

HAWAIIAN SWIMMING, USA SWIMMING RULES AND REGULATIONS

I. PURPOSE AND SCOPE

A. PURPOSE:

To promote the swim program for Hawaiian Swimming, USA Swimming.

B. SCOPE:

This program intends to supplement and implement existing USA Swimming Rules and Regulations and to establish where deemed necessary, rules and procedures unique to Hawaiian Swimming.

C. AMENDMENTS TO THE RULES AND REGULATIONS

1. Before a vote on a proposed amendment is considered, said proposal must have been submitted in writing to the Board of Directors of Hawaiian Swimming.
2. Proposed amendments to these Rules and Regulations shall be published for the members no later than the regularly scheduled Board meeting immediately prior to the House of Delegates meeting where the amendments are to be considered. The Board may modify the proposed amendment(s) at that Board meeting, provided the final version of the amendment(s) is posted to the website prior to the House of Delegates meeting. A quorum of the House of Delegates shall consist of 30 percent of the official members or a minimum of ten (10) members. A simple majority of the delegates present shall be required to amend the rules and regulations. No proxies will be accepted (See Bylaws).

II. MEET SCHEDULES, TIME STANDARDS, TYPES OF MEETS

A. MEET SCHEDULES:

To ensure proper coordination and programming of available dates, the swim year schedule in its original form will show the Age Group, Senior, ILH, OIA, MIL, BIIF, KIF and national meets if and when a schedule is provided by the respective authorities representing the other swimming programs. All group members are invited to bid for sponsorship of meets at the designated bid meeting. Group members which sponsor invitational meets shall select only after all other group members have had the opportunity to select a meet to sponsor. Group members sponsoring an invitational shall sponsor at least one other non-invitational meet.

1. Preliminary age group meet schedule will be developed by the Age Group Committee and approved by the Board of Directors by June prior to the upcoming swim season.
2. Preliminary senior swimming meet schedule will be developed by the Senior Committee and approved by the Board of Directors by June prior to the upcoming swim season.
3. In general, Hawaiian Swimming will not sanction meets in conflict with the swim schedule. However, neighbor islands' meet schedules are considered not in conflict.
4. The Age Group Committee, with the approval of the Board of Directors, will establish a procedure for the awarding of bids for invitational meets.

- a. No invitational meet is permitted the weekend prior to the Age Group Championships.
- b. No sanction will be given for invitational meets on consecutive weekends.

B. TIME STANDARDS:

- 1. Hawaiian Swimming will establish, on a yearly basis, short course and long course time standards for each age group and event, including relays. They will be published by August 15th of the upcoming year.
- 2. Senior time standards will be developed by the senior committee on a yearly basis and approved by the LSC Board.

C. TYPES OF MEETS:

To preclude any misunderstanding or wrong interpretation of the types of meets being held, the following definitions apply:

- 1. Championship Meets:
A meet in which entry to the individual events is limited to swimmers who have equaled or bettered the championship qualifying time standard in each event entered.
 - a. The Age Group Committee will establish the order of events. No other events will be added or deleted without approval of the Age Group Committee.
 - b. This type of meet will determine the champions of the Hawaii swimming program and should be a preliminaries and finals meet.
 - c. Swimmers must have achieved championship qualifying times from the first day of the previous corresponding championship meet to entry deadline.
 - d. No individual shall be permitted to compete in more events per day than authorized in the USA Swimming Rules.
 - e. Swimmers may enter all qualified events but limited to a total of 8 events for the meet.
 - f. For entry into championship meets, swimmers must accomplish qualifying times at any USA Swimming sanctioned meet or Hawaiian Swimming approved meet.
 - g. Entry into age group championship meets is restricted to swimmers registered with Hawaiian Swimming.
 - h. Required notice to move a venue for a State Championship and/or invitationals will be sixty (60) days prior to the start of the meet.
- 2. Hawaiian Swimming approved meets:
 - a. The requesting group must meet the requirements for approval in accordance with USA Swimming rule (202.4). Submit a Request for Approval form to the Age Group Vice-chair twenty (20) days prior to the meet for pre-approval before competition.
 - b. The High School League Championships and Hawaii High School State Championships are the only pre-approved meets, but each is subject to USA Swimming rule (202.5) (request for observed swims).
 - c. The completed form must be resubmitted within ten (10) days after the meet for Board's final approval indicating the proper USA Swimming officials.
- 3. Invitational Meets:
A meet for competition for those swimmers, organizations, and clubs invited by the host.

- a. The Age Group committee shall establish entry time requirements for invitational meets which must be HI-AA minimum times. If the current year time standards are not published when the sanction is requested, then the existing time standards will be used.
 - b. If the host does not offer 15-16 events, the minimum time standard for the open events will be for that age group. If the 15-16 events are offered, the 17-18 minimum time standard will apply to the open events.
 - c. Hawaiian Swimming may require that entry times be verified of any Hawaiian Swimming registered swimmer if the minimum time standard was not met.
 - d. No individual shall be permitted to compete in more events per day than authorized in the USA Swimming Rules.
 - e. The order and type of events will be decided by the sponsoring group member and reviewed by the Age Group Committee. No events will be added or deleted without approval from the Age Group Committee.
 - f. A swimmer must have at least one HI-AA time to splash a maximum of two (2) events for the meet. Splashes can be on any day. The splash events must be a HI-A time and the HI-A time must be used as the entry time.
4. Hawaii A+ Meets:
Entry times will be Hawaii A or better.
 5. Hawaii A/B/C Meets:
Limited to swimmers who have achieved Hawaii A level times or slower in the event and distance offered. No individual shall be permitted to compete in more than three (3) individual events and one (1) relay per day.
 6. Hawaii B/C Meets:
Limited to developmental swimmers who have not yet achieved the Hawaii A time in that event and distance. No individual shall be permitted to compete in more than three (3) individual events and one (1) relay per day.
 7. Classified Meets:
A meet in which entry to the individual events is limited to swimmers who have met or bettered the time standard in each event entered.
 - a. The order and type of events will be made up by the Age Group Vice-chair.
 - b. No events will be added or deleted without the written approval of the Age Group Vice-chair.
 - c. No individual will be able to compete in more events per day than authorized in the USA Swimming rules.
 8. Hawaii Unclassified Meets:
A meet for which entry is not based on any minimum Hawaiian Swimming time standards.
 9. Non-conforming Meets:
A meet for which entry is not based on any minimum Hawaiian Swimming time standards and the events to be offered do not conform to nationally recognized events and age groups.
 10. Intra-club Meets:
A meet held within the group member's club. An intra-club meet cannot be in conflict with another sanctioned meet.
 11. Inter-club Meets:

A meet held between two or more USA Swimming registered group member clubs. An inter-club meet cannot be in conflict with another sanctioned meet.

12. Western Zone Championships:

The participation of Team Hawaii at the Western Zone Championships is currently the only "all-star" team participating in a USA Swimming sanctioned meet and is available to Hawaiian Swimming registered age group swimmers. The major task is to assemble the Hawaii contingent consisting of a coordinator, swimmers, coaches, and chaperones as well as coordinate all travel accommodations.

The Age Group Vice-chair will establish the planning team. The Team Hawaii Coordinator will be the Age Group Vice-chair or a designated appointee. The planning committee will consist of the following members:

a. Team Hawaii Coordinator

- 1) Will be responsible for the planning, organization, and coordination of the Team Hawaii participation and chair the Team Hawaii Committee consisting of:
 - a) LSC Treasurer
 - b) Chaperone Coordinator
 - c) Coaches' Representative and/or previous year Team Hawaii Head Coach
 - d) Swimmers' Representative or previous Team Hawaii swimmer
- 2) Will appoint a Travel Coordinator and Team Uniform Coordinator
- 3) Will be responsible for the following Western Zone requirements
 - a) Coordinate application process for swimmers, coaches, chaperones
 - b) Team entries and fees
 - c) Team and social activities
 - d) Confirm attendees to the Western Zone meeting

b. LSC Treasurer

Will be responsible for the collection and distribution of all funds. This includes swimmer deposits, payments, and subsidies, revenues and expenses that are specific and documented as a line item for the Western Zone program

c. Chaperone Coordinator

Evaluates applications and forwards selection to the Team Hawaii Coordinator.

- 1) Evaluate applications and forward recommendations to the Coordinator. The Committee will review the recommended candidates for approval. The recommended criteria for selection are a combination of experienced and competent new volunteers.
- 2) The group will consist of the Coordinator and a minimum of 4 chaperones. If more than 50 swimmers will be traveling, an additional chaperone will be considered.
- 3) The group will be responsible for the coordination of
 - a) Team meals
 - b) Transportation during the competition (will work with the Travel Coordinator)

- c) Room and chaperone assignments
- d) Coordinate with head coach the room assignments for the coaches
- d. Coaches' Representative
 - 1) Evaluate applications and forward recommendations to Coordinator. The Committee will review the recommended candidates for approval. The recommended selection will be for one head coach and 3 additional coaches.
 - 2) The recommended criteria for selection of the head coach will be an experienced Western Zone coach and have demonstrated the ability to motivate swimmers of all levels and work with other coaches, the chaperones, and officials. The recommended criterion for the selection of the additional 3 coaches is that at least one of the three have experience as a Western Zone coach.
- e. Swimmers' Representative
 - 1) Review applications of swimmers and forward recommendations for the team captain(s) to the Coordinator. The Committee will review the recommended candidates for approval.
 - 2) There will be at least two females and two males to be selected. The team captains will be experienced Western Zone swimmers who are responsible, respected by other swimmers, considerate, and will be supportive to the coaches, chaperones, parents, and ALL swimmers.
- f. Travel Coordinator

Will be responsible for the following:

 - 1) Air travel
 - 2) Accommodations (room and board)
 - 3) Ground transportation from airport, to competition venue, all extracurricular activities
- g. Uniform Coordinator

Will be responsible for obtaining the following

 - 1) Swimmer uniform to include competition suit and accessories
 - 2) Coaches' uniform package
 - 3) Chaperones' uniform package

III. MEET ENTRY PROCEDURES AND ENTRY REQUIREMENTS

- A. Meet entry procedures and entry requirements are specified in the Hawaiian Swimming Meet Entry Procedures and Entry Requirements document.
- B. The Age Group Committee is responsible for establishing meet entry procedures and entry requirements.
- C. All procedures and requirements specified in the Hawaiian Swimming Meet Entry Procedures and Entry Requirements Document are to be adhered to unless specified otherwise in the meet notice.

IV. AWARDS AND SCORING

A. AWARDS:

It is the responsibility of the sponsoring group member, except for State Championships, to provide appropriate awards for all meets in accordance with the following:

1. Non-Invitational Meets
 - a. Hawaii A, B, C meets, non-conforming meets, and unclassified meets. Awards will be ribbons only to the first eight (8) places for individual events and the first three (3) places for relays.
 - b. Classified meet individual events, ribbon first (1st) through eighth (8th) will be awarded by age group and classification. Relay events first (1st) through third (3rd) will be awarded by event.
2. At the discretion of the hosting group member, awards may not be given if entry fees are not collected.
3. Invitational Meets
 - a. Team and high point/outstanding swimmer awards are authorized.
 - b. Cost will not exceed that prescribed in the USA Swimming Rules.
 - c. Medals or non-ribbon awards will be awards for the first three (3) places for individual events, and for the first place for relays. Ribbons or medals (sponsoring group member's option) will be awarded for fourth through eighth places for individual events, and for second and third places for relays. Ribbons will be special invitational ribbons.
4. Championship Meets
 - a. Medals awarded to the first eight (8) places for individual events and first three (3) places for relays. Ribbons awarded to relays fourth (4th) through eighth (8th) places.
 - 1) These shall be official championship medals of a design adopted by Hawaiian Swimming and which shall be distinctly Hawaiian in design.
 - 2) Cost of the medals will not exceed the amount prescribed in the USA Swimming Rules.
 - b. Championship team awards will be based on the point system as specified in the USA Swimming Rules.
 - 1) Team awards will be provided for first (1st) through eighth (8th) place based on overall team points, boys and girls combined.
 - 2) Individual, high point awards will be provided for by age groups. The cost will not exceed that prescribed in the USA Swimming Rules.
 - 3) No other awards are permitted except by consent of the Board of Directors.

B. SCORING

1. Individual awards will be based on the point system:

First place	9 points
Second place	7 points
Third place	6 points
Fourth place	5 points
Fifth place	4 points
Sixth place	3 points

Seventh place 2 points
Eighth place 1 point

2. Individual point values shall be doubled for relays for team scoring only.
3. Scoring for swimmer high point awards will be based on the point system for individual events.
4. When two or more swimmers are tied in their respective brackets for high point awards, duplicate trophies will be awarded.

C. SPECIAL AWARDS

1. Hawaiian Swimming swimmers tying or breaking a Hawaiian and/or National/American record will be given a special award.
2. For championship meets, an additional nine (9) points shall be added to the swimmer's individual score for tying or breaking a Hawaiian/National record.

V. SANCTIONS AND POST MEET REQUIREMENTS

A. SANCTION:

Granting a Hawaiian Swimming sanction expressly confers on the requesting group member the responsibility of adhering to Hawaiian and USA Swimming Rules. Failure to adhere to prescribed rules will result in the withdrawal of the sanction if the violation occurs prior to the meet or referral to Hawaiian Swimming for determination of punitive action to be taken against an individual(s) and/or team(s).

1. All Hawaiian Swimming swim meets require a sanction.
2. Requests for sanction will be sent to the Age Group Committee using the Application for Sanction form. This application shall include the meet notice. The forms should be received by the designated date, which is 45 days prior to the meet.
 - a. Sanction fees should be sent to the LSC Treasurer and a copy to the Age Group Vice-chair.
3. Decision on the request for sanction will be furnished to the requesting group member in writing.
 - a. If disapproval is indicated, specific reasons for such action will be stated. If the requesting group members can correct the deficiency, they may resubmit the application.
 - b. If approval is granted, the Age Group Committee will return a signed copy of the application to the group member.
4. Upon the granting of the sanction, the Age Group Vice-chair shall e-mail the meet notice to all appropriate group members and to each member of the Board of Directors.
5. Preparation for and conduct of the meet must adhere to the conditions of the sanction guidelines.
6. The group member must receive approval from the Age Group Committee for any proposed changes. The sponsoring group member shall notify all appropriate group members and meet referee of any changes prior to the start of the meet.

B. POST MEET REQUIREMENTS

1. The sponsoring group member's responsibilities under the sanction continue, until the following post meet requirements are met.
 - a. Hard Copy of the meet results will be provided upon request. Final results may be obtained by providing a computer disk at the end of the meet or downloading from the Hawaiian Swimming web site which will be posted no later than 5 days after the end of the meet.
 - b. A complete financial report with payment of appropriate LSC fees shall be sent within fourteen (14) days to the Age Group Vice-chair and a copy to the LSC Treasurer.
 - c. Applications for Hawaiian Swimming swim records or National Age Group records shall comply with Hawaiian Swimming Guidelines and USA Swimming Rules.
 - d. With the exception of the financial report, all of the above must be postmarked no later than ten (10) days after the last day of the meet or a fifty dollar (\$50) penalty shall be imposed. The financial report must be postmarked no later than fourteen (14) days after the last day of the meet. The penalty is payable within thirty (30) days of written notification.
2. The Meet Referee's responsibilities include the following post meet requirements:
 - a. One copy of Report of Swimming Officials' Performance shall be mailed to the Officials Chairperson. This report must be received by the Officials Chairperson for officials to be considered for certification.
 - b. In the event the Referee conducted the meet under a formal protest, he/she will, subsequent to the meet and by direct correspondence, forward a complete report of the fact and circumstance to the General Chairperson to be placed on the agenda for the next scheduled meeting of the Board of Directors. (Refer to USA Swimming Rules re: Protests)
 - c. The Referee of each meet shall submit a post-meet report stating his/her observations including recommendations and suggestions to the Officials Chairperson.

VI. DEADLINES AND INCOMPLETENESS

A. DEADLINES:

1. The entry deadline for Hawaiian Swimming swim meets is not to exceed ten (10) days prior to the meet.
2. The meet notice must be mailed to participating clubs a minimum of twenty-one (21) days prior to the entry deadline, otherwise the entry deadline will be reduced.
3. Each meet notice will clearly specify the closing date and time for all entries. Use of "postmark" deadline for date and time is suggested. Acceptance or rejection of late entries for meets is a prerogative of the sponsoring group member. If any late entries are accepted, the sponsoring group member will charge the requesting group member a late fee (established by the Age Group Committee).
4. No late entries or changes will be allowed for championship meets.

B. INCOMPLETENESS

1. Entries will be considered incomplete for team and/or individuals when:
 - a. No signed Recap sheet accompanies the entries.
 - b. Prescribed fee does not accompany entry unless agreement for late payment has been reached with the sponsoring group member.
 - c. Required entry information for swimmers is not provided.
2. Incomplete team entries will not be accepted.

VII. NON-COMPLIANCE PENALTIES

- A. The National Times Verification (NTV) Officer of Hawaiian Swimming has the right to confer penalties after the fact (subsequent to the meet) if, in the due course of time, violations come to his/her attention. The effect of this action will be:
 1. No record will be recognized.
 2. Times will be voided.
 3. Responsible person(s) and/or group members are subject to consideration for punitive action. A twenty-five dollar (\$25) penalty per swimmer per event entered for swimming out of classification.
- B. The Registration Coordinator of Hawaiian Swimming has the right to confer penalties after the fact (subsequent to the meet) if, in the due course of time, violations come to his/her attention.
 1. The penalty for a non-registered swimmer participating in a meet will be a hundred-dollar (\$100) fine per swimmer per event entered.
 2. The penalty is in accordance with USA Swimming Rules and is payable within 30 days of written notification.
- C. The Age Group Vice-chair of Hawaiian Swimming has the right to confer penalties after the fact (subsequent to the meet) if, in the due course of time, violations come to his/her attention.
 1. The penalty for not adhering to all post meet requirements set forth in Section IV, Sanctions and Post Meet Requirements, is a fifty dollar (\$50) fine per meet.
 2. The penalty is payable within thirty (30) days of written notification from the Age Group Vice-chair.
- D. A late fee for late entries will be established (see V. A. above).
- E. Incomplete team entries will not be accepted.

VIII. SWIMMING OFFICIALS

- A. Obtaining certified officials is a responsibility of the sponsoring group member, except for State Championships, which will be the responsibility of the LSC Officials Chairperson or designated person. Invitations to officials should normally be by personal request to perform a specified job and done well in advance of the scheduled meet.
 1. Failure to provide key certified officials and other required officials is cause of conditional sanction or revocation of sanction.
 2. Key officials are:
 - a. Referee (must be certified)

- b. Starter (must be certified)
 - c. Chief judge (if possible)
 - d. Chief timer
 - e. Stroke/Turn judges (must be certified)
 - f. Clerk of Course
 - g. Marshal (minimum of two designated by host team for all meets)
 - h. Automatic equipment operator
- B. For every five (5) swimmers entered in a meet, each entering group member will be responsible for one official. For those clubs entered less than five (5) swimmers, at least one official will be required. Timers count as officials for this requirement.

IX. ENTRY FEES

- A. Definition: All monies paid by the swimmer to compete in a swimming meet, including surcharges levied by the Board of Directors to defray extraordinary expenses.
- B. All provisions of the USA Swimming Age Group Swimming Rules will apply.
- C. Entry fees, including surcharges and late fees, will be established by the Board of Directors on an annual basis.

X. ADMISSION FEES

The fact that there will be or will not be an admission fee will be noted in the request for sanction and in the meet notice to group members. Gross receipts from admissions will be made part of the financial report. Where admission fees are charged, the following rules for required free admission will prevail:

- A. Working officials will be admitted free.
- B. All swimmers whose names appear on the master entry form will be admitted free.
- C. Coaches, whose names appear on the master entry, will be admitted free.
- D. In addition to the above, each team will be provided one free admission to an adult chaperone for each twenty (20) swimmers or fraction thereof, whose names appear on the master entry form.

XI. CONCESSIONS

The sponsoring group member may, at its discretion, operate concessions at Hawaiian Swimming swim meets. Concession receipts belong to the sponsoring group member. Receipts are not subject to USA Swimming levy, but must be reported on the financial report.

XII. CHAMPIONSHIP MEET RESPONSIBILITIES

In the conduct of a championship meet, the LSC and the sponsoring group member have specific duties and responsibilities. When a group member submits a bid to host a championship meet, the group member must be able to satisfy all requirements before the Board of Directors will grant approval of the bid for the meet.

A. LSC RESPONSIBILITIES INCLUDE:

1. Officials – The arrangements and coordination of all officials, who will be working at the championship meet. The Officials Chairperson will do this and ensure that all official forms are available. Officials and volunteers include

Referees, Starters, Head Judge, Head Timer, Stroke and Turn Judges, Timing Judge, Clerk of Course, and Announcer.

2. Meet Notice/Sanction – Handled by Age Group Committee
3. Entries verification and input by Age Group Committee.
4. Collection of all entry fees by Treasurer. Entry fees shall be retained and used by the LSC.
5. Purchase of all awards.
6. Coordination of heat sheets for coaches/officials
7. For LSC Sponsored Championship
 - a. All group members in the LSC are responsible for hospitality, which can be either monetary or food support. The sponsoring group member will provide a hospitality coordinator.
8. Equipment
 - a. Provide computers and meet software for the meet.
 - b. Responsible for ensuring that LSC rental equipment is in working order.
9. Miscellaneous
 - a. Responsible to get final results posted to the website.

B. SPONSORING GROUP MEMBER RESPONSIBILITIES INCLUDE:

1. Volunteers
 - a. Meet Director (approved by the LSC and must be a USA Swimming registered member)
 - b. Marshals (must be USA Swimming registered members)
 - c. Timers
 - d. Provide runners for the meet and for posting heat sheets and results.
2. Coordination and set-up of the opening ceremonies.
 - a. Include National and Hawaiian Anthems
 - b. Short Program – Important to start meet on time
3. Coordinate with the Meet Referee the awards preparation and presentation.
 - a. Award label printout (2-3 people).
 - b. Presentation platforms first through eight.
 - c. Awards table/stand (to layout awards).
 - d. Other expenses, excluding the individual and team awards, will be the responsibility of the Host team.
4. Facilities
 - a. Complete set-up of facility in accordance to USA Swimming standards and needs of officials. (Check with Meet Referee)
 - b. Responsible for the use, access and rental of the swimming venue. This includes securing permits, deposits, and all equipment necessary to hold a championship event (such as lane lines, start platforms, flags, etc.) according to Hawaiian Swimming and USA Swimming requirements.
 - c. Responsible to provide adequate restroom facilities in accordance with health regulations.
 - d. Provide storage and security of meet competition equipment.
5. Arrangements and the transportation of timing system/computers to and from storage facility.
6. Equipment
 - a. Secure timing system (includes set-up manpower).
 - b. Manual back up watches.
 - c. Tables/chairs for timing system console team.

- d. Public address system
 - e. Cover/chairs for timers (both sides for dual system).
 - f. Copy machine.
 - g. Computers with meet software (LSC may assist).
 - h. Printers compatible with computers.
 - i. Supplies (computer and copy paper, pencils, pens, tape, stapler, paper cutter, scissors, etc.).
 - j. Clip boards/lap counters.
 - k. Info box/tray for each swim team.
 - l. Scratch box.
 - m. Event board (optional)
7. Provide necessary manpower for set-up/take down of timing equipment daily.
 8. Provide Hospitality Coordinator
 - a. Provide snacks/beverages (for all officials and coaches).
 - b. Provide meals as necessary for officials.
 - c. Provide meals after prelims or during timed finals.
 - d. Only one session for coaches (2 per team)
 - e. Provide meal on a session with timed final only events for officials and coaches (2 per team)
 - f. Provide open hospitality area for coaches and officials.
 - g. Manpower for hospitality.
 - h. Hospitality fees are collected by the LSC for each swimmer participating in the meet (see RECAP sheet) and provided to the host team for hospitality expenses.
 9. Provide areas for meetings.
 10. Distribution of results.
 11. Printing of psyche sheets per LSC requirements.
 12. Provide a minimum of two (2) meet marshals throughout the meet. Must be USA Swimming registered members.
 13. Revenue Projects
 - a. T-shirt sales
 - b. Concessions (recommended)
 - c. Programs (are optional) and Heat Sheets (psyche, Prelims/Finals)
 - d. Psyche/Heat sheet copies are limited to 2 per team. Teams requesting additional copies in advance will pay for extras. The Administrative Referee will forward the list for additional copies and related collected fees to Host Team.

XIII. MEET CONDUCT

All participants including coaches, swimmers, officials, and spectators are expected to conduct themselves in an orderly and professional manner and are subject to removal by the Meet Referee, Meet Director, or venue officials. Any outbursts or actions unbecoming a Coach, Athlete, or Official will be subject to a warning and/or possible ejection from the venue. If the Hawaiian swimming member is ejected from the venue that member will be suspended from any and all Hawaiian Swimming events pending review by the Hawaiian Swimming Executive Board. If any Hawaiian Swimming member is ejected from the venue a report must be submitted to the General Chairperson and Administrative Vice Chair within 48 hours from the time the member was ejected from the venue.

A. SMOKING

Smoking and the use of other tobacco products is prohibited on the pool deck, in the locker rooms, in spectator seating or standing areas, and in all areas used by the swimmers during the meet or during the warm-up periods in connection with the meet. (See USA Swimming Rules)

B. ALCOHOLIC BEVERAGES

Sale and use of alcoholic beverages is prohibited in all areas of the venue, including, but not limited to, the pool deck, locker rooms, spectator seating or standing areas, and in all areas used by the swimmers. (See USA Swimming Rules)

C. BANNED SUBSTANCES

The sale and use of controlled illegal substances or any banned substance is expressly prohibited in all areas of the venue, including, but not limited to, the pool deck, locker rooms, spectator seating or standing areas, and in all areas used by the swimmers.

D. WARM-UP PROCEDURES

All warm-ups must be conducted in accordance with Hawaiian Swimming warm-up guidelines.

E. MEET PROTESTS

A written protest will be registered only with the Meet Referee within thirty (30) minutes of the alleged infraction. (See USA Swimming Rules re: Protests)

F. OFF LIMITS

At no time will coaches and other persons enter upon the deck of the pool during a swim meet, except on official business.

G. CELL PHONES

Use of cell phones, cameras, and other recording devices in bathrooms/locker rooms is STRICTLY PROHIBITED.

XIV. LSC Financial Rules and Responsibilities

- a. The LSC shall comply with the reporting requirements as found in the USA Swimming Rules and Regulations and with Federal and State requirements.
- b. Reimbursement forms must be completed for each check written indicating the following information:
 - i. Name of payee
 - ii. Title – e.g. General Chair, Age Group Chair, Team Hawaii Chair, etc.
 - iii. Reason or Purpose – reason for the expense or deposit – e.g. long course state championship meet; Team Hawaii gifts, etc.
 - iv. Summary of each receipt
 - v. Total reimbursement amount
- c. Requests for reimbursements must be received within 30 days from date expenses was incurred. Requests received after the 30 day period may be denied for reimbursement.
- d. Deposit forms should be consistently used for ALL transactions. Deposit forms need to be COMPLETELY filled out with the following information:
 - i. Name of the person or team that is providing the LSC with a check for deposit
 - ii. Purpose or reason – e.g. entry fees for Long Course State Championships
 - iii. Title of person making deposit – e.g. General Chair, Age Group Chair, Team Hawaii Chair, etc.
 - iv. Summary of deposit if multiple transactions
 - v. Total deposit amount

XIV. MISCELLANEOUS REGULATIONS

The following are intended to provide specific and definitive guidance in areas where experience has shown a need for standardization and resolution:

- A. The Secretary will make the names of the Board of Directors and Committee Chairpersons of Hawaiian Swimming available to each group member and each of the Board of Directors after the annual election meeting each year.
- B. The group member shall make available a board roster including voting delegates and alternates to the Registration Chairperson by December 31st of each year.
- C. An LSC team roster shall be sent, to each group member and the Board of Directors, by the Secretary no later than January 31st of each year.
- D. **REGISTRATION AND TRANSFER**
To eliminate confusion and preclude the possibility of an inadvertent violation of USA Swimming rules, the procedures and requirements are set forth in the USA Swimming Rulebook. Current procedures and regulations as set forth by the Hawaiian Swimming Registration Coordinator regarding transfers between local group members and from other associations are available upon request to Hawaiian Swimming.
- E. The Review Section shall use the guidelines for hearings and appeals as outlined in the USA Swimming Rules.
- F. All committees shall submit for approval by the Board of Directors their policies, procedures and/or guidelines annually or as needed.
- G. All new policies, procedures and/or guidelines approved by the Board of Directors and ratified by the House of Delegates shall automatically become part of these rules and regulations.
- H. Safety: refer to the USA Swimming Safety Manual for risk management.

APPROVED: July 30, 2006 by HOD

Amended: June 22, 2008