

# Policies and Procedures Rules and Regulations

Connecticut Swimming, Inc.

December 2015

Last updated January 2022



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## CONTACT

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Henk Jansen, Director of Operations  
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## ACKNOWLEDGMENTS

Grateful acknowledgement is extended to Carol Healey and New England Swimming for sharing its Policy and Procedure Handbook, on which this handbook is modeled.

## DISCLAIMER

All policies and procedures contained herein are designed to supplement and not contradict, either directly or indirectly, USA Swimming Rules and Regulations which are published annually by USA Swimming, the National Governing Body for competitive swimming in the United States. Copies of the Official Rulebook are available from [USA Swimming](http://usaswimming.org), One Olympic Plaza, Colorado Springs, Co., 80909-5770. If any rule or procedure contained herein is found to be in conflict, either directly or indirectly, the below stated rule or procedure is null and void.

## CHANGES TO POLICIES AND PROCEDURES

### GENERAL

Changes to the policies and procedures proposed by Connecticut Swimming, Inc. (CSI) divisions or committees must be approved by a Division Committee, or Division Chair, or Board of Directors, or House of Delegates and published in the meeting minutes.

## EFFECTIVE DATE

Unless stated otherwise, changes to policies and procedures approved by a Division Committee, or Division Chair, or Board of Directors or House of Delegates will have an effective date of September 1.

## EMERGENCY CHANGES

A CSI Division Committee, Division Chair, Executive Committee, Board of Directors, or the House of Delegates may enact emergency changes to these policies and procedures during the competitive year if mandated by USA Swimming or in order to comply with laws or regulations promulgated by State or Federal authorities and such changes are effective immediately.

## COMMUNICATION

### WEBSITE

CSI's website [ctswim.org](http://ctswim.org) is its primary means of communication with its membership. This website serves to communicate information pertinent to CSI, and information regarding the Eastern Zone, USA Swimming, and generally the sport of swimming.

## CONNECTICUT FAST DATABASE

In December of 2003, Connecticut Swimming (CSI) launched [Connecticut FAST](#) developed by Dale Maine. *FAST* is a .Net application over a SQL Server database hosting all CT Swimming meet results since 1994, as well as team, swimmer, official and coach information. Currently there are 2,318 meets in the database with over 3.1 million individual results. Coaches, swimmers, and parents may look up best times, track progress for each event, and search records. Championship meet definitions are imported and the clubs can see who qualifies to swim what events, and the system automates the entry process. The process of transferring a swimmer's history from team to club is automated by allowing the new club to pull an export of a swimmer's history to load into team management software. Clubs may archive files, submit meet bids, enter championship meets, and export/import swimmer history. There are 35 submittals to manage banquet reservations, transfers, applications, etc. returning over 12,000 forms to date. Queries include: Record Times, Best Times, Top Times, Meets Entered, Championship Qualification, Teams, Officials, Coach Expiration, Swimmer Registration, and Meet Membership Verification. Barry Silver is credited for the name "Connecticut *FAST*" (Find Athletes, Swims and Times). [Connecticut FAST](#) developer Dale Maine is an IT Fellow at Collins Aerospace and a parent of 2 swimmers.

## EMAIL

CSI Club Contacts, Coaches, Officials receive emails from the CSI office regarding important announcements or deadlines. In addition, all important content is posted on [ctswim.org](http://ctswim.org).

## PAPER MAILING

CSI sends no paper mailings, except USA Swimming coach membership cards, Scholar-Athlete certificates, and any special requests from USA Swimming.

## ORGANIZATIONAL BACKGROUND

### ORGANIZATIONAL INFORMATION

Connecticut Swimming, Inc. (CSI) is incorporated under the laws of the State of Connecticut as a non-stock corporation. The objectives and primary purpose of CSI is the education, instruction, and training of individuals to develop and improve their capabilities in the sport of swimming. CSI promotes swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules and regulations, policies, and procedures of FINA, USA Swimming, and CSI and its Certificate of Incorporation. The geographic territory of CSI is the State of Connecticut. CSI has jurisdiction over the sport of swimming as delegated to it as a Local Swimming Committee (LSC) by USA Swimming to conduct swimming programs consistent with CSI's objectives and those of USA Swimming and to sanction, approve, observe, and oversee competitive swimming events within the territory, and to conduct competitive swimming events with the Territory, its Region, and its Zone.

## MISSION STATEMENT

Connecticut Swimming provides opportunities for swimmers to enrich their lives.

## VISION STATEMENT

Connecticut Swimming...better life through swimming.

## BOARD MEMBERS

Rick Lewis, General Chair,  
Jeff Sargent, Administrative Vice-Chair  
vacant, Finance Vice-Chair  
Jen Lyman, Program Development Vice-Chair  
Mark Wollen, Program Operations Vice-Chair  
Claire Michalik and Emily Fox, Athlete Representatives

Thomas Dupont, Maddie Haley, Finn Henry, Meghan Lynch, Athlete-At-Large  
Ronnie Vaughan, Senior Coach Representative,  
Bill Natlo, Junior Coach Representative  
Susan Lecza, Treasurer  
Lauren Lazar, Secretary  
vacant, Counsel at Large  
Kaeley Steinnagel, Technical Planning Committee Chair  
Rob Bouchey, Senior Committee Chair  
Dave Modelewski, Age Group Committee Chair  
Dave Pite, Officials Committee Chair  
Nick Cavataro, Coach at Large  
Kathleen and Davide Mendonca, Membership Coordinator  
Duffy Mudry, Operational Risk Coordinator  
Greg Pinchbeck, Safe Sport Coordinator  
John Scaldini, Zone Coordinator Member at Large  
Dennis Flores, Diversity, Equity & Inclusion Coordinator  
David Heller, Member at Large  
Ellen Johnston, Immediate Past General Chair

[Organizational Chart](#)

## BYLAWS

[CSI Bylaws](#)

## OTHER POLICIES

[Statement of Principles](#)

[Rules of Conduct](#) and [Recruiting Rules of Conduct](#)

[Anti-Discrimination](#)

## CSI DELEGATES TO THE USA SWIMMING HOUSE OF DELEGATES

Officer and Representative Delegates - The General Chair, the Administrative Vice-Chair, the Program Development Vice-Chair, the Age Group Committee Chair, the Program Operations Vice-Chair, the Senior Committee Chair, the Athlete Representatives, and the Coach Representatives shall have the privilege and duty to attend the USA Swimming annual meeting as CSI representatives. If the Board of Directors determines to send fewer than all of the Athlete Representatives to the annual meeting, the Senior Athlete Representative and the Athlete Representative next most senior in term of office shall attend, and so on. If the Board of Directors determines to send two or more but fewer than all of the Coach Representatives to the annual meeting, the Senior Coach Representative and the Coach Representative next most senior in term of office shall attend, and so on.

Delegate-at-Large - The General Chair, with the advice and consent of the Board of Directors, may appoint an additional representative to the annual meeting who shall be an Athlete Member, an Active Individual Member, or a Coach Member of CSI for whom the annual meeting will offer significant educational benefits and opportunities,

and whose attendance the General and the Board of Directors judge to be in the best interests of CSI and the individual appointed. Such individual appointed may usually be a CSI Board Member, officer, coordinator, committee chair, or official, but need not hold such a position with CSI in appropriate circumstances.

**Voting Delegates** - The General Chair, the Administrative Vice-Chair, the Senior Athlete Representative, and the Senior Coach Representative shall have the privilege and duty to serve as voting delegates to the USA Swimming House of Delegates. In the case of the Age Group and Senior Committee Chairs and the Program Development and Program Operations Vice-Chairs, respectively, the voting privilege and duty shall be rotated as follows: the Program Development Vice-Chair and the Age Group Committee Chair shall have the voting privilege and duty in even-numbered years and the Program Operations Vice-Chair and the Senior Committee Chair shall have the voting privilege and duty in odd-numbered years. The Board of Directors may make such other provision for rotating the voting privilege and duty among the four officers, on either an ad hoc or a standing basis, as it determines to be in the best interests of CSI and the individuals involved.

**Officer Delegate Alternates** - If any of the officer delegates is unable to attend, their elected alternates, if any, shall attend in their places. If 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 to attend the USA Swimming annual meeting as CSI delegates.

**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 no additional Athlete Representatives or alternates are 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 CSI representative.

**Coach Representative Alternates** - If the Senior Coach Representative is unable to attend, 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 CSI.

## CSI ELECTIONS

The House of Delegates, at its annual meeting, shall elect the General Chair, the Administrative Vice-Chair, the Secretary, the Finance Vice-Chair, the Senior Committee Chair, and the Program Development Vice-Chair, in even-numbered years; and the Age Group Committee Chair, the Program Operations Vice-Chair, the Treasurer, the Technical Planning Committee Chair, the Operational Risk Coordinator, Safe Sport Coordinator the Officials Committee Chair, and the Membership/Registration Coordinator in odd-numbered years. At-Large Coach Board Member shall be elected in odd- and even-numbered years in a manner that, as possible, results in an equal number of positions being elected by the House of Delegates in each year, taking into account the number of Administrative Review Board members being elected in relevant years. Terms begin September 1 and each term is 2 years. No more than 2 consecutive terms may be held by the same individual except for Treasurer and Registration/Membership Coordinator.

In the case of Athlete Representatives and Coach Representatives, elections are held by each respectively. Terms begin the day after the annual meeting of the House of Delegates.

For purposes of the Athlete Representative election, “sophomore” is defined by CSI includes a current student in the second year of secondary school or a student who will be a student in the second year of secondary school at the start of the next school year.

## APPOINTMENTS

The following committee chairs/coordinators/at-large Board members shall be appointed by the General Chair with advice and consent of the Board of Directors: The Governance Committee; Zone Coordinator; Diversity, Equity & Inclusion Coordinator; Athlete-At-Large Board Members; and two (2) Nonathlete At-Large Board Members (one of which must be an attorney).

## CSI HOUSE OF DELEGATES

The House of Delegates of CSI shall consist of the Group Member Representatives (Clubs), the Board of Director Members, the Non-Athlete At-Large House Members, and Athlete At-Large House Members appointed by the General Chair. The House of Delegates shall oversee the establishment of policies, procedures and programs as prescribed in the USA Swimming Rules and Regulations, USA Swimming Corporate Bylaws, or CSI Bylaws Article 4. Club attendance is mandatory except for college clubs and is incentivized by a \$100 refund per meeting of club membership dues. Furthermore, clubs wishing to host a CSI sanctioned meets must meet House of Delegates meeting requirements as outlined in the CSI Meet Sanction Policy.

## CSI DIVISIONS AND COMMITTEES

As outlined in the CSI Bylaws, CSI consists of six [Divisions](#). Athlete membership shall constitute at least twenty percent (20%) of the voting membership of every committee.

## ADMINISTRATIVE DIVISION

### DUTIES

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. (CSI Bylaw Sections 6.5.1 and 6.9.1.) The Administrative Vice-Chair shall chair, and have general charge of the business, affairs, and property of the division that administers CSI business and affairs. The Administrative Vice-Chair shall assist in development of policy and coordination of the activities of the officers and committees within the division internally and with other divisions, committees, and coordinators. The Administrative division shall be responsible for the creation and maintenance of CSI's Policies and Procedures Manual. The Administrative Vice-Chair serves a liaison to the Athlete Representatives and the Athletes Committee and shall be responsible to see that elections of Athlete Representatives are held in accordance with the CSI Bylaws. Areas of responsibility under the CSI Administrative Division include but are not limited to the following:

Awards Banquet

Bylaws/Legislation/Rules

Club Development

Computer/Technology

Elections

Equipment

Insurance

Legal (General Counsel, if applicable)

Marketing/Sponsorship

Membership/Registration

Personnel

Public Relations

Publications/Newsletter/Website

Policies and Procedures Manual

Records/Top 16 Tabulation

Safe Sport Coordinator

Secretary

Swim Guide

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## SAFE SPORT COORDINATOR

The Safe Coordinator is responsible for the implementation and coordination of, and serve as the CSI liaison for, the Safe Sport Program established by USA Swimming. The Safe Coordinator is a non-athlete member in good standing and shall work with the USA Swimming Safe Sport staff, and the USA Swimming Safe Sport to implement pertinent aspects of the national Safe Sport Program within CSI. The Safe Sport Coordinator will serve as the primary contact for CSI 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; 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; 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; Serve as an information resource for CSI clubs and membership, and will help to identify and connect

them with local educational partners and resources; Receive feedback and suggestions on the Safe Sport policies and programs from the CSI clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff; and 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.

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## RECOGNITION

### CSI RECORDS

CSI maintains individual Resident Records and Connecticut Records which are updated and maintained in Connecticut FAST- Record Times. Connecticut records are those records achieved by any USA Swimming athlete in a CSI sanctioned/approved/observed meet. Resident records are those records achieved by CT member athletes of USA Swimming in a CSI sanctioned/approved/observed meet. Out-of-state athletes apply for CSI records using the [Record Application](#) submittal. Further information can be found on the [Records Page](#) and [Record Criteria Chart](#). Records are published on ctswim.org and in the Senior and Age Group Championship meet programs, heat sheets, and results.

### CSI TOP 16

Each year CSI compiles the CSI Top 16 official times for recognition purposes. Official times are those times generated from USA Swimming sanctioned/approved/observed meets and include official splits and time trials. The Top 16 list classifies the times by age groups: 10/U, 11/12, 13/14, 15/16, 17/18, and Senior. For each age group and gender, the times of the fastest 16 swimmers in each USA Swimming recognized event are ranked. Separate lists are compiled for short course (25 yard) events and long course (50 meter) events. The times for each year date from September 1 through August 31. Also included is the CSI Open Water Championship. A preview is list of Top 16 athletes is posted on ctswim.org and may be challenged at any time. These athletes are recognized on CSI's web site and at the annual Awards Banquet.

### ANNUAL AWARDS BANQUET

The first Sunday of each November, CSI sponsors an annual Awards Banquet. Top 16, Scholar Athletes, Coaches and Swimmers of the Year, Volunteer of the Year, Age Group Championship High Point winners, and Club High Point Winners for each age group/gender, USA Swimming National qualifiers, and USA Olympic Trialists are recognized. Invitations and selection criteria are posted on CSI's website. An athlete must be in attendance to



receive a Top 16/Scholar Athlete plaque. Athletes missing the banquet final deadline will be recognized on CSI website. CSI covers the cost of the banquet except for meals. [Annual Awards Banquet](#)

## SCHOLAR ATHLETES

CSI recognized excellence in the pool and classroom through its Scholar Athlete program. Athletes that have achieved a high level of meet qualification and an established GPA are invited to apply annually. Athletes not qualifying to high-level meets but meet the GPA requirements may apply if they swim a certain number of CSI meets throughout the year and/or achieve set forth time standards. Scholar Athletes are awarded and mailed a certificate; 3-year scholars receive a certificate and plaque. Scholars wishing to be recognized at the Awards Banquet must attend the banquet. [Guidelines and Application](#)

## ATHLETE TRAVEL ASSISTANCE

In order to assist in the development of senior swimmers, CSI offers some financial assistance its athletes competing in one or more individual events at USA Swimming Zone Sectionals and Futures meets, USA Swimming Grand Prix meets, USA Swimming Junior National Championships, USA Swimming US Open Championships, USA Swimming National Championships, LC World Championship Trials, USA Olympic Trials, US Paralympic National Championships, and US Paralympic Trials. Assistance is also available to those swimmers attending various national open water championships and swimmers chosen to attend national select camps. Receipts are required for meets other than Sectionals. Swimmers must be registered with CSI for at least two (2) years. Swimmers registered less than two years, but meeting the participation requirement, may receive a prorated assistance. College swimmers from out-of-state that represent a CSI team in summer will be eligible for 50% assistance their first summer and full assistance their second summer. Active collegiate swimmers will not be eligible for assistance during the collegiate year. Each budget cycle the CSI Board of Directors, based on recommendation of the Senior Committee, approves travel assistance funding. Checks are disbursed to the athletes in October-November for the previous season.

In order to assist age group swimmers, CSI offers some travel assistance to its athletes competing in one or more individual events at the Eastern Zone Short Course Age Group Championships.

The Athlete Assistance program is administrated by the CSI Senior Committee. [Guidelines and Application](#)

## SWIMMER OF THE YEAR/ADAPTED SWIMMER OF THE YEAR

Each year the Senior Committee selects a [Swimmer of the Year](#) and Adapted Swimmer of the Year. These athletes are recognized at the annual award banquet. The meet criteria is adjusted for adapted athletes to include regional, national or international disability meets held by any organization. Effective with the July 16, 2020, CSI Board of

Directors meeting the CSI Swimmer of the Year will be awarded to a Female Swimmer of the Year and to a Male Swimmer of the Year.

## SENIOR/AGE GROUP COACH OF THE YEAR

At each LC Age Group and Senior Championship, the Coach Division, runs an election for the [Senior and Age Group Coaches of the Year](#). These coaches are recognized on the CSI website and at the annual Awards Banquet. The Age Group Coach of the Year is recognized by ASCA.

## COACH EDUCATION GRANT

A [Coaches Educational Incentive Program](#) provides educational grants for CSI coaches who participate in CSI activities and events. Four (4) grants to a maximum of \$500 each, (\$2000 in total), will be provided each year to eligible CSI registered coaches. Coaches will be selected to receive CSI Educational Grants based upon a pre-established Point System and other established criteria. At the end of each fiscal year, eligible coaches will be required to complete and forward to Connecticut Swimming an [Application for an Educational Grant](#). Coaches will provide on this application a complete listing of all activities and events in which he/she participated in the fiscal year -- September 1 to August 31. Grants, which are available for a period of one year from the date the selection is made, may only be used to cover and/or defray the cost of educational activities (i.e., expenses relating to attendance at clinics -- registration fee, transportation, and hotel or educational materials -- videos, manuals, books, etc.). Expenses for such shall be paid directly by Connecticut Swimming to the supplier or service. In no event may a coach apply CSI grant dollars for expenses reimbursed by the coach's club, by Connecticut Swimming or by any other party or for expenses related to entertainment, meals or car rental. Connecticut Swimming further reserves the right to approve the use of all grants. In the event that more than four (4) coaches achieve the same number of points in a given fiscal year, the grant(s) shall be evenly divided. In no event may a coach be entitled to a CSI educational grant in two consecutive years. The Coach Division oversees this program.

## COACH TRAVEL ASSISTANCE

The Board of Directors determines funding for coach travel assistance with each annual budget cycle.

## VOLUNTEER OF THE YEAR AWARD

Each year CSI Board of Directors forms an ad hoc committee to select a recipient for the USA Swimming Outstanding Service Award. This award, sponsored by ConocoPhillips, is presented to a volunteer in each LSC in

recognition of service to swimming. [Recipients](#) receive an award and an Outstanding Service Award pin at the annual Awards Banquet and are recognized on the CSI web site.

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## CSI WEB SITE

CSI maintains a managed server with a third-party vendor. The CSI webmaster is the CSI office personnel. The CSI website is the primary means of communication with the CT membership. Notices and updates are posted on the [What's New!](#) page. The CSI meet calendar, meet announcements, entry files, and result files are maintained. Adding and updating notices as requested by designated CSI Board members and other authorized individuals are posted in a timely manner. Notices from clubs and information/articles about the sport of swimming, and job postings are posted as a courtesy and subject to editing by office personnel and/or Board members.

## FINANCE DIVISION

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### DUTIES

Duties of the Finance Vice-Chair are prescribed in Section 7.4.2.C of CSI's bylaws. Areas of responsibility include but are not limited to the following:

Audit and Budget

[Marketing/Sponsorship](#) and Swim-a-thon

Tax

[Gifts and Donations](#)

[CSI Investment Policy](#)

Treasurer

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### TREASURER DUTIES

The Treasurer shall be the principal receiving and disbursing officer of CSI. Except as otherwise directed by the Finance Vice-Chair, Finance Committee Chair, or the Board of Directors, the Treasurer shall receive all moneys, incomes, fees, and other receipts of CSI and pay all bills, salaries, expenses, and other disbursements approved by an authorized officer, committee, coordinator, the Finance Vice-Chair, the Finance Committee Chair, the Board of Directors, or the House of Delegates, or required to be paid pursuant to Section 10.3.5. When authorized by the Board of Directors, income and expenses may be received and paid by a division, officer, committee, or coordinator, provided that the division, officer, committee, or coordinator promptly submits to the Treasurer an itemized report, duly attested by the division, officer, committee, or coordinator, that is either within the approved budget of such division, officer, 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:

Have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of CSI.

Cause the moneys, securities, and other financial instruments of CSI to be deposited in the name and to the credit of CSI in such institutions as shall be designated in accordance with Section 6.11 or to be otherwise invested as the Finance Vice-Chair, the Finance Committee, or the Board of Directors may direct.

Cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds, and any similar special purpose funds or accounts

Cause CSI funds to be disbursed by checks or drafts, automated debits, or wire transfers upon the authorized depositories of CSI, and obtain and preserve proper vouchers for all moneys disbursed.

Cause to be kept at CSI'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.

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 CSI or USA Swimming.

Cause CSI to be in compliance with the requirements of Section 8.4

Have the power to require from the officers, committee chairs, coordinators, staff, or agents of CSI 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 CSI.

Cause the annual audit of CSI accounts 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 Bylaws and as otherwise directed by USA Swimming.

Have the power to appoint one or more assistant treasurers and delegate to them one or more of the Treasury functions, or parts thereof.

In general, perform all the other duties incident to the corporate treasury function.

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## REIMBURSEMENT

CSI Reimbursement Policy: All reimbursement requests must be submitted on CSI's Reimbursement Request Form and signed by a CSI Division Vice-Chair. Pertinent receipts must be attached. No requests over \$250 will be processed without an authorized signature.

CSI Check Request Policy: All check requests must be submitted on CSI's Check Request Form and signed by a CSI Division Vice-Chair. Pertinent invoices and receipts, etc. must be attached. No checks will be issued without a CSI Division Vice-Chair authorized signature.

CSI Travel Reimbursement Policy for Meetings: CSI reimburses for the following travel expenses to USA Swimming House of Delegates, USA Swimming Workshops, Eastern Zone meetings, and other meetings approved by the Board of Directors: Meeting registration, supersaver airfare or other reasonable and customary airfare; hotel room and tax; transportation to/from destination airport and hotel; and \$100 per diem food allowance if meals are not provided. If driving, CSI reimburses for trips over 50 miles at the current IRS mileage rate for service to charitable organization.

CSI Travel Reimbursement Policy for Officials: Certified officials meeting the following requirements may request reimbursement for participating in out-of-state meets at the Zone or higher levels. The Official is required to participate in and successfully complete a national certification evaluation, if offered and the official is eligible. (Generally requires working a minimum of four sessions.) Eligible expenses: economy (Super Saver) airfare (or IRS mileage > 50 miles); transportation/parking to/from destination airport and to/from venue/hotel; ½ room. Up to two days per diem for travel days. Maximums: Zone level meets: \$300; Sectional and comparable-level meets: \$450; National championships, Grand Prix, and comparable level meets: \$700; and Olympic Trials \$800. Limit three meets per calendar year per official. Official is ineligible if he/she is otherwise reimbursed for expenses, such as being assigned team members. All awards are approval of the Officials Chair and subject to budget limitations.

CSI Reimbursement Policy for Officials Mileage within CT: Certified officials requested or assigned by the Officials Chair to conduct CSI officials training clinics or assess/inspect a CSI sanctioned/approved meet (their child is not participating) for the betterment of the LSC may request mileage reimbursement at the IRS mileage rate for service to charitable organization.

CSI Reimbursement for CSI Championships: CSI reimburses 100% of hotel + tax (single room) for the Senior Championship and Age Group Championship Meet Referee and Meet Director.

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## CAPITAL EXPENSES

A proposal or request is required for any capital equipment costing \$500 or more, as set forth in [Requests/Proposals for Funding/Purchases](#).

## GOVERNANCE COMMITTEE

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### DUTIES

Duties of the Governance Committee are prescribed in Section 7.4.3 of CSI's bylaws. All members of the Governance Committee must be CT members of USA Swimming and be in good standing. Areas of responsibility include but are not limited to the following:

To assist in periodic evaluation of the mission and vision statements and the Bylaws of CSI

To aid in the development of operating policies regarding conflict of interest (Board and staff), document retention, ethics, whistle-blower, procurement, contract review, grievance and other employment-related practices, etc.;

To aid in the development of personnel practices procedure including job descriptions and annual review of staff;

To ensure that the Board's focus remains on the strategic plan;

To aid in the development of expectations and processes for accountability of Board members;

To develop criteria for the qualities and required characteristics of Board officers;

To lead Board succession planning by assessing current and anticipated needs for Board composition and identifying and recruiting potential Board members;

To nominate Board members, Administrative Review Board members, and other coordinator or chair positions to be elected by the House of Delegates consistent with the matrix of skills, demographics, and talents needed;

To publish the slate of candidates to the CSI membership at least twenty (20) days prior to the election. Additional nominations may be made from the floor of the House of Delegates by voting members of the House of Delegates;

To design and implement Board orientation and an ongoing program of Board education and development; and

To lead periodic assessment of the Board's performance (as a whole and of individual members) and make recommendations to enhance Board effectiveness.

## EXECUTIVE COMMITTEE

### DUTIES

The authority and powers, members, and report of action are prescribed in Section 7.4.4 of CSI's bylaws.

## PROGRAM DEVELOPMENT

### DUTIES

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 for developing long-range plans for swimming programs. The Program Development Committee shall consist of the General Chair; the Program Development Vice-Chair, who shall serve as chair; the Age Group Committee Vice-Chair; the Program Operations Vice-Chair; the Senior Committee Vice-Chair; the Technical Planning Committee Chair; the Coach Representatives; the Athlete Representatives; the Diversity Equity and Inclusion Coordinator; the At-Large Board member who is required to be a Coach Member; Open Water Committee Chair; and Adapted Swimming Committee Chair. Areas of responsibility under the CSI Program Development Division include but are not limited to the following:

Adapted Swimming

Age Group Committee

Camps

Diversity Equity and Inclusion

Open Water Swimming

Senior Committee

Technical Planning Committee

Time Standards

Special events

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## AGE GROUP COMMITTEE

The Age Group Committee Chair has general charge of the affairs and property of the Committee that develops and conducts the CSI age group swimming program. Areas of responsibility under the CSI Age Group Committee include but are not limited to the following:

Age Group Swimming

Camps/ Clinics

Zone Team

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## SENIOR COMMITTEE

The Senior Committee Chair has general charge of the affairs and property of the Committee that develops and conducts the CSI senior swimming program. Areas of responsibility under the CSI Senior Committee include but are not limited to the following:

Senior Swimming

Camps/ Clinics

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## TECHNICAL PLANNING COMMITTEE

The Technical Planning Committee Chair has 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 CSI, continuing review and development of the CSI philosophy, and advising other committees and divisions regarding the implementation of that philosophy in the context of CSI's swimming programs.

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## PROGRAM OPERATIONS DIVISION

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## DUTIES

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 CSI including the awarding of meet sponsorships to Club Members, facilities and equipment rentals, and meet management for all swimming meets sponsored by CSI. Areas of responsibility under the CSI Program Operations Division include but are not limited to the following:

Awards

Clinics

Meet Evaluation Coordinator

Meet Management Committee

Meet Sanctions Coordinator

Meet Sponsorship Committee

National Times Verification

Officials Committee

Operational Risk Coordinator

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## OFFICIALS COMMITTEE

The Officials Chair shall chair the Officials Committee, which is responsible for recruiting, training, certifying, and supervising officials for CSI. The Officials Committee Chair shall be a referee certified by CSI, and each member of the Officials Committee shall be a certified official of CSI, except for the athlete members. The Officials Committee shall consist of the Officials Chair, who shall serve as chair, and at least two other members.

## ATHLETES DIVISION

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### DUTIES

Areas of responsibility under the CSI Athletes Division include but are not limited to the following:

Athlete Representatives

The Athlete Representative shall serve a two-year term on the Connecticut Swimming Inc. Board of Directors as a liaison between the athletes who are members of CSI and the Board of Directors and House of Delegates.

The Senior Athlete Representative shall chair the Athletes Committee.



The Senior Athlete Representative shall have general charge of the business, affairs and property of the Athletes' Committee which shall be responsible for and undertake activities (a) delegated to it by the Board of Directors or the General Chairman or (b) undertaken by the committee as being in the best interests of the Athlete Members, CSI, USA Swimming and the sport of swimming.

The Athlete Representative must attend House of Delegates, Board of Directors and Program Development meetings.

The Athlete Representative should make herself/himself available for any CSI-sponsored camps/workshops.

The Athlete Representative may be eligible to attend the USA Swimming Annual Convention held each fall provided he/she meets the following requirements: 75% attendance of CSI Board of Directors meetings, or a combination of Board meetings and CSI-sponsored camps/workshops equivalent to the minimum attendance requirement of CSI delegates/representatives to the USA Swimming National Convention.

#### Athletes-At-Large

Athletes-At-Large are appointed by the General Chair so that at least 20% of the Board of Directors is composed of athletes.

#### Athlete Committee

The Senior Athlete Representative or his/her designee shall be the chair of the committee. The Athletes Committee shall consist of the Athlete Representatives, the Athlete At-Large Board members and Athlete At-Large House Members. The Athletes' Committee shall have general charge of the business and affairs of the Athletes of CSI, and 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 Athlete Members, CSI, USA Swimming and the sport of swimming.

## THE SENIOR COACHES DIVISION

### DUTIES

Areas of responsibility under the CSI Coaches Division include but are not limited to the following:

#### Coach Representative

The responsibilities of the Coach Representatives include: voting member of the CSI House of Delegates, the Board of Directors, the Executive Committee, the Program Development Committee and the Meet Sponsorship Committee. The representative senior in term shall be a delegate of CSI to the annual USA Swimming National Convention.

Specific Duties: Responsible for collecting the CSI's coaches concerns and opinions and advising the appropriate division and committee chairman and the CSI Board of Directors; Responsible for conducting

the election of a Coach Representative each year at the CSI SC Senior and Age Group Championships; Responsible for conducting the election of Senior and Age Group Coach of the Year at the CSI LC Senior and LC State Championships; Responsible for conducting an annual CSI Coaches Clinic in cooperation with the CSI Board of Directors and Senior Committee.

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## COACHES COMMITTEE

The Senior Coach Representative shall chair and have general charge of the business, affairs, and property of the Coaches Committee, which shall undertake such activities (1) delegated to it by the Board of Directors or the General Chair or (2) judged by the committee as being in the best interests of the Coach Members, CSI, and the sport of swimming. The Coaches Committee shall consist of the Coach Representatives; the At-Large Board Member, who is the required Coach Member, and at least four (4) additional Coach Members as may be determined by the Coach Representatives, with consideration to the benefits of equal geographic representation and diversity in size and identity of Club Member affiliation, among other factors. The Senior Coach Representative shall serve as chair.

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## COACH OF THE YEAR

During Long Course Championship meets, the Coach Representatives run the Senior Coach of the Year and the Junior Coach of the Year elections. The winning coaches are recognized at the CSI annual banquet. The Age Group Coach of the Year's name is forwarded to American Swim Coaches Association (ASCA). [Procedures and Criteria](#)

## DUTIES AND POWERS OF NON-OFFICER CHAIRS AND COORDINATORS

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### MEMBERSHIP/REGISTRATION COORDINATOR

The Membership/Registration Coordinator shall be responsible for the registration of Group and Individual Members and shall issue such reports as may be required by the Board of Directors or the Administrative Vice-Chair. The Membership/Registration Coordinator shall supervise the transmission of registration information to and assist in the preparation of the reports required by USA Swimming. The Membership/Registration Coordinator shall assist the Operational Risk Coordinator in the performance of its respective duties.

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### OFFICIALS COMMITTEE CHAIR

The Officials Chair shall chair the Officials Committee, which is responsible for recruiting, training, certifying, and supervising officials for CSI. The Officials Committee Chair shall be a referee certified by CSI, and each member of the Officials Committee shall be a certified official of CSI.

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### OPERATIONAL RISK COORDINATOR

The Operational Risk Coordinator shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA Swimming safety education information to all CSI Group Members, athletes, coaches, and officials. The Operational Risk Coordinator shall develop CSI's safety education

programs and policies and make recommendations regarding same, and the implementation thereof, to the Program Operations Vice-Chair, the Administrative Vice-Chair, and the Board of Directors.

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#### TECHNICAL PLANNING COMMITTEE CHAIR

The Technical Planning Committee 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 CSI, continuing review and development of the CSI philosophy, and advising other committees and divisions regarding the implementation of that philosophy in the context of CSI's swimming programs.

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#### ATHLETES COMMITTEE CHAIR

The Senior Athlete Representative shall chair and have general charge of the business, affairs, and property of the Athletes Committee, which shall be responsible for the publication of an athletes' newsletter and shall undertake such other activities (1) delegated to it by the Board of Directors or the General Chair or (2) judged by the Committee as being in the best interests of the Athlete Members, CSI, USA Swimming, and the sport of swimming.

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#### COACHES COMMITTEE CHAIR

The Senior Coach Representative shall chair and have general charge of the business, affairs, and property of the Coaches Committee, which shall undertake such activities (1) delegated to it by the Board of Directors or the General Chair or (2) judged by the committee as being in the best interests of the Coach Members, CSI, and the sport of swimming.

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#### MEET EVALUATION COORDINATOR

The Meet Evaluation Coordinator shall administer CSI's system of meet evaluation questionnaires and the evaluation of information contained in the questionnaires concerning the conduct of CSI's swimming meets and make recommendation to the Program Development Committee and the Board of Directors regarding improvements in the CSI swimming meet program.

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#### SAFE SPORT COORDINATOR

The Safe Sport Coordinator shall be responsible for the implementation and coordination of, and serve as the CSI liaison for, the Safe Sport Program established by USA Swimming. The Safe Coordinator shall be a non-athlete member in good standing and shall work with the USA Swimming Safe Sport staff, and the USA Swimming Safe Sport Committee to implement pertinent aspects of the national Safe Sport Program within CSI. The Safe Sport Coordinator will:

Serve as the primary contact for CSI 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;

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;

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;

Serve as an information resource for CSI clubs and membership, and will help to identify and connect them with local educational partners and resources;

Receive feedback and suggestions on the Safe Sport policies and programs from the CSI clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff; and

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.

## REGISTRATION/MEMBERSHIP POLICIES

### POLICIES, PROCEDURES AND FORMS

In late-August or early-September, registration materials for the upcoming year are posted on the CSI web site followed by email notification to club contacts. This includes policies, procedures, forms, and detailed instructions. It is suggested the clubs submit new registrations as early as possible. A calendar for staggered registrations is suggested to even out the workload for CSI registrars and assure that all are registered before the first meets of the season. CSI does not process USA Swimming membership at swim meets. [CSI Registration and Membership Privacy Policy](#)

### CSI REGISTRARS AND CLUB REGISTRARS

CSI has multiple [registrars](#). Clubs are assigned a CSI registrar for all their registration needs. Each club should select from its membership, a club registrar to work with CSI's registrar.

### REGISTRATION YEAR

The USA Swimming registration year runs from January 1 through December 31. A club, athlete, or non-athlete that registers between September 1 and December 31 will be registered for the rest of the current year and all of the following year. CSI offers a seasonal athlete membership valid each year from first week in April to August 31.

## USA SWIMMING REGISTRATION/MEMBERSHIP NUMBER OR USA ID

USA Swimming uses the members' legal first name, middle name, last name and birthday to create the member's registration number. When submitting registration information, it is important to submit the full legal name and birthday. There is the option to submit a preferred name or nickname, which CSI will attempt to use for database queries, meet programs, etc.

## CLUB REGISTRATION

The Club Registration Form should be completed and submitted with payment. This is done via hard copy only. Please complete all items and fill out sections. Club memberships are processed when the Head Coach is currently registered and at least 1 athlete is registered for the current year. [Club Registration](#)

Effective with the 2017 membership year, the USA Swimming Club Membership fee is \$500 with a maximum of \$200 to be refunded to each club attending CSI House of Delegates meetings held during CSI's fiscal year September 1-August 31. If one (1) House of Delegates meeting is held, the refund is \$200. If two (2) House of Delegates meetings are held, the refund is \$100 per meeting. College clubs are exempt.

The House of Delegates attendance requirement is met by an individual member with current USA Swimming membership and affiliated with the club. Refunds will be issued once a year after the spring House of Delegates annual meeting.

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## NEW CLUBS

A new club must check the requirements for a new club which is listed in the "club" section of the USA Swimming web site. All requirements must be completed and returned to the lead CSI registrar. After the CSI registrar determines the new club's requirements are complete, she forwards the application to USA Swimming for approval. The Club Leadership and Business Management School must be completed before a new club reregisters for its second year.

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## CLUB FEES

Club membership fees are published each year with the registration materials. Penalties apply for missed deadlines, except in the case of new clubs. Rebates are issue for attending House of Delegates meetings.

## NON-ATHLETES REGISTRATION FOR COACHES, OFFICIALS, AND OTHERS

Non-athletes may register through the online system. Online Registration instructions and forms may be found on the CSI web site. All non-athletes are required to pass USA Swimming's background check and Athlete Protection Test.

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## COACH REGISTRATION

All coaches must maintain current coach credentials as defined by USA Swimming. Results of background screening are sent directly to the registrar, but each coach is responsible for submitting copies of the other required certifications when registering and when a certificate has been renewed. It is the responsibility of the coach to keep his or her certifications current at all times. USA Swimming membership is independent of coaches' credentials. Coaches with lapsed credentials are considered "other" members of USA Swimming.

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## OFFICIAL REGISTRATION

Officials are registered as such when the appropriate check box on the membership application is checked, USA Swimming membership requirements are met, and CSI officials certification is met. USA Swimming membership is independent of officials' certifications. Officials with lapsed certifications are considered "other" members of USA Swimming.

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## OTHER VOLUNTEER REGISTRATION

Non-athletes may register as "other", if they are not fulfilling official or coaching roles by checking the "other" designation on the membership application. All nonathlete members must pass the USA Swimming background check and Athlete Protection Test. and background check.

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## RULEBOOKS

USA Swimming Rulebooks are mailed to all registered non-athletes by USA Swimming. Online versions are available at [usaswimming.org](http://usaswimming.org). This mailing also includes insurance information.

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## MEMBERSHIP CARDS

Membership cards are digital and available through USA Swimming's Deck Pass.

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## NON-ATHLETE FEES

Fees are published on the [Membership/Registration](#) page of CSI's website. Non-athletes that wish to compete as athletes must register separately as an athlete at no additional cost.

## ATHLETE REGISTRATION

Before registering an athlete, a club must be sure that all information for the athlete is current and accurate. All athlete registrations are via the club's registration chairman. Clubs submit electronic registration files containing the required and optional USA Swimming information. A preferred name may also be included. An electronic registration file from team management software, a roster, and payment are sent to the club's CSI-assigned registrar. [Athlete Registration](#)

There are 4 types of USA Swimming athlete memberships: 1.) Premium full year with no limitations; 2.) Flex full year for athletes under 18 years old and limited to two (2) CSI sanctioned non-championship meets per membership year; Seasonal membership from April-August and limited to CSI sanctioned meets; and Outreach Athletes who are premium full year athletes with no limitations that pay a reduced membership fee.

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## OUTREACH ATHLETE

Swimmers who meet the eligibility requirement may join USA Swimming at a reduced rate. CSI collects no membership fee from Outreach Athletes. To register as an Outreach athlete member, proof of aid must be obtained and submitted to CSI. Verification of eligibility must be renewed with each membership application. Meet entry fees (individual event splash fees) for CSI sanctioned/approved meets including CSI Championships are waived for Outreach athletes. [Athlete Outreach](#)

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## ATHLETE TRANSFER OR RELEASE

A swimmer who was registered with another USA Swimming club previously must fill out a [Transfer/Release Form](#). Athletes cannot represent the new club until 120 days from the last day of competition representing the former club. The 120-day rule does not apply to athlete transferring to/from a college club.

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## SWIMMERS REGISTERING WITH NO CLUB AFFILIATION

Athlete registering without CSI club affiliation should use the hard copy USA Swimming Membership application form and mail the form and a check to the CSI lead registrar. . [Athlete Registration](#)

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## ENTERING ATHLETE MEMBERS IN SANCTIONED SWIM MEETS

All swimmers must be registered and/or in the case of adult athletes (18 years and older) in compliance with Safe Sport, before they are entered in a CSI sanctioned meet. Please refer to USA rule 302.4—“False Registrations: A LSC may impose a fine of up to \$100.00 per event against a member coach or member club representative signing a document which indicates a swimmer is registered with USA Swimming for a meet when that swimmer is not properly registered. This will be enforced by the LSC and the LSC is entitled to the fines imposed.”

## ATHLETE FEES

Fees are published on the Membership/Registration page of CSI’s website. There are 4 membership categories with different fees: Full-Year, Flex, Seasonal, and Outreach.

## SWIM MEET POLICIES AND PROCEDURES

Swim meet policies and procedures are under the auspices of the Program Operations Division.

## DEFINITIONS OF SANCTIONED, APPROVED, AND OBSERVED MEETS

CSI, as a Local Swim Committee (LSC) of USA Swimming, is authorized to issue, withhold, or withdraw sanctions, approvals, or observations in accordance with USA Swimming Rules and Regulations for meets held within the CT LSC boundaries. For further information about sanctioned, approved and observed meets, see USA Swimming Rules and Regulations Article 202.

Sanctioned meets are meets where all swimmers are USA Swimming members and USA Swimming technical and administrative rules are followed. All times are recognized by USA Swimming and CSI.

Approved meets are meets where USA Swimming athlete membership is not required and USA Swimming technical rules only are followed. Times from USA registered swimmers only are considered official by USA Swimming and CSI. Retroactive memberships are not permitted.

Observed meets do not follow USA Swimming technical rules (college and high school meets) and USA Swimming athlete membership is not required. Only observed swims (times) from USA registered swimmers are considered official by USA Swimming and CSI. USA Swimming Officials attest the observed times were achieved following USA Technical rules including timing resolution. Retroactive memberships are not permitted.

Times from meets sanctioned, approved and/or observed by CSI are entered into USA Swimming and CSI times databases.

[Sanctioned/Approved/Observed Swims Generating Official Times](#)

## TYPES OF MEETS

The following types of meets are available for competitive swimming purposes within the CSI sanctioning process. Meet sanctions are under the auspices of the Program Operations Division. All meets are



reviewed by Program Operations to assure that USA Swimming and CSI rules and procedures are followed.

Note regarding Adapted Swimming. Athletes with disabilities are welcome to enter CSI meets. Information specific to adapted athletes is published in every meet announcement. Participation in CSI championship meets is encouraged and time standards are established on an as-needed basis. The Eastern Zone Age Group meets include adapted athletes as well and publishes the selection criteria in its meet announcement. [Adapted Swimming Policy](#)

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## CSI REGULARLY SCHEDULED SANCTIONED MEETS

Regularly-scheduled meets are meets sanctioned by CSI, where meet hosts have been awarded a meet through established bid procedures, follow USA Swimming sanction requirements and conditions, follow CSI meet guidelines, and pay required CSI sanction deposits and surcharges. CSI Regularly-Scheduled Meets are open to all CSI athletes and clubs. The Program Operations Division works with the bidding clubs to provide a wide array of meet types, meet locations, and meet dates to benefit all CSI clubs throughout the course of the season. All swim meet announcements scheduled and awarded by Program Operations are submitted to the CSI Office for publication on the CSI website. These regularly scheduled meets are recognized as USA Swimming sanctioned swim meets under the jurisdiction of CSI and will qualify for meet eligibility requirements for the CSI Regional and Age Group Championships, [CSI Swimmer of the Year](#), [CSI Zone Team](#), [CSI Scholar Athlete](#), and [CSI Athlete Travel Assistance](#).

CSI Regularly-Scheduled Meets may include any of the following formats:

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## AGE GROUP SWIMMING

Age Group swimming is the program through which USA Swimming provides fair and open competition for its registered swimmers where they swim in classes with other athletes close in age. USA Swimming athletes from other LSCs may enter if the meet host “opens” the meet and establishes a CSI club priority entry deadline. The swimmers are grouped by age, gender and, seeded by swimming ability. The Age Group Committee develops and conducts the CSI age group swimming meets and programs.

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### AGE GROUP QUALIFIER MEETS

The purpose of the Age Group Qualifier meet is to provide a meet where age group athletes may qualify for Age Group Championships. The age groups and events are designed to mirror Age Group Championship and Regional Championships events. The age groups are: 10/U; 11/12; 13/14.

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### 8 & UNDER MEETS

8 & Under Meets serve as introductory meets for the youngest athletes. The age groups are 5 years, 6 years, 7 years, 8 years, and 8/Under. Meet hosts may combine age groups. Time Standards may or may not apply. The 25-yard events held at these meets are not recognized by USA Swimming or CSI.

## REGIONAL CHAMPIONSHIP MEETS

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Regional Championships are developmental championship meets for 8/10 or 10/U, 11/12, 13/14, and 15/18. These meets are awarded to CSI meet hosts through a bid process. Time standards apply. CSI may conduct no fewer than four Regional Meets per short course season, and 3 per long course season. Clubs are assigned to a region within the LSC. These meets are designed to allow swimmers the opportunity to qualify for the next higher level of meets. As such, each meet will have maximum and minimum qualifying times. These meets are timed finals meets. The qualifying times are published at the beginning of each season and can be found on the CSI website. The meets are open to CSI athletes only.

Swimmers shall not be denied the opportunity to attempt to qualify for Short Course Age Group Championships because of a birthday occurring within the time frame defined as the "Championship Period". The Championship Period is defined as the first day of the Regional Championships through and including the first day of the Age Group Championships for the Short Course season. He/she may compete in the next higher age group if:

- 1) his/her birthday falls within the Championship Period, and as a result would be required to qualify in the next higher age group at the Short Course Age Group Championships in that Championship Period, and
- 2) he/she has exceeded the maximum COT for his/her current age, and
- 3) he/she has not exceeded the maximum COT for the higher age group.

## AGE GROUP CHAMPIONSHIP MEET

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CSI Age Group Committee, under the auspices of Program Development conducts one Age Group Championship Meet per short course and one per long course seasons. The age groups are: 10/Under, 11/12, and 13/14. Time Standards apply. These meets follow a 3.5 day prelim/final format. The qualifying times are published at the beginning of each season and can be found on the CSI website. The meets are open to CSI athletes only.

## OPEN WATER CHAMPIONSHIP MEET

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An open water championship is held annually in June. Age Group classes apply. This meet is open to 11/O age group athletes. The course is set up to be 1 mile and there are no time standards. 12/U athletes may compete unofficially in a 500Y course designed to run close and parallel to the shore. This option has a minimum time standard to assure athlete strength and endurance to swim in open water.

## EASTERN ZONE AGE GROUP CHAMPIONSHIP MEETS

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CSI sends a zone team to the Eastern Zone Long Course Age Group Championship meet held annually in August. The Eastern Zone and USA Swimming conduct and configure these meets. The long course meet is a time standards meets where each LSC may send a team of athletes meeting the time standards. CSI competes as a team in the LC meet and funds 40% of the team costs. Selection criteria, deadline, etc. is posted each season on the [Zone Page](#). Applications are completed at the

conclusion of each Age Group Championship. A parent “zone education” article is posted each LC season on ctswim.org

The Eastern Zone offers a Short Course Age Group Championship meet held during the Short Course season. This is a times standard meet and entry by is by club (not LSC).

## AGE GROUP CAMPS

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Age Group camps are conducted when the Age Group Committee and Camp coordinators feel that there is interest from the age group swimmer community. These tend to run in 2-3 year cycles. Currently CSI is offering no Age Group camps but will add camp programs to the schedule when interest demands it.

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## SENIOR SWIMMING

Senior swimming is the program through which USA Swimming provides fair and open competition for its registered swimmers who are striving for participation in USA Swimming National Swimming Championships. All registered USA swimmers regardless of age are eligible for these meets. All events are designated as “Senior” events and any all swimmers are eligible to compete so long as they have met or bettered the qualifying times, as stated in the meet announcement. Senior swimming events are those listed in USA Swimming Rule 102.1.1.

## SENIOR INVITATIONALS

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Meet hosts are awarded senior invitational meets through the bidding process. At the discretion of the meet hosts, these meets may contain time standards, and/or maybe open or closed. Cut protocol and awards are at the discretion of the meet host. Prelim/Final formats are encouraged.

## SENIOR INVITE

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Each LC season the Senior Committee may hold a senior trials and finals invitational with the objective of fostering senior swimming and preparing senior athletes for high-level prelin/final meet formats. This is a time standards meet and open to CT and out-of-state USA Swimming athletes.

## OPEN WATER CHAMPIONSHIP

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An open water championship is held annually in June and contains a senior class. The course is set up to be 1 mile and there are no time standards. This meet is hosted by a CSI Club.

## SENIOR CHAMPIONSHIP MEETS

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CSI Senior Committee, under the auspices of Program Development, conducts 1 Senior Championship Meet per short course and 1 per long course seasons. The Senior Championship Meet is designed to allow all swimmers who have achieved the meet time standards the opportunity to compete against athletes of similar ability who are striving for Sectional Meet and

National Meet qualifying times. These meets follow a 3.5 or 4- day prelim/final format. The qualifying times are published at the beginning of each season and can be found on the CSI website. At the discretion of the CSI Senior Committee, these meets may be open or closed to competitors from other LSCs.

## SENIOR CAMPS

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Every other year, with the exception of an Olympic Trial year, the Senior Committee holds an Elite Training Camp at the Olympic Training Camp in Colorado Springs. The Senior Committee adds Senior camp programs to the schedule when interest demands it.

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### INVITATIONAL MEETS

At the discretion of the meet host, these meets may or may not contain age group classes, time standards, etc. Cut protocol and awards are at the discretion of the meet host.

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### BY-INVITATION MEETS

By-invitation meets are short course meets where the host may invite specific clubs to attend. A minimum of 3 clubs including the host may enter. The invited clubs are listed in the meet announcement. Other opportunities to enter must be identified in the meet announcement.

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### MINI MEETS OR SHORT SESSION MEETS

These meets are sanction meets offered during the short course season only. The meet sessions are required to run no longer than 3 hours.

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### DISTANCE MEETS

These meets are designed to encourage distance swimming. These meets may or may not contain age group classes. The following are considered distance events: 1650 Y (1500 M) Freestyle, 1000 Y (800 M) Freestyle, 500 Freestyle, 400 IM, 11/12 200 Backstroke, 11/12 200 Breaststroke, and 11/12 200 Butterfly. Meets offering these events are encouraged and may be added to the schedule on demand.

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### OPEN WATER SWIMMING

CSI encourages clubs to host open water swimming events pursuant to Article 701 of the USA Swimming Rules. These meets are conducted in natural bodies of water such as lakes, rivers and oceans. CSI Program Development Committee sanctions one annual Open Water Championship annually.

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### OFF-CALENDAR SANCTIONED MEETS

These are sanctioned non-championship meets added to the meet calendar outside the bidding process or are by-invitation meets. These may be age group, senior, distance, or other meets but must meet all

conditions of a sanction and follow USA Swimming/CSI sanctioning guidelines. Times from these meets are official but the meets themselves do not count toward meet participation requirements for CSI Regional or Age Group Championships, CSI Zone Teams, Scholar Athlete, Travel Assistance, or any other program with meet participation requirements.

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## APPROVED MEETS

CSI encourages participation in the sport by recognizing CSI-registered swimmers' times from meets approved by CT Swimming, and by maintaining a straightforward process for obtaining such approval. Approved meets are issued to non-member clubs/organizations or members clubs for closed competition such as YMCAs and follow USA Swimming technical rules. Times from these meets are official but the meets themselves do not count toward meet participation requirements for CSI Regional or Age Group Championships, CSI Zone Teams, Scholar Athlete, Travel Assistance, or any other program with meet participation requirements. [Approved Meet Policy](#) [Application](#) [Approved Meet Limitations](#)

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## OBSERVED MEETS

Observed meets do not follow USA Swimming technical rules (college and high school meets) and USA Swimming athlete membership is not required. Only observed swims (times) from USA registered swimmers are considered official by USA Swimming and CSI. USA Swimming Officials attest the observed times were achieved following USA Technical rules including timing resolution. Retroactive memberships are not permitted. Organizations wishing to request USA Swimming observation for meets conducted with the CT LSC boundaries are advised to contact the Program Operations Chair at least 3 weeks in advance of the meet.

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## CUSTOM TIME MEETS

These are meets held outside the auspices of USA Swimming or CSI. Results must be attested by a USA Referee or CIAC/ Independent Referee and forwarded to the CSI Office. Times may be used to enter CSI meets only. CSI does not recognize these time for awards, top times, etc. USA Swimming does not recognize these times in any manner. These meets do not count toward meet participation requirements for CSI Regional or Age Group Championships, CSI Zone Teams, Scholar Athlete, Travel Assistance, or any other program with meet participation requirements.

## ENTERING MEETS

Athletes are entered in meets by the club they are affiliated with. Directions are included in each meet announcement. It is the club's responsibility to abide by the rules and eligibility outlined in all meet announcements.

Entries from athletes with no club affiliation: Athletes entering this meet independent of a USA Swimming club or coach shall: 1.) be under the supervision of a USA Swimming coach for the duration of the meet. It is the swimmer's responsibility to make arrangements with a USA Swimming member coach prior to the meet. Athletes unaccompanied by a USA Swimming coach will not be permitted on deck. Please contact the Meet Director for assistance. 2) 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. It is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement. The name of the USA Swimming member coach supervising the athlete and racing certification should be submitted to the Meet Director with the entry.

Adapted Athletes: Any CSI-registered swimmer with a disability as defined by USA Swimming Rules and Regulations should refer to the CSI Adapted Swimming Policy and CSI time standards available on [ctswim.org](http://ctswim.org). Adapted athletes are encouraged to enter CSI meets.

[Integrity Statement](#) [Rules of Conduct](#)

## AWARDING MEET SANCTIONS AND APPROVALS

### BID PROCEDURES FOR CSI REGULARLY SCHEDULED SANCTIONED MEETS AND CSI REGIONAL CHAMPIONSHIPS

CSI Clubs are invited to submit bid declarations twice a year for Regional Championships and regularly scheduled sanctioned meets. Bid declarations are accepted in June for the short course season and in January for the long course season. Preliminary calendars, bid procedures, instructions, and online submittals are posted on the CSI web site and emailed to CSI member clubs. Clubs must observe published bidding policies and deadlines. Using the Meet Bids tool on CSI's website, clubs will post their bids "virtually" to a secure online calendar, and in real-time, will see bid declarations. Bidding clubs may move, edit or remove their bids until the date bidding closes. After the deadline, clubs may view all bids in a calendar format, but may not edit their bids. All bids are reviewed by Program Operations.

USA Swimming clubs outside CT may submit bid declarations for non-championship meets only.

At the discretion of the Board of Directors, club wishing to bid for a CSI meet may be required to send a club representative to a House of Delegates meeting.

All bidding clubs are required to have a certified Administrative Official, Stroke & Turn Official, Starter, and Referee registered with their team. For clubs unable to meet this requirement for a starter and referee (All bid forms also must include at least one certified Stroke and Turn Official, registered with the host team, in order to bid.); the requirement can be met by acquiring a letter of intent, sent to CSI Program Operations, demonstrating the commitment of both the starter and referee to work the bid meets.

Date and Pool Conflicts: If there is more than one club bidding for a particular pool on a particular date, preference are given first to CSI clubs and then to a club who has included on its bid form a list of its club's officials, at least one of whom is a referee and one of whom is a starter, who have committed to work at that particular meet. A lottery system is used if there is more than one club with officials bidding for a particular pool on a particular date. Any club with officials who receives a date by lottery will be ineligible for a second meet by lottery until all clubs with officials have received

their first meet. Clubs without officials may also receive pools and dates by lottery; but, if there is a club with officials bidding, that club will be given priority.

Regional Championship Declarations of Intention must include: 1.) All officials registered with bidding club, 2.) Experience running championship meets, 3.) Club biography outlining club's qualifications for running a championship meet. If there is more than one club bidding for a particular Regional Championship, preference will be given to a club based on the level of certification of officials and number of officials; and experience hosting championship.

Regional Championship Selection Criteria: In selecting Regional Meet hosts the following will be taken into consideration; regional need, the Bidding club's meet management experience, bidding club's prior experience hosting Regionals, the quality of the facility including number of lanes, deck space, locker rooms and parking. If there are more clubs bidding for Regionals than Regional meets available all of the above will be taken into consideration.

The Program Operations Chair, at his/her discretion may convene an impartial committee to review any additional meet requests or resolve other issues pertaining to the CSI meet schedule.

Program Operations will award regularly scheduled meets and Regional Championships. The meet calendar is sent to all meet hosts for review and the meet calendar is then published on the CSI web site with a caveat for unanticipated changes.

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## PROCEDURES FOR AWARDING APPROVED MEETS

CSI encourages participation in the sport by recognizing CSI-registered swimmers' times from meets approved by CT Swimming, and by maintaining a straightforward process for obtaining such approval. Approved meets may be hosted by CSI clubs or by other organizations, including but not limited to YMCA clubs. Host clubs wishing to obtain approval for a meet must file an online Approval for Application and deposit with the CSI. Upon completion of the application, an approval number is awarded. This policy covers approval of competition under Article 202.4 of USA Swimming Rules and Regulations.

[Approved Meet Policy](#) [Approved Meet Online Application](#) [Approved Meet Limitations](#)

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## MEET ANNOUNCEMENTS

Together with USA Swimming Rules and Regulations and CSI Policies and Procedures, meet announcements serve as the authoritative reference outlining the rules and policies of each meet. All meet announcements are submitted on the CSI Meet Announcement Template for either Short Course or Long Course season. USA Swimming and CSI policy portions of this meet announcement/template cannot be revised or removed. Below is a partial list of the meet announcement requirements:

Meet Management contact information

Facility/Pool Information

Pool Emergency Phone Number

Limitations, if applicable

Scratch Procedures

CSI Warm-up Procedure

Eligibility and Registration

Adapted Athletes

Entry Instructions and Entries from athletes with no club affiliation

Deadlines

Entry Fees

Cut protocol

Changes

Operational Risk

Rules

Time Trials

Hospitality

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## SANCTIONS AND APPROVALS ON PROTECTED DATES

CSI protects the dates of the CSI Annual Award Banquet, Long Course Regional Championships, and reserves the right to protect dates for important LSC events. No meets will be sanctioned or approved on these dates.

## MEET SANCTIONING POLICIES AND PROCEDURES

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### MEET SANCTIONS

Each sanctioned meet is assigned a sanction number by Program Operations after the meet host is awarded a meet and submits a fully refundable sanction deposit and [meet acceptance form](#). Each meet host must accept and understand 1.) the terms and conditions stated in the Sanction Fee Policy and agree to abide by its terms and conditions and meet the responsibilities therein, 2.) in CSI granting a 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. [Sanction Policy](#) Denial of sanctions may be appealed to the Eastern Zone.



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## TIME TRIALS

Time Trials can be offered only in conjunction with a regularly scheduled session of a sanctioned or approved meet. Under such circumstances, time trials will be offered only if time allows and only at the discretion of the meet referee. The meet announcement must state that time trials may be offered and time trials are limited to the events listed in the meet announcement.

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## DISTRIBUTION OF MEET ANNOUNCEMENTS

CSI will post meet announcements and entry files on its website. Host clubs are responsible for any other distribution. Under no circumstances is a meet announcement and/or meet entry file to be emailed or posted on a club's web site prior to approval from CSI Program Operations.

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## SANCTION DEPOSITS

Except for [Distance Meets](#) 8/U meets and 9/U meets, clubs hosting sanctioned meets are required to submit a \$300.00 deposit which is returned after the meet when it has been determined that all policies and procedures of CSI have been followed. Penalties apply and are outlined in the [Sanction Policy](#).

Clubs hosting approved meets will be required to submit a \$300.00 deposit which will be returned after the meet when it has been determined that all policies and procedures of CSI have been followed. The sanction deposit is not returned in the case of [Approved Meets](#) where no entry fees are collected.

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## SURCHARGE

The only financial information that CSI requires from meet sponsors is that necessary to calculate the surcharge. The surcharge report and payment must be submitted within fourteen days of the last day of competition for sanctioned and approved meets. [Distance Meets](#) and short course meet distance sessions, 800M Freestyle event, 1500M Freestyle event, and 10&U meets which include 8/U events, are not subject to a surcharge, but meet reports must be completed. The short course meet surcharge is 20% of visiting team individual event entry fees, including scratched events and time trials. The long course meet surcharge is 10%. Short course mini-meet surcharge is 10%. Penalties apply for late submission. A [Meet Directors Report and Surcharge Report](#) must be submitted along with surcharge to fulfill sanction obligations to CSI. Penalties apply for missed deadlines. [CSI Surcharge Policy](#)

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## MEET CHANGES

No fee, format, or other changes may be made after the meet has been sanctioned or approved by CSI, without the expressed consent of Program Operations. If a club discovers that it must make format changes after the meet has been posted, the club must notify Program Operations. Cancellations of meets are outlined in the [Meet Cancellation, Meet Interruption](#) policy. Circumstances where clubs may be fined for cancellation are outlined in the [Sanction Policy](#).

## MEET PROCEDURES FOR NON-CHAMPIONSHIP MEETS

Please see [CSI Meet Manager's Guide](#) for detailed meet procedures.

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### SWIM MEET STAFFING

With the exception of Senior and Age Group Championship meets, host clubs are responsible for staffing their own meets, either with their own members or by soliciting volunteers in advance of the meet. In general, clubs should aim to have most of their officials identified prior to the meet. Volunteer requirements for participating clubs must be noted in the meet announcement. CSI [Connecticut FAST](#) Officials query by Club and Certification aids host clubs recruiting officials.

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### POSTING MEET ANNOUNCEMENTS ON THE CSI WEB SITE.

Hosts use the CSI Meet Template to write their meet announcements. Using meet software, hosts build the meet database including: events, sessions, session start times, and qualifying times, if necessary. After building the meet database, hosts export the meet events file and create a Sessions Report. These files are emailed to [office@ctswim.org](mailto:office@ctswim.org). With permission from Program Operations, meet hosts may post CSI meet announcements, session reports, and event files on their websites.

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### ATHLETE AND COACH MEMBERSHIP VERIFICATION

For sanctioned meets, all athletes enter with current USA Swimming membership to be verified by the Meet Director. All clubs hosting CSI sanctioned meets are required to run the meet membership file through the CSI [Connecticut FAST](#) Meet Verification query and forward the exception report to the participating clubs' contacts. All swimmers who are unregistered will be scratched from the meet until the entering club registers the athlete(s). Memberships will not be processed at swim meets.

- Meet Directors must notify participating clubs of unregistered athletes and incorrect USA IDs for all athletes. It is the host clubs responsibility to insure that correct USA IDs are contained in the meet database. Fines apply if unregistered athletes compete.
  - For non-CSI athletes, a membership file must be emailed to the CSI Office where the file will be run against the national registration database.
- Meet Directors must verify USA Swimming coach credentials for each individual on deck as a coach.
- [Registration Policy for Meet Host Clubs](#)
- [Registration Policy for Athletes Competing in Sanctioned Meets](#)
- [USA Swimming Membership Verification](#)

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## UNATTACHED ATHLETES

Unattached athletes must be listed with the “CT-UN” club. The LSC will change if the athlete is from another LSC. Unattached athletes independent of a USA Swimming club are responsible for making arrangements to be under the supervision of a USA Swimming coach throughout the duration of the swim meet, and must present the Meet Director with a signed racing start certification prior to the beginning of the meet. Each meet announcement must outline the procedures for Unattached Athletes entering meets.

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## CLOSED VS OPEN MEETS

“Closed” meets are meets within an independent organization open to members of that organization only, such as YMCA, summer league, etc. “Open” meets are open to any registered member of USA Swimming. All open meets held with June and/or July dates will have a Connecticut-only deadline giving CT members priority entry.

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## MEET ENTRY FEES

Entry fees for hosted meets are determined by the meet host and reviewed by Program Operations. All entry fees must be published in the meet announcement. Hosts may opt to include a manual entry fee for entries received on paper. Entry fees include: individual events, relay events, time trial events, relay-only athletes, and manual entries. Swimmer surcharges and admission fees are not permitted for sanctioned meets. All meet fees for sanctioned meets shall be in the form of a per event entry fee only. Any alternate fee structures other than a per event entry fee for Approved meets shall require prior approval of Program Operations. All fees shall be clearly indicated in the Bid application and Meet Announcement.

Meet entry fees (individual event splash fees) for CSI sanctioned/approved meets including CSI Championships are waived for Outreach athletes.

CSI Championship meet entry fees are determined by the Board of Directors and are published in the meet announcements. Entry fees include: individual events, relay events, time trial events, relay-only athletes, and manual entries. For Age Group and Senior Championship meets a correction fee is collected for each correction. This correction policy is outlined in the meet announcement. [Outreach Athletes](#) may apply for championship entry fee waiver. Clubs with outstanding entry fees will be send final notice of payment due. If payment is not received within 30 days the club will be considered in poor-standing and suspended. The club athletes will compete unattached until the club is in good-standing.

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## AWARDS

Awards and [Prize Policy](#): Awards are at the discretion of meet hosts. CSI Championship meet awards are determined by CSI. All meet announcements must state what awards will be distributed.

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## MEET DURATION

Meets or sessions containing 12/U athletes are planned to run 4 hours or less per timed final session or a total of 8 hours or less for a prelim/final meet. 8/U meets are planned to run 3.5 hours or less per session.

Mini-meets are planned to run 3 hours or less per session regardless of athlete age or age group.

Meets or sessions containing 13/O athletes are planned not to exceed 4 hours and 45 minutes.

Meets or sessions containing Senior and/or 13/O competition where AA qualifying times or faster are required for entry, are planned not to exceed 5 hours and 45 minutes.

Time limits are suspended for championship meets.

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### OVERSUBSCRIBED MEETS

All CSI meets, except championship meets, must plan four- hour sessions for sessions containing 12/U athletes. Any meet session with 13/O athletes planned to run over 4 hours must be approved by Program Operations. 8 & Under meets are schedule for one session. If the timeline exceeds 3.5 hours, the 8 & Under meet will be divided into 2 sessions, one for girls and one for boys. No cuts may be made that are not contained in the approved meet announcement. When cuts outlined in the meet announcement are necessary, approval must be sought from Program Operations.

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### MEMBERSHIP REQUIREMENTS FOR NON-ATHLETES

USA Swimming requires that all meet directors and officials, serving in an official capacity in a sanctioned meet, must be members of USA Swimming, and all persons acting in any coaching capacity in a sanctioned or approved event must be current coach members of USA Swimming.

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### 12/U TECHNICAL SUIT BAN

Effective September 1, 2019, Swimmers 12 years old and younger may not compete in a "TechSuit" in a CSI sanctioned or approved competition. A "Tech Suit" is defined as a suit that has bonded seams, kinetic tape, or meshed seams. There is no "Tech Suit" restriction for swimmers age 13 & over. [Technical Suit Restriction Policy](#)

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### CLUBS THAT OWE MEET FEES

If a club has been unsuccessful in collecting meet fees from a club that entered a CSI meet, the host club may submit a complaint to the CSI Administrative Review Board.

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### COACH AND OFFICIALS USA SWIMMING MEMBERSHIPS CARDS

It is the responsibility of the meet referee to assure that all officials are current USA Swimming members. It is the responsibility of the Meet Director to assure that all coaches on deck are current USA Swimming coaches.

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### DECK ENTRIES

Host clubs accepting deck entries take full responsibility for USA Swimming membership verification. Deck entries are not permitted at CSI sanctioned meets.

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## WARM-UP PROCEDURES

Host clubs are responsible for providing supervised warm-ups with officials on deck in accordance with: [CSI Warm-Up Procedures](#) and [Warm-Up Guidelines for Meet Safety Marshals](#)

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## GUIDELINE FOR POSTING MEET RESULTS ON CSI'S WEB SITE AND TIMES DATABASES

At the conclusion of a meet, the meet host must submit compressed meet database file to the CSI Office.

Viewable meet results in PDF format are posted on the public pages of the web site. Importable results are posted on each club's secure FAST Administrative page to protect athlete privacy. These files are created by the CSI Office.

Meet hosts send importable results to all participating clubs. Participating clubs may request a hard copy of the results. [Checklist of Preparing CSI Results](#)

Times from all registered CT athletes will be uploaded into CSI's times database, Connecticut *FAST*. Times from all USA Swimming registered athletes will be uploaded into USA Swimming's times database, *SWIMS*. CSI only uploads times from meets that it sanctions/approves/observes.

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## FINANCIAL REPORT

The only financial information that CSI requires from meet sponsors is that necessary to calculate the [surcharge](#). The surcharge report and payment must be submitted within fourteen days of the last day of competition. [Distance Meets](#) are not subject to a surcharge, but meet reports should be completed. The short course meet surcharge is 20% of visiting team individual event entry fees, including scratched events and time trials. The long course surcharge is 10%. In the case of approved meets, surcharge is collected on any per swimmer fees in addition to entry fees. No surcharge is collected on relays or home team event entries. Penalties apply for late submission. A [Meet Directors Report and Surcharge Report](#) must be submitted along with surcharge payment, when applicable, to fulfill sanction obligations. Please see Policies and Procedures for more information.

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## CHAMPIONSHIP MEET POLICIES

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### LIFEGUARD REQUIREMENT

All CSI sponsored championship meets require a minimum of two lifeguards be on duty for the entirety of the meet.

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### OPEN WATER CHAMPIONSHIP MEET

CSI sanctions one annual open water championship meet per year. The meet is called the Dave Parcell's Madison Mile. As an introduction to open water swimming, 12 and younger athletes meeting the time standard may swim a 500 yd course that parallels the shore.

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## REGIONALS CHAMPIONSHIPS – GENERAL MEET HOSTING POLICIES

CSI clubs submit bid declarations to Program Operations and multiple meets are awarded for the Short Course and Long Course seasons. (See Awarding Meet Sanctions and Approvals section.) Program Operations reserves the right to increase or decrease the number of Regional Championship based on membership needs.

Format: Timed finals and open to CSI Clubs and athletes only.

Awards: Medals awarded for the top 6 in each individual event and top 3 for relays. Team Champions will be awarded to the combined girls and combined boys and combined team. Heat awards are encouraged but not required.

CSI Age Group Championship qualifying times are printed on the meet programs and meet heat sheets.

Time Standards: Swimmers must have equaled or bettered the minimum time standard since January 1 of the previous year, and may not have bettered the maximum time standard with the following exceptions: there shall be no minimum time standard for 50 events and 100 free for 12/U swimmers, no minimum time standard for 100 or less events for 13/O swimmers and no maximum time standard for the 11/12 1650/1500 Freestyle and 400Y IM.

Entries: Entries are submitted through Connecticut FAST Online Entries. Program Operations divides the entries into divisions to ensure balanced timelines.

Meet Requirement: Athletes must have swum in at least 1 CSI regularly-scheduled meet.

Entry fees are established by CSI and published in the meet announcements.

Workers: Clubs may assign timers for this meet. If an official signs up before the deadline, the club timer assignments may be adjusted to reflect this worker(s). Participating clubs will be notified of assignments by the Monday before the meet.

Membership Verification and Proof of Times are handled automatically through FAST Online Entries. Hosts are responsible for verifying corrections and late qualifiers. Athletes entering unattached must provide a racing start certificate and proof of times.

The CSI Regional Championship web page will contain all meet specifics such as club work assignments, warm-up schedule, psych sheets, etc.

Meet hosts are required to follow all CSI policies as well as requirements specific to Regional Championships. Sanction and Surcharge policies apply.

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## AGE GROUP CHAMPIONSHIP MEET

CSI Age Group Championship meet is hosted by CSI and staffed with volunteer meet management. Meet policies and procedures are determined by the Age Group Committee, under the auspices of Program Development, and published in the Age Group Championship meet announcement.

Format: Prelim/Finals format for 11/12, and 13/14 age groups. Timed Finals format for 10/U. This meet is open to CSI Clubs and athletes only.

Awards: Medals awarded for the top 10 (SC) or top 8 (LC) in each individual event and top 3 for relays. Ribbons are awarded for 11-20 (SC) and 9-16 (LC) individual events. Individual High Point, Individual Distance High Point, and Team Girls and Boys by Age Group are awarded at the Annual Awards Banquet.

Zone LC cut times, CSI Records, Last Year's Winner are printed in the meet programs and meet heat sheets.

Entries: Entries are submitted through Connecticut FAST Online Entries. Clubs are given deadlines for corrections and late qualifiers.

Meet Requirement: Athletes must have swum in at least 1 CSI regularly-scheduled meet.

Time Standards: Swimmers must have equaled or bettered the minimum time standard since January 1 of the previous year.

Entry fees are established by CSI and published in the meet announcements.

Workers: The Meet Director will assign work assignments to participating clubs based on the number of swimmers per session, excluding relay-only entries. Clubs will be notified by Monday before the meet.

Membership Verification and Proof of Times are handled automatically through FAST Online Entries. Athletes entering unattached must provide a racing start certificate and proof of times.

Light meals, snack food, water, coffee and soda will be provided at all sessions for officials and coaches.

The CSI Age Group Championship web page will contain all meet specifics such as club work assignments, warm-up schedule, psych sheets, etc.

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## EASTERN ZONE AGE GROUP CHAMPIONSHIP MEETS

CSI sends a zone team to the Long Course Eastern Zone Age Group Championship meet held annually in late July/August. The Eastern Zone and USA Swimming conduct and configure this meet. The long course meet is a time standards meet where each LSC may send athletes

meeting the time standards. CSI funds 40% of the team costs. Selection criteria, deadline, etc. is posted each season on the [Zone Page](#). Applications are completed at the conclusion of each Age Group Championship. A parent “zone education” article is posted each season on ctswim.org. CSI abides by the CSI [Travel Policy](#) for travel associated with the Zone Team.

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## SENIOR CHAMPIONSHIP MEET

CSI Senior Championship meet is hosted by CSI and staffed with volunteer meet management. Meet policies and procedures are determined by the Senior Committee, under the auspices of Program Development, and published in the Senior Championship meet announcement.

Format: Prelim/Finals. The Senior Committee will decide if meet is open or closed.

Awards: Medals awarded for the top 3 in each individual event and top 3 for relays. Individual High Point, Individual Distance High Point, and Team Women and Men are awarded at the conclusion of the meet.

USA National times, Junior National times, Sectional times, CSI Records, Last Year’s Winner shall be printed on the meet programs and meet heat sheets.

Entries: Entries are submitted through Connecticut FAST Online Entries. Clubs are given deadlines for corrections and late qualifiers.

Meet Requirement: None.

Time Standards: Swimmers must have equaled or bettered the minimum time standard since January 1 of the previous year for SC and May 1 of the previous year for LC.

Entry fees are established by CSI and published in the meet announcements.

Workers: The Meet Director will assign work assignments to club based on the number of swimmers per session, excluding relay-only entries. Clubs will be notified by Monday before the meet.

Membership Verification and Proof of Times are handled automatically through FAST Online Entries. Athletes entering unattached must provide a racing start certificate and proof of times.

Light meals, snack food, water, coffee and soda will be provided at all sessions for officials and coaches.

The CSI Senior Championship web page will contain all meet specifics such as club work assignments, warm-up schedule, psych sheets, etc.

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## ASSIGNMENT OF CHAMPIONSHIP MEET OFFICIALS



Meet Referee and Meet Directors for Age Group and Senior Championship are selected by the CSI Officials Chair under the auspices of Program Operations.

## BOARD OF REVIEW

USA Swimming Rules and Regulations and the Required LSC Bylaws were amended in September 2019 by the USA Swimming House of Delegates to disband the Eastern Zones Boards of Review except in the case of meet sanction appeals, fraud, deception and recruiting. All Code of Conduct violations will be reported to and adjudicated by either US Center for Safe Sport and/or USA Swimming Safe Sport. [Safe Sport](#)

Accordingly, CSI has established the Administrative Review Board to hear complaints and appeals regarding administrative matters within CSI which do not rise to the level of Code of Conduct violations and are not appeals of sanction decisions. The Administrative Review Board shall have no jurisdiction to hear complaints regarding conduct that may violate the USA Swimming Code of Conduct or otherwise violate the policies, procedures, rules and regulations adopted by USA Swimming, or conduct that may bring USA Swimming, CSI or the sport of swimming into disrepute.

[CSI ByLaws](#).

## CSI OFFICE

Henk Jansen, Director of Operations  
Ginger McCurdy, Administrative Assistant

CSI Office  
16 Beechwood Rd  
Branford, CT 06405  
[office@ctswim.org](mailto:office@ctswim.org)  
<http://ctswim.org>  
Phone: 203-671-4201

USA Swimming  
1 Olympic Plaza  
Colorado Springs, CO  
<http://usaswimming.org>  
Phone: 719-866-4578

## GENERAL

CSI shall maintain an office for the storage and maintenance of CSI's books, records, and equipment and for other purposes as may be determined by the House of Delegates or the Board of Directors in accordance with the CSI Bylaws. CSI shall retain such paid staff at the CSI Office as the Board of Directors may determine to be appropriate or necessary. The staff shall be under the general supervision of the General Chair and the Administrative Vice-Chair. With respect to delegated functions of the officers, committee chairs, and coordinators, the staff shall be responsible to the respective officer, committee chair, or coordinator. The powers and duties of the paid staff shall be established

in CSI's Policies and Procedures Manual or by resolution of the Board of Directors or by delegation approved by the Personnel Committee. The Budget Committee shall include in its proposed budget a line item for the costs of CSI's Office inclusive of the compensation and benefits costs of the paid staff. Once funds are appropriated by the House of Delegates, the Personnel Committee shall be responsible, together with the General Chair, for the administration of those funds. Compensation of paid staff shall to the extent possible be treated as confidential.

## CSI OFFICE CONTACT INFORMATION

Henk Jansen, Director of Operations

Phone: 203-671-4201

E-mail: [office@ctswim.org](mailto:office@ctswim.org)

Ginger McCurdy

Fax: 1-866-238-8660

E-mail: [ctswim.mccurdy@gmail.com](mailto:ctswim.mccurdy@gmail.com)

## CSI OFFICE DUTIES

Generally the duties of the office are to assist the CSI Board of Directors, CSI member clubs, coaches, and officials with CSI/USA Swimming events and programs. Parents of athlete members receive support through the CSI member club's USA/CT Swimming liaison.

## STORAGE FACILITY

A list of equipment items owned by CSI, along with date, location, working condition of each item is maintained by Program Operations.

CSI maintains a storage locker at Northside Storage, Meriden, CT.

## CSI FORMS

For all CSI forms, please visit the CSI web site [Forms](#) page.

## CHANGE LOG

Revision Date of Manual	Policy and Procedure	Details
4/13/2011 approved by Board of Directors	Seasonal Athlete Membership	Start date changed to April 1 to accommodate LC meet entries. Effective April 1, 2012
6/15/2011 reviewed by Board of Directors	Coach of the Year procedures and criteria	
12/7/2011 Board of Directors	Officials Reimbursement	
1/1/2013	Registration Policy for Athletes Registration Policy for Meet Hosts	
1/29/13 Program Development Committee	CSI Age Group Qualifier or 8&U Meet requirement removed from bid requirements	
1/29/13 Program Development Committee	CSI Age Group Qualifier definition and purpose, awards, and cut protocol are deleted.	
1/29/13 Program Development Committee	Regional Meet hosts must hold a multi-day meet including CSI Age Group Championship events with some exceptions.	
USA Swimming	All sanctioned/approved meets must have an Administrative Official	Effective September 2013
USA Swimming	Safe Sport Coordinator	Effective September 2013

<b>Revision Date of Manual</b>	<b>Policy and Procedure</b>	<b>Details</b>
Date	Policy and Procedure	Details
10/10/13 Program Development Committee	Custom Times policy and procedure revised	
12/04/13 Program Development Committee	Custom Times policy effective October 10, 2013, is rescinded	
4/23/14 Board of Directors	Level 2 Background check required for dry land coaches/instructors  Officials Reimbursement for mileage within CT	
9/27/14 Board of Directors	Penalty for clubs with outstanding championship entry fees owed CSI	
12/2/14 Board of Directors	Athlete Travel Assistance now includes USA Swimming Grand Prix and Futures meets.	
12/2/14 Board of Directors	Meet host surcharge reduced to 20% for SCY meets and 10% for LCM sanctioned and approved meets.	
4/7/15 Board of Directors	All meet fees for Sanctioned meets shall be in the form of a per event entry fee only. Effective 9/1/15.	
4/7/15 Board of Directors	Board of Review submission procedures	
4/15/15 Program Development Committee	15/18 age group eliminated from Age Group Championship meets	
10/23/15	Housekeeping	External links updated to new

<b>Revision Date of Manual</b>	<b>Policy and Procedure</b>	<b>Details</b>
		website
12.03.15	House of Delegates attendance	Club attendance Requirement
06.12.17	Officials Blog	Removed. No longer in use.
06.12.17	Program Development Committee	Members revised to conform with Bylaws update 05.16.17
04.04.18	Age Group Zone Meets	SC meet entry updated
4.04.18	Meet Type Definitions	Updated Off-Calendar and Approved Meet definitions.
05.01.18	Mini meets added to duration	
04.30.18 Board of Directors	Lifeguard Requirement for CSI Championship meets	Effective September 1, 2019
05.01.18	Surcharge revisions	
02.01.19	Housekeeping	
12.12.19	Board of Review, Flex Membership Housekeeping	
1/9/20	12/U Technical suit ban	Effective September 1, 2019
1/9/20	Board member job descriptions	Updates from 2020 bylaws and carryover from 2018 bylaws
1/9/20	CSI House of Delegates elections	Carryover from 2018 bylaws
1/9/20	Change Safety Coordinator to	Housekeeping

Revision Date of Manual	Policy and Procedure	Details
	Operational Risk Coordinator	
1/14/20	Athlete Committee updated	To conform with 2020 bylaws
1/14/20	CSI delegates to USA Swimming House of Delegates	Carryover from 2018 bylaws
01/21/20 Board of Directors	Requests/Proposals for Funding/Purchases	Effective immediately
7/7/2020	Athlete membership shall constitute at least twenty percent (20%) of the voting membership of every committee.	To conform with 2020 bylaws
06/25/20 Board of Directors	Outreach Athlete Eligibility and Entry Fees	Proof of eligibility and entry fees
07/16/2020 Board of Directors	Swimmer of the Year	Male and female recognition
9/15/2020	General Chair Appointments	To conform with 2020 bylaws
Board of Directors 9/15/2020	Adult Athlete Safe Sport Compliance regarding registration fines	
Board of Directors 5/18/21	Athlete Representative, Athlete-At-Large Board Members, and Athlete-At-Large House of Delegates voting members	definition of "sophomore"