

Proposed Changes to Policies and Procedures

Changes to C. CLASSIFICATIONS, TIME STANDARDS, and ENTRIES:

Current Wording:

3. *Relay Events: A swimmer may participate on a relay when the stroke and distance of his leg of the relay is not faster than the time permitted to enter that stroke and distance as an individual event in the meet. If a swimmer betters the maximum entry time in the same meet, the swimmer may still compete on the relay.*

Proposed Wording:

.3 Relay Events: A swimmer may participate on a relay **when his time** in the stroke and distance of that leg of the relay is not faster than the time permitted in the individual event for the meet. (Remaining statement unchanged.)

Current Wording:

5. *If a swimmer betters an entry time after the entries have been submitted so that it is faster than the meet permits, the swimmer shall not participate in that event. The swimmer must notify the meet director who may allow the swimmer to select an alternate event. If an alternate event is not available, the entry fee should be refunded.*

Proposed Wording:

.5 **If, after entering an event,** a swimmer **achieves** a time that is faster than the meet permits, the swimmer shall not participate in that event. The swimmer/**coach** must notify the meet director who **will** allow the swimmer to select an alternate event **or refund the entry fee.**

Change to D. Sanctioning Process : Rename: **Sanction and Approval Process**

1. The purpose of the sanctioning **and approval** process is to ensure that swimming competition under the jurisdiction of **the Virginia Swimming, Inc (VSI) local swimming committee (LSC)** conforms to the rules, regulations, policies, and procedures of both VSI and USA Swimming. Sanctions **and approvals** are granted to a host team sponsoring approved competitions within the VSI LSC.

- a. **Sanction requests are for competition under the auspices of USA Swimming guidelines and all of the participants registered with USA Swimming.**
- b. **Approval requests are for competition under the auspices of USA Swimming guidelines and some of the participants registered with USA Swimming**

2. The host team for the meet will submit a request for sanction **or approval** to the Administrative Vice Chairman along with a draft meet announcement, a check for the sanction fee, and meet expense worksheet (if required) 60 days prior to the scheduled date of competition. The minimum information required for a **sanction/approval** to be issued is a list of events, the date, time, and location of the meet, **check for the sanction/approval fee, the name and contact information of the meet director,** and the name and contact information of the referee for the

meet. Sanction **and approval** request forms are available on the VSI website or may be obtained from the VSI Administrative Vice Chair or VSI Technical Planning Chair. At the option of the host team, and with the **agreement** of the Administrative Vice-Chair, the sanction/**approval** fee may be paid after completion of the meet with the meet rebate fees and other fees remitted to VSI.

6. Sanction **or approval** requests may be denied if in the opinion of the Board of Directors the host team is unable to conduct and officiate the meet in accordance with standards prescribed by VSI and USA Swimming. A sanction/**approval** may also be denied if a meet unacceptably conflicts with the published VSI meet schedule. Likewise, a sanction/**approval** may be revoked for all of or specific sessions of a meet if it is determined that it was not conducted in accordance with prescribed standards.

Changes to H. Illegal Entries:

Current Wording:

3. *If the illegal entry is discovered after the event is swum the meet director, meet referee, or designated VSI officer may challenge the entry.*

Proposed Wording:

3. If **a suspected** illegal entry is discovered after the event is swum, the meet director, meet referee, or designated VSI officer may challenge the entry

Current Wording:

4. *Proof-of-Time: The burden of proof shall be borne by the challenged club or by the individual if unattached. The proof of time must include the name and date of the meet where time was achieved, a copy of the official results, and it must be submitted within 7 days of being challenged.*

Proposed Wording:4. Proof-of-Time: The burden of proof shall be borne by the challenged club or by the individual if unattached. The proof of time must include the name and date of the meet where time was achieved, a copy of the **event results as it appears in the USA-S national database or the official meet database**, and it must be submitted within 7 days of being challenged.

Reword #5: Current Wording

5. *Restoration of Time: If a valid achieved time exists that corrects a previous disqualification for an invalid time submission, the disqualification may be removed. In addition, the restored time must be published in the meet results provided that proof (see paragraph J.4) is submitted to the Meet Director within seven days after the meet. Any fine(s) shall remain in effect.*

Proposed Wording:

5. If, upon receiving documentation in the required timeframe, the entry is deemed to be legal, the event must be rescored and re-awarded. A corrected copy of the meet results must also be published. Change 4. And 5. To 3.a. and 3.b. respectively.

Move H. Illegal Entries to C. Classifications, Time Standards and Entries

.6 Illegal Entries (move from section H and place it here; renumber subsequent sections)

Change to I. Coach Credentials: Rename **Credentials**

Current Wording:

All coaches are required to have their coaching credentials visible (on their person) at all meets. The date of expiration will be shown on the credentials. The Registration Chairman will issue these credentials. Coaches who are registered and in good standing but do not have their credentials with them at a particular meet, will be issued temporary credentials by the meet director.

Proposed Wording:

a. All coaches are required to have their coaching credentials visible (on their person) at all meets. The date of expiration will be shown on the credentials. Credentials will only be issued by the registration chair. This will only occur after s/he has received documentation that all requirements for certification have been met. Coaches who are registered and in good standing but do not have their credentials with them at a particular meet will be issued temporary credentials by the meet director.

b. Any official who is required to be a member of VSI/USA-S (stroke and turn, starter, chief judge, and referee) is required to have his current USA-S registration card visible (on his person) at all meets. Officials who are registered but do not have their registration card with them at a particular meet will be issued temporary credentials by the Meet Referee if their registration can be confirmed through the Officials Tracking System or by the registration chair. On-deck registration is acceptable but must be accompanied by payment in full.

Changes to K. Eastern Zone Competition 5. Selection Process:

Current Wording:

(b) The 2 fastest times achieved in SCY beginning 9/1 of the current year for short course zones, and beginning with the preceding long course zone meet for long course zones, will automatically qualify for Zone selection. Only times achieved in the course in which the Eastern Zone meet will be conducted will be accepted (i.e. SCY for winter zones, LCM for summer zones).

K.5.(C) 9 to 14 year old swimmers

(a). Unchanged

(b). The fastest 3 times for 9 to 12 year old swimmers achieved in SCY beginning 9/1 of the current year for short course zones will automatically qualify for Zone selection.

(c) The fastest 2 times for 13 to 14 year old swimmers achieved in SCY beginning 9/1 of the current year for short course zones will automatically qualify for Zone selection.

(d) The fastest 2 times beginning with the preceding long course zone meet for long course zones will automatically qualify for Zone selection.

(e) Only times achieved in the course in which the Eastern Zone meet will be conducted will be accepted (i.e. SCY for winter zones, LCM for summer zones).

Current (c), (d), (e), and (f) will become (f), (g), (h), and (i)

Add NEW SECTION:

Conflict of Interest: Upon election to the Virginia Swimming Inc. Board of Directors each member will sign the Conflict of Interest Statement (Appendix A) approved by the Virginia Swimming House of Delegates. Annually, each member will sign a document asserting that he/she has complied with the Statement during the past year.

APPENDIX A:

PROPOSED CONFLICT OF INTEREST STATEMENT:

Those who choose to serve Virginia Swimming, whether as volunteers or paid professionals, are held to a high standard of conduct. Those who serve must do so without personal gain in order to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real or perceived conflict of interest.

While no set of guidelines can completely define acceptable behavior, the principles that guide behavior in this area are disclosure, non-participation in the decision making process where personal or family gain is a possibility, and a commitment to honor the confidentiality of organizational information. All conduct is founded on the individual's own sense of integrity. Any individual accepting the honor of serving Virginia Swimming must accept the burdens of public disclosure and public scrutiny.

In our complex society, the mix of volunteer work, business interests, governmental activity, and family relationships often creates potentially conflicting interests. What is required is disclosure of potential conflicting interests when they arise, and strict nonparticipation in any evaluation process relating to the matter in question.

The following seven items reflect specific expectations by VSI of people signing this agreement. These items cannot and do not however completely define what is acceptable. They are intended rather as guidelines to what is acceptable conduct. Each individual must find his or her own way within this guidance.

1. A good faith effort must be exercised by those signing this statement to conduct the business of Virginia Swimming in observance of both the spirit and letter of applicable federal and state laws.
2. Virginia Swimming properties, services, opportunities, authority and influence are not to be used for private benefit.
3. Members of the Virginia Swimming Board of Directors will disclose the nature and extent of an actual or potential conflict of interest when it involves the award of contracts, the purchase of goods and services, the award of contracts for professional services, and the allocation of Virginia Swimming resources for individual use. Reimbursement for reasonable and customary expenses

associated with travel to meets, meetings and conferences on behalf of VSI does not constitute a conflict of interest

4. Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given (except with full approval of the Board of Directors) nor received, except those of nominal value exchanged in the normal course of business. Gifts and favors of more than one hundred dollars (\$100.00) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told the gift is being accepted on behalf of and will be delivered to Virginia Swimming.
5. Expenses incurred in the furtherance of Virginia Swimming business are to be reasonable, necessary and (if twenty-five dollars or more) substantiated.
6. All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with Virginia Swimming and with each other.
7. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.

Should any individual(s) reasonably perceive that a conflict of interest exists or could exist, the situation shall be fully disclosed.

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

I acknowledge receipt and understanding of Virginia Swimming's Statement of Principles on Ethical Behavior and Conflict of Interest, and I pledge my full support of the spirit and the letter of the requirements contained therein.

Print Name

Signature

Date

Virginia Swimming Position

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PROPOSED REORDERING OF POLICIES:

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