is responsible for providing lane timers during the meet. Swimmers entered in the [SC 500 / 400](#) freestyle must provide their own counters. Swimmers entered in the [1000 / 800](#) and [1650 / 1500](#) must provide their own counters and timers.

OFFICIALS: Meet Director:
Meet Referee:
Administrative Official:
Head Starter:
Head Stroke & Turn:
Meet Marshal:
Head Timers:

All Registered Officials are welcome and needed to volunteer at the State B Meet. Meet Officials will meet the requirements of 202.5.4. In order for approval of a sanction, according to 2.3(1)(a) of the SD-LSC Policies and Procedures, the Meet Director, Referee, Starter, Marshal, and Head Stroke and Turn Judge must be listed above.

CONCESSION: A Concession Stand will be available.

CLOTHING: _____ will provide clothing and swim gear for sale.

HOSPITALITY: Coaches and Officials Hospitality will be provided.

**Add one of the 3 possible Orders of Events for B/C and State Championship Meets
(See EXHIBIT 13 of SD Policies & Procedures Manual)**

Add SD Warm-Up Procedures (See EXHIBIT 9 of SD Policies & Procedures Manual)

Senior Bio

Name of Swimmer _____ Team _____

Number of Years in Swimming _____

High School Honors/Achievements

Academic _____

Athletic _____

Other _____

Future Plans

South Dakota Swimming, Inc.

Code of Conduct

CODE OF CONDUCT FOR SDLSC SWIMMERS GOVERNING PARTICIPATION IN THE PROGRAM AND THROUGHOUT THE ENTIRE SWIM YEAR.

PURPOSE

The purpose of this code is to promote the best possible individual, team, and program responsibility which supports the development of first-class citizens at all times.

PART I – GENERAL CODE OF CONDUCT RULES

1. All participating team members will abide by this code of conduct.
2. All participants will wear designated team suits and T-shirts during all competition.
3. All athletes will participate in all designated championship meets they are qualified for.
4. Curfews at team travel events, as a member of SD-LSC or USA Swimming sponsored event and at all related activities will be obeyed. Extension will only be granted by the Head Coach. Curfew is not enforced if participant is with parents.
5. Male and Female swimmers may not be in each other's room on any team trip unless supervised by designated Club official.
6. Use of alcoholic beverages is unacceptable at any time during the swim year.
7. Use of drugs other than those prescribed by your physician is unacceptable at any time during the year.
8. Smoking is unacceptable at any time during the year.
9. Disrespectful, indiscreet or destructive behavior will not be tolerated. It is the responsibility of each swimmer to make every effort to avoid guilt by association with such activities at any time during the year.
10. All participants and their parents have a responsibility to do their best to ensure that this Code of Conduct is adhered to and to help ensure the safety of these Program participants.

PART II- VIOLATION OF THE CODE OF CONDUCT RULES

1. **At the discretion of the Head Coach** any one or all of the following penalties will be applied:
2. Swimmer may be scratched from the meet.
3. Swimmer may be sent home immediately from practice or meet at his own expense and if there is extra expense it will be swimmer's responsibility.
4. Swimmer may be suspended from the team until the swimmer and parents have had a conference with the Head Coach and appropriate disciplinary actions have been implemented. This is automatic with violations of General Conduct Rules 5, 6, 7 and (or) 8.
5. Violation of General Conduct Rules 4,5,6,7,8, and (or) 9 on team trips will result in the swimmer being suspended from ALL team trips for the remainder of the swim year and/or a specific period determined by the Head Program Coach.

I, hereby agree to abide by the rules of conduct as set forth in Part I above and acknowledge that, should I violate any provision in Part I, I will be subject to disciplinary action, as set forth in Part II, including suspension.

Signature of Swimmer

Date

Signature of Parent/Guardian

Date

EXHIBIT #19 (04/06/2013)

Approved Meet Application

This application is to request a swim meet within the boundaries of the South Dakota LSC for Approved Status conducted under all applicable USA Swimming rules and regulations in which USA swimming members and non-members will be participating. The application must be received no later than 10 days prior to the start date of the event to the SD LSC sanctions coordinator. No application less than 10 days prior to the event will be accepted. Specific meet information must accompany this application.

NAME OF MEET: _____
HOST ORGANIZATION: _____
DATES OF MEET: _____
LOCATION: _____
MEET DIRECTOR/CONTACT: _____ PHONE: _____
EMAIL: _____

The meet on this application must provide a sufficient number of USA Swimming officials, certified at a minimum of Stroke & Turn level, to assure that the conduct of the meet and all times achieved are in conformance with USA Swimming Technical Rules (see USA Swimming Rule 202.4). Minimum requirement is (2) USA Swimming officials per session.

Official	Phone	Official	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Approvals issued to one organization may not be transferred to another. In granting this approval it is understood and agreed that USA Swimming and South Dakota Swimming, Inc. shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event. Complete backup of the meet must be submitted to the sanctions coordinator of South Dakota Swimming within seven (7) days after the competition.

This meet is: _____ Championship Meet (season-ending)
 _____ Large Invitational (5 or more teams and 200+ athletes)
 _____ Other, explain: _____

Signed: _____ Title: _____

Please submit completed form to the SD LSC Sanctions Coordinator

.....
OFFICE USE ONLY

Received _____ Fee Paid _____ Officials Approved or Denied By: _____
Application Approved or Denied By: _____ Notification Sent _____

Approved Meet Application - Other

Other Information

Approved Meet – Application Fees

10 days or more prior to meet	\$50.00
Less than 10 days prior to meet	Not Allowed

A splash fee of _____ per swimmer is due to South Dakota Swimming seven (7) days following the conclusion of the meet.

Information that must be included in the meet announcement:

- 1) USA Swimming & South Dakota Swimming shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the meet.
- 2) One of the following two statements:
 - a. The competition course has been certified in accordance with USA Swimming Rule 104.2.2C (4). A copy of such certification is on file with USA Swimming; OR
 - b. The competition course has not been certified in accordance with USA Swimming Rule 104.2.2C(4)
- 3) Information about the water depth measured for a distance of 3 feet 3 ½ inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from both end walls. (Start end and turn end)

Other items of interest:

- 1) Information on the requirements for an Approved meet can be found in Article 202.4 of the USA Swimming Rulebook.
- 2) The competition must be conducted according to Part I (blue pages) of the USA Swimming Rulebook and various other sections as noted in Article 202.6. This includes, but is not limited to, the following:
 - a. Start, individual stroke and relay rules
 - b. Event limit per day (including time trials and deck entries)
 - c. Swimwear restrictions
 - d. Timing rules
 - e. Minimum standards for facilities
- 3) At least two certified USA Swimming officials must be on the deck for observation purposes at each session of the competition.
- 4) A complete backup of the meet must be submitted to the South Dakota Swimming sanctions coordinator no less than five (5) business days prior to the first day of the meet for a meet reconciliation against the SWIMS database. This information will be returned to the meet director so that any registration and/or ID discrepancies or issues may be corrected in the meet database prior to competition.
- 5) Only USA Swimming registered athletes should have an ID number in the Meet results database
- 6) Times for registered swimmers with ID numbers in the meet database will be loaded into SWIMS. These times are legitimate for all purposes (qualifying times for local, regional or national meets, records, recognition, etc).
- 7) Times achieved at an Approved meet will be loaded with the swimmer attached to his/her USA Swimming Club or, as UNattached if the swimmer is not affiliated with a Club or is within the 120 waiting period for transfer.

Meet Announcement for Approved Meets

YEAR, SD Name of Meet

Hosted By: NAME OF HOST CLUB

Date(s) of Meet

Approved Meet Sanction # SD #####

Approved Meet:	This meet is <u>approved</u> by South Dakota Swimming, Inc. (SD) as a (timed final/prelim-final) meet on behalf of USA Swimming.
Rules:	The current USA Swimming and SD Swimming rules will govern the conduct of the meet.
Liability:	In granting this sanction it is understood and agreed that USA Swimming, South Dakota Swimming the city of Name of City and Name of Host Team shall be free of any liability or claims for damages arising by reason of injuries to anyone during the conduct of the event.
Location:	Name and address of pool.
Course:	State – pool length; # of lanes; wave-calming dividers; type of timing system with manual backup. The competition course has/has not been certified in accordance with USAS Rule 104.2.2C(4)
Audio/ Visual Recording:	Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms (202.4.9 H).
Deck Changing:	Deck Changes are prohibited (202.4.9 I).
Water Depth:	Starting end depth ____; midpoint depth ____; turn end depth _____. Turn end water depth meets / does not meet USAS minimum requirement for racing starts per Rule 103.2.3.
Format:	This will be a Split / Combined meet. Events will be swum as Timed finals, / Prelim Finals
Starting Times:	Warm-ups starting times & # of sessions. Meet start times
Meetings:	When/ where
Warm-ups:	Warm-ups will be conducted in accordance with the guidelines established by USA Swimming and South Dakota Swimming. South Dakota Swimming Warm-up Procedures attached will be followed.
Swimwear	Swimwear worn at SD meets must conform to SD Policy Rules and USA Swimming .
Restrictions:	Rules & Regulations (102.8.1 and subsequent revisions thereof), its interpretation and provision for exemptions based on a swimmer's religious beliefs or medical condition.
Supervision:	A USA Swimming member coach must supervise swimmers during warm-ups, competition and warm-down. Any swimmer entered in the meet, unaccompanied by a USA Swimming member coach, must be certified by a

USA Swimming member coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement (202.4.9 D). Only registered coaches, swimmers and officials will be allowed on the pool deck.

Eligibility: All swimmers, coaches, clubs and officials must be currently registered with USA Swimming. No coach or official will be permitted to be on deck without proof of current USA Swimming Certification using USA Swimming Deck Pass or printed USA Swimming card and a photo identification.

The age of the swimmer on **the first day of the meet** determines the age of the swimmer for the entire meet. No swimmer will be permitted to compete unless the swimmer is a member as provided in Article 302. (202.4.9 E)

Deck On Deck USA Swimming registration will be permitted with appropriate documentation.

Registration: Swimmers must show verification of their membership to the Meet Referee or be deck registered. A \$10.00 deck registration fee will be charged in addition to the current registration fee. Fines may be imposed if a swimmer participates and is not registered.

Deck Entries: Deck entries **will / will not** be allowed if space is available and at the discretion of the Meet Referee.

Scoring: **Must describe how it will be scored.**

Event Limit: Swimmers may swim a maximum of ____ individual events for the meet, but no more than 5 per day. Swimmers may swim ____ relay events for the meet, but no more than ____ per day

Meet Length: USA Swimming Rules require that events at a meet should be planned to run no longer than 8 hours (102.1) or 4 hours for swimmers 12 years and younger (205.3F). Entries will be input in the order they are received. When the computer generated timeline indicates time limit has been reached, entries from the team(s) received last will not be entered into the meet. Team coaches will be notified if their entries were not accepted, and fees will be refunded. Fees will also be refunded for events or swims not completed if the Meet Referee stops the meet to comply with time limit Rules.

Seeding: **Must describe**

Time Trials: **Must state if you are having them or not. If having time trials, include the following:**

Time trials will be held at the conclusion of each session at the discretion of the Meet Referee. The following limitations shall apply:

1. The swimmer must be entered in the meet.
2. Time trials are exhibition and will not change awards or scores.
3. The swimmer may only swim a total of 5 individual events per day.
4. There may be an additional cost for time trials.
5. Coaches are responsible to turn in time trial requests to the Meet Director as soon as possible.

6. Time trials should be limited to those swimmers who have a reasonable chance to make their goal time.

Awards: Must state the nature of the awards.

Entries: Teams are encouraged to submit their entries by e-mail using Hy-Tek Team Manager software. E-mail entries to: **Name, e-mail address** . Mail a printed copy of the entries and a check for entry fees payable to **Name of Host Club**. Mail to: **Mailing Address, City, State, Zip Code**

Fees: SD Head Tax: \$5.00 per swimmer
Individual Events: \$ _____
Relay Events: \$ _____
Other Fees: \$ _____

Deadline: All entries and entry fees must be received no later than date.

Protests: Protests of any kind must be submitted to the referee in writing and will only be from the team coach. Bothering other volunteer personnel with protests could result in disqualification of the swimmer from the event or meet.

Concessions: A concession stand will be open during the entire meet.

Officials: Meet Director: **Name; Phone #**
Referee: **Name**
Administrative Official: **Name**
Starter: **Name**
Marshall **Name**
Head Timer **Name**

Meet Director, Referee, Starters and Stroke & Turn Officials must be registered USA Swimming members for the current year. Meet can be sanctioned before these positions are filled.

Meet Officials will meet the requirements of 202.5.4.

Misc: State anything else here pertinent to the meet. Examples: Parking, facility rules...etc.

Order of Events: Attach on to next page

This application is to request Observed status for a competition conducted under rules other than USA Swimming. The meet must be a season-culminating championship, or be approved by USA Swimming Operations. This application must be received by the sanctions coordinator for South Dakota Swimming at least ten (10) days prior to the start of the competition.

EMAIL:

Type of Meet	Course	Information
High School _____	SC Yards_____	Number of participating teams _____
College _____	LC Meters_____	Approximate number of swimmers_____
Masters	SC Meters	Meet Name

The meet host is responsible for securing a sufficient number of USA Swimming officials, certified at a minimum of Stroke & Turn level, to assure that the conduct of the Meet and all times achieved are in conformance with USA Swimming Technical rules (USA-S Rulebook 202.7). The minimum requirement is two (2) USA Swimming officials per session.

Official	Phone	Official	Phone

Approvals issued to one organization may not be transferred to another. In granting this approval it is understood and agreed that USA Swimming and South Dakota Swimming, Inc. shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event. Complete backup of the meet must be submitted to the sanctions coordinator of South Dakota Swimming within seven (7) days after the competition.

Please submit completed form to the SD LSC Sanctions Coordinator

Received _____ Fee Paid _____ Officials Approved or Denied By: _____
Application Approved or Denied By: _____ Notification Sent _____

Observed Meet Application – Other Information

USA/SD Swimming conditions for an Observed meet –

- 1) Timing systems and procedures must conform to the conditions specified in Article 102.16.4 & 5, and the facility must conform to Articles 103.3.1 and 103.12.1 & 2, of the USA Swimming Rules & Regulations.
- 2) Athletes must be permitted to wear only one suit in competition, meeting the USA Swimming guidelines.
- 3) The number of officials conducting the Meet must satisfy the minimum requirements as provided in USA Swimming Rule 102.12. A minimum of two (2) additional USA Swimming officials, certified at least at the stroke & turn level, shall be assigned as observers for the purpose of verifying conformance with USA Swimming technical rules. Observers shall be permitted access to the deck and shall be positioned at each end of the course. If the meet stroke and turn officials are dually certified by USA Swimming and are stationed at each end of the pool, additional observers are not necessary. Where the technical rules listed in Article 101 are the same as those of the host organization, the judgment of the organization officials shall be sufficient.
- 4) The meet referee, or the LSC designee, will provide swimmers and coaches with information about the Observation program and the procedures to be used to request Observation. Requests may be submitted prior to the swim for which observation is desired, or all swims may be observed.
- 5) ***If not a season ending championship meet, attach meet information and reason for Observation request.*** If the meet information and reason are not attached, the observed meet application will not be granted.
- 6) A complete backup of the meet must be submitted to the South Dakota Swimming sanctions coordinator within seven (7) days after the competition. All disqualifications made under USA Swimming rules shall be entered into the meet results database by the Meet Director or Coordinator. The USA Swimming ID registration number of all swimmers that requested observation and want their times input into SWIMS must be in the database. No other swimmers should have such USA Swimming ID numbers, although high school IDs or ID numbers in a format other than USA Swimming are permissible.

South Dakota Swimming, Inc.
Club Recognition/Club Excellence & Safe Sport Club Recognition Award Form

Club Name: _____ Level Achieved: _____

Amount Requested:

_____ Club Recognition Level 1	\$400.00
_____ Club Recognition Level 2	\$300.00
_____ Club Recognition Level 3	\$200.00
_____ Club Recognition Level 4	\$100.00
_____ Club Excellence Silver	\$100.00
_____ Club Excellence Bronze	\$200.00
_____ Club Excellence Gold	\$300.00
_____ Safe Sport Club Recognition	\$400.00

Attach documentation from USA Swimming, Inc. showing achievement level.

By signing this form, I certify that my club has achieved this level as awarded by USA Swimming, Inc.

Signed: _____ Date: _____

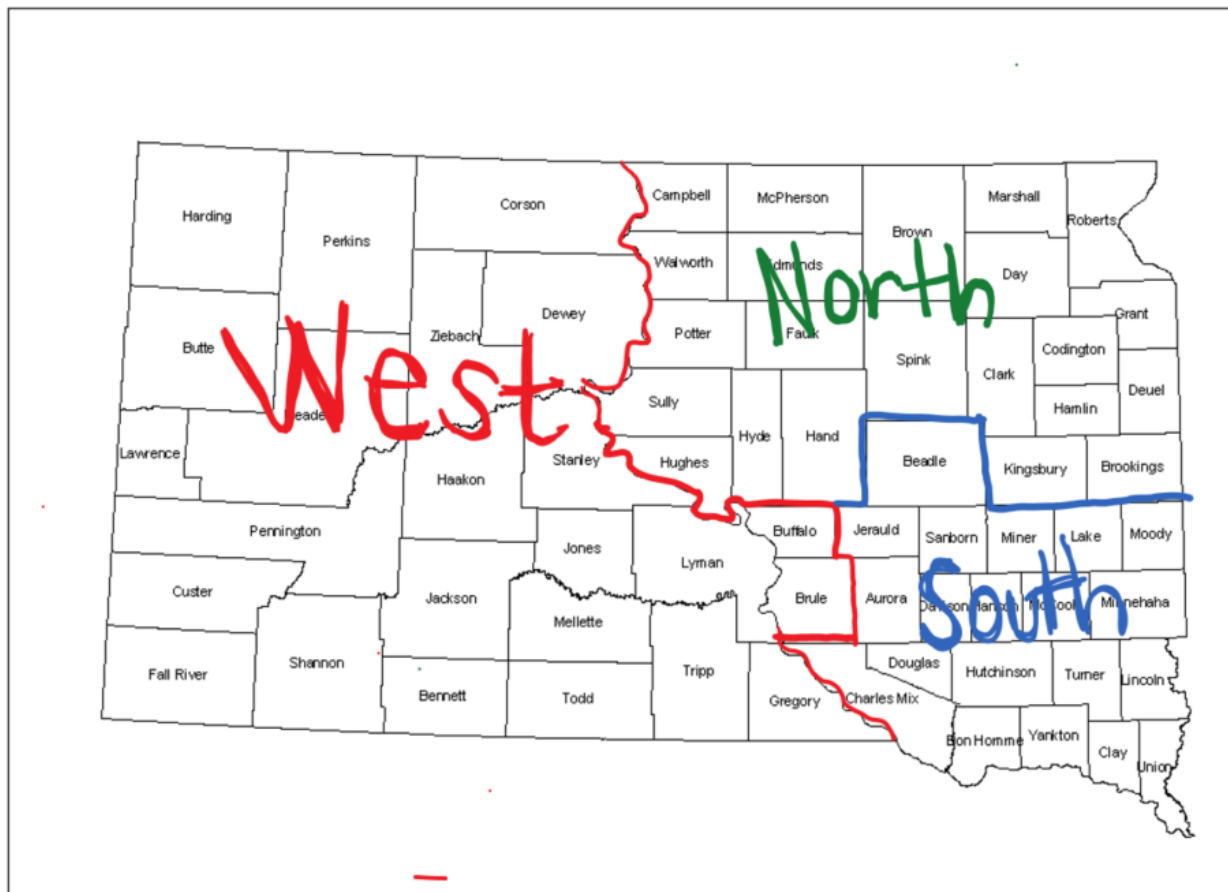
Address where check should be mailed

This completed form and documentation should be mailed to the SDSI Treasurer by August 31st in the year the level is achieved and award requested.

EXHIBIT #23 (04/03/2022)

Athlete Rep Election Procedure

South Dakota



1. There are 5 House of Delegate athlete positions open for election each year.
2. The state will be split into three different sections. The picture above shows the current idea for how the state could be split based on the population of thirteen and over swimmers in each section.
3. Thirteen and over swimmers will be the only ones to vote. Each swimmer will get to vote for five candidates.
4. The candidate that receives the most votes from each section will become a HOD rep.
5. The next two candidates that receive the most votes, regardless of section, will fill up the remaining two HOD spots.
6. If there is no athlete running for a section, that section's delegate will be given to the next candidate receiving the most votes, regardless of section.

For BOD, the two candidates that receive the most votes would become the Jr. Athlete Reps for the BOD.

EXHIBIT #24 (05/04/2020)

Section Makeup:

1. West

1. Teams: Black Hills Gold, Lead-Deadwood, Rapid City Racers, Greater Rapid City Ellsworth, Fall River Swim Team, Pierre Swim Team, Sturgis Swim Team
 1. Seasonal: Chamberlain Swim Team
- a. Number of thirteen and over swimmers: **171 total - 147 annual, 24 seasonal**

North

- a. Brookings Swim Club, Watertown Area Swim Club, Aberdeen Swim Club,
 - i. Seasonal: Sisseton, Webster, Miller
- b. Number of thirteen and over swimmers: **221 total - 165 annual, 41 seasonal**

South

- a. Huron/Mitchell, Madison Makos, Sioux Falls Swim Team, Vermillion Area Swim Team, Yankton Swim Team
- b. Number of thirteen and over swimmers: **191 total - 0 seasonal**

