

# **NEW MEXICO SWIMMING**

## **RULES AND REGULATIONS MANUAL**

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# **NEW MEXICO SWIMMING**

## **RULES AND REGULATIONS MANUAL**

### **1.0. PURPOSE & FOREWORD**

New Mexico Swimming Rules and Regulations implement standard rules and regulations for swimming activities in the New Mexico Swimming, Inc. (NMSI), Local Swim Committee (LSC). These Rules and Regulations are supplementary to USA Swimming Rules and Regulations, and NMSI Bylaws. In the event of conflict, USA Swimming Rules and Regulations will take precedence over NMSI Bylaws, which take precedence over these NMSI Rules and Regulations.

NMSI Rules and Regulations may be changed, amended, and/or added by:

A. Submitting the proposed change to the NMSI General Chairman, for consideration by the NMSI Board of Directors, at least thirty (30) days prior to the spring meeting of the House of Delegates. The proposed change will then be presented to the NMSI House of Delegates at least fourteen (14) days prior to the NMSI House of Delegates meeting, with the Board's recommendation. Proposed changes handled in this manner may be changed by a simple majority vote of the House of Delegates.

B. Making a motion for a proposed change at any NMSI House of Delegates meeting, held in accordance with NMSI Bylaws, without following the preferred procedure prescribed in "A" above. Changes proposed in this manner shall require a three fourths (3/4) majority vote of the NMSI House of Delegates for adoption.

All approved changes to these NMSI Rules and Regulations will take effect on January 1 of the following year, unless an effective date is included in the motion to change.

The NMSI Rules and Regulations are binding and mandatory for member clubs, athlete members, and non-athlete members of NMSI.

### **2.0. REGISTRATION**

**2.1 CLUB REGISTRATION.** Clubs/Teams must be registered with USA Swimming to participate in NMSI events. Fees are prescribed in Appendix A-1. Registered clubs must have at least one fully certified coach member of USA Swimming at all times, one USA Swimming registered athlete member, and a designated Team Representative to remain registered in good standing. The Team Representative must be a Non-Athlete member of USA Swimming. Additionally, the following club positions must be identified to the NMSI Registration Coordinator at time of club registration: Board President, Club Safety Coordinator, Club Registrar, and any other coaches.

**2.1.1. Full-Year Club Registration:** Full year club registration is by calendar year (1 January through 31 December). The fee is listed in Appendix A-1.

**2.1.1.1 New Full-Year Clubs:** New full-year club registrations will be brought before the next House of Delegates for a vote.

**2.1.2. Seasonal Club Registration:** Seasonal club membership will be a 150 day period from 4 April through 31 August of each year. The fee is listed in Appendix A-1.

**2.1.3. Failure to Maintain Club Registration:** Clubs failing to maintain registration in good standing will be referred to NMSI review committee to consider termination of club is immediately affected in accordance with (IAW) the insurance policy provisions. The affected club will be barred from participation in NMSI sanctioned events, swimmers on the affected club will be converted to "unattached" status and USA Swimming notified the club is in non-compliance. The club may be subject to a fine up to the amount prescribed in Appendix A-1, as determined by the NMSI Review Committee.

**2.1.4 New Clubs:** New clubs must meet the requirements set forth by USA Swimming and become a club member with NMSI. The head coach must meet all requirements set forth by USA Swimming. The fee shall be \$750.00. Of this fee, \$250.00 will go to NMSI as the new club fee and \$500.00 to USA Swimming to pay for the CLBMS class. The \$500.00 will be refunded should USA-S come into the LSC and give the course to multiple clubs.

**2.1.5 Satellite Clubs:** Satellite clubs must fill out the satellite paperwork according to the following fee scale: October 1 = \$30.00, November 1 = \$40.00, December 1 = \$50.00, January 1 = \$60.00.

**2.2. ATHLETE REGISTRATION.** Athletes must be registered with USA Swimming to participate in NMS sanctioned events. Athletes registered with FINA may participate in NMSI sanctioned events if coordinated with the NMSI registration coordinator. There will be a \$50.00 team fine for each swimmer not registered within 30 days of joining a team. Other fees are prescribed in Appendix A-1. All teams must maintain and utilize Team Manager (ver. 6.0 or higher) or Team Unify for registration of athletes. Team will be charged an additional \$5 per occurrence for incomplete or incorrect registrations. Athlete registrations will be returned at team's expense and team will be charged an additional \$10.

**2.2.1. Registration Period:** Full year and seasonal (as determined by NMS) athlete registration shall be as offered by USA Swimming.

**2.2.1.1.** Full year athlete membership is for a calendar year, except that swimmers applying for registration on or after September 1st will be issued a registration card valid through December 31st of the following year. The fee is listed in Appendix A-1.

**2.2.1.2.** Seasonal athlete registration is for the period 4 April through 31 August of each year. The fee is listed in Appendix A-1.

**2.2.2. Registration Cards and Swimmer Handbooks:** Each registered athlete will receive a registration card and copy of the NMS Swimmer information Handbook (Red Book), through their Team. Athletes must present proof of registration if requested in order to participate in any NMSI sanctioned event. The fee for replacement registration cards is prescribed in Appendix A-1.

**2.2.3. Birth Certificates:** A copy of the athlete's proof of age, or any certificate that will meet the requirements for entering school must accompany the registration form and fees when applying for membership in USA Swimming. Athletes Nineteen (19) and over are exempt.

**2.2.4. Foreign Athletes:** Foreign athletes who train with a USA Swimming club but who do not compete must fill out a USA Swimming application form and pay the full registration fee. Team Registrars shall notify the NMSI Registration Coordinator of these swimmers.

**2.2.5. Outreach eligibility:** Outreach membership offers qualified individuals the opportunity to become a USA Swimming year-round athlete member at a reduced fee. The national fee for outreach membership is \$5.00 and the NMS fee is \$2.00. Qualification standards include federal food stamps, free school lunch and/or federal poverty guidelines. Outreach athletes are entitled to waived meet fees per Rule **7.1.6**.

**2.2.6 Transfers:** Athletes wishing to swim unattached or wishing to join another team must fill out a NMSI Transfer form. The fee shall be \$10.00

**2.3. NON-ATHLETE REGISTRATION.** USA Swimming Non-Athlete Registration will be offered IAW USA Swimming policy. Fees are as prescribed in Appendix A-1.

**2.3.1. Coach Non-Athlete Registration:** Only persons with a current, valid USA Swimming Coach membership shall be allowed to participate in any coaching capacity at any NMS sanctioned competition or event. Coaches' membership cards become invalid on the expiration date of any one of the current USA Swimming coach certification requirements. It is the responsibility of each coach to renew his/her safety credentials BEFORE they expire. There is no grace period. Failure of coaches to keep their safety certifications current shall result in their dismissal from the deck or facility, whichever is deemed appropriate by the Meet Referee. If a team does not have a fully certified coach on deck their athletes may be assigned to the coach of another club for supervision and/or may be converted to unattached status at the discretion of the Meet Referee. A swimmer may NOT be barred from competition because his/her coach is not properly registered or certified.

**2.3.1.1. Safety Credential Requirements:** Coach Members are required to provide current proof (front and back copies of cards) of the following safety

training. All safety training certifications must be current and valid on the date of acceptance for membership:

- 2.3.1.1.1.** Cardio Pulmonary Resuscitation (CPR)
- 2.3.1.1.2.** First Aid Training (FA)
- 2.3.1.1.3.** Safety Training for Swim Coaches (STFSC)
- 2.3.1.1.4.** Background Screening
- 2.3.1.1.5.** Athlete Protection Test (APT)

**2.3.1.2. Deck Validation of Safety Credentials:** If coaches have sent their renewal safety credentials to the NMSI Registration Coordinator, and not received their new coach's card, Meet Referees may accept current copies of all required safety cards as temporary valid renewals for a period of fifteen (15) days past the expiration date on the coach's card. This deck validation of safety credentials does not apply to Championship meets.

**2.3.1.3. Coach Certification at Championship Meets:** Coaches must have valid current certifications in order to act as a coach at NMSI Championship Meets. Deck Validation of Safety Credentials (Section 2.3.1.2) does not apply. Coach renewal certifications with current safety credentials must be to the NMSI Registration Coordinator by Wednesday prior to the start of a NMSI Championship meet, for the person to act as coach at the Championship meet.

**2.3.1.4. Temporary Limited Coaching Approval:** New coaches shall register as non-athlete members of USA Swimming immediately, and may act in a coaching capacity at practice under the direct supervision of a fully certified coach, for a period of thirty (30) days. They must complete all Safety Curriculum requirements within thirty (30) days, or cease coaching. Temporary limited coaches may not coach at NMSI sanctioned events. Temporary limited coaching approval does not meet the requirement for a certified coach for purposes of club registration.

**2.3.1.5. Coach Education Requirement:** New coaches shall complete training and pass required tests for USA Swimming Coach Education Training within their first year of registration as a coach. Failure to meet this requirement will result in denial of future (next year(s) coach registration for this individual.

**2.3.1.6. Failure to Maintain Coach Registration:** Failure of a coach to satisfy the coaches' safety curriculum requirements will result in termination of coach membership in USA Swimming and loss of USA Swimming insurance coverage for the coach. Any non-compliance with USA Swimming or NMSI coach certification requirements, will be referred to the NMSI Review Committee. Clubs may be fined up to the maximum amount prescribed in Appendix A-1 per day for allowing a person without a valid coaching membership to participate in

any coaching activity at any NMSI sanctioned competition or to represent NMSI as a coach.

**2.3.2. Required Display of Non-Athlete Card:** All coaches, meet referees, safety marshals, stroke and turn judges and starters are required to wear their membership cards, in a visible location on their person, while working at NMSI Sanctioned Events.

**2.3.3. Officials Certification at Championship Meets:** Officials must have current certifications and non-athlete membership in order to act as an official at NMSI Championship meets. Non-Athlete membership registrations must be completed with the NMSI Registration Coordinator by Wednesday prior to the start of a NMSI Championship meet, for the person to act as an official at the championship meet.

**2.4. INCOMPLETE REGISTRATION FORMS:** Any registration received by the NMSI Registration Chairman lacking necessary information will be returned to the submitting club along with all registrations in the same batch, including fees. Registration forms in the batch which are correct will be stamped with the date they are received for registration. Registration forms in the batch which are missing information will be highlighted, and stamped as received when returned properly filled out.

**2.5. METHOD OF PAYMENT:** All registration fees shall be submitted to the NMSI Registration Coordinator utilizing the following methods:

**2.5.1. Team Check:** A check drawn on a team/club account pay to the order of “New Mexico Swimming”.

**2.5.2. Guaranteed Funds:** Money Order, Bank Cashier’s Check or other form of guaranteed funds, pay to the order of “New Mexico Swimming.”

**2.5.3. Cash**

### **3.0. CLASSES OF COMPETITION**

NMSI recognizes the following swimming classes of competition.

**3.1. OPEN:** Any USA Swimming registered competitor of any age is eligible for competition in this class.

**3.1.1 SENIOR:** All USA Swimming registered competitors 15 years of age and older are eligible for this class. Meets held solely for this class must have minimum standards of performance or qualifications established for entry.

**3.2. JUNIOR:** All USA Swimming registered competitors 18 years of age and younger are eligible for this class, subject to qualifications established for entry.

**3.3. AGE GROUP:** Age Group swimmers compete in groupings of similar capability within each age group defined. In general, the age groups are: 8 and under, 10 and under, 11&12, 13&14, 15&16, and 17&18. If both 8 and under and 10 and under are offered in the same meet, the 8 and under swimmers may enter either event, but not both, if they are for the same stroke and distance.

**3.4. "A", "BB", "B" AND "C":** are classes of competition in Short and Long Course swimming conducted by NMSI. Time qualification standards for each level are the current National Time Standards published by USA Swimming.

**3.4.1.** Swimmers enter a defined class by equaling or bettering the minimum time standard set for that class. Times for determining classes are those made in sanctioned or approved events as defined by the USA Swimming Rules and Regulations.

**3.4.2.** Swimmers may qualify for a specific stroke at a specific distance in all courses, long or short. For example: If a swimmer qualifies as an "A" swimmer in the 100 meter Freestyle in a 50 meter pool, the swimmer is also an "A" swimmer in the 100 yard Freestyle in a 25-yard pool. The swimmer must still qualify in the other Freestyle distances to become an "A" swimmer in these distances. A swimmer may not change classification by virtue of a converted time.

**3.4.3.** Except for relay events or championship meets, NMSI recommends that swimmers compete only against other swimmers in their class (i.e., "A" swimmers against "A" swimmers).

**3.4.4.** In relay events, qualifying times will be the aggregate times of the individual relay swimmers plus 3%.

**3.4.5.** A swimmer who has made the qualifying time of his current age group while in a younger age group will be that class swimmer. For example: If a 12- year old has made the 13-14 "A" time in an event, the swimmer will be a 13-14 Class "A" in that event, without re-qualifying when the swimmer is 13 years old.

**3.4.6.** Swimmers maintain their class for the duration of the meet, even if they qualify for the next class during the meet.

## **4.0. EVENT SCHEDULING**

**4.1. SCHEDULE.** NMSI will establish and publish an annual swim meet schedule of open and invitational meets each year. Responsibility for planning and monitoring this schedule is assigned to the Technical Planning Committee (TPC).

**4.2. SCHEDULING COMMITTEE.** The TPC will be chaired by the elected Technical Planning Chairman. Its membership will be comprised of the Senior Vice-Chair, Age Group Vice-Chair, Sanctions Chair, and the NMSI Coaches Representative(s). The TPC will hold two



scheduled meetings per year: the March meeting will address the Short Course schedule and the September meeting will address the Long Course schedule of the subsequent seasons. All NMSI Board Members, coaches and representatives of clubs requesting meet dates will be invited to attend the TPC meetings. Notices of upcoming meetings shall be sent to these individuals no later than 14 days prior to such meetings.

**4.3. REQUEST FOR SWIM MEET DATES.** Requests for swim meet dates will be submitted to the TPC Subcommittee Chairman no later than 1 March and 1 September of each year. (The requests will cover the period specified for the month's meeting in 4.2 above.) All requests will be in writing (Email acceptable) and contain details as to dates, locations, time standards ("A, BB, B, C" etc.), and other pertinent data. Requests submitted after the dead line will be considered in relationship with meet dates on which requests were received before the deadline. These requests, as well as requests for revisions of scheduled meet dates, will be subject to review and approval by the TPC and the Board of Directors.

**4.4. REVIEW AND APPROVAL.** The TPC will develop the annual schedule of swim meets for presentation to, and modification and ratification by the House of Delegates at the respective spring/fall meeting. The approved Meet Schedules will be published on the NMSI web site.

## **5.0. TIME STANDARDS**

For Short and Long Course swimming, competition in the various classes and age groups shall be regulated by time standards except for the 8 and under age group.

**5.1.** Time standards shall be given for each class, age group, distance and stroke.

**5.2.** In "A-BB-B" meets, swimmers who have one qualifying time may swim one other event at minimum time; those having two (2) qualifying times may swim an additional two events at minimum times; those having three (3) qualifying times may swim an additional three events at minimum time. This is at the Meet Director's discretion and must be mentioned in the Meet Information. The rule does not apply in New Mexico Championship Meets.

**5.3.** The 8 and Under age group has no time standards set in the belief that when this age group is scheduled in a meet, all swimmers in this age group should be encouraged to participate. However, time standards for this age group will be set if included in NMSI Short and Long Course Championships.

## **6.0. EQUIPMENT RENTAL**

NMSI will provide and maintain an electronic timing system, watches, and other incidental equipment for rent at swim meets. Contact the NMSI Equipment Coordinator for information or to schedule equipment rental.

**6.1. RENTAL FEES AND DAMAGE DEPOSITS:** A damage deposit and applicable rental fees, as prescribed in Appendix A-1, must be provided to the NMSI Equipment Coordinator prior

to equipment pick up. The equipment rental fee for NMSI Championship and 8 and Under Finals events is waived, however the damage deposit prescribed in Appendix A-1 applies and is the responsibility of the host team.

**6.2. ELIGIBLE EQUIPMENT USE:** NMSI member teams may rent NMSI equipment for use in NMSI sanctioned swimming events. The NMSI Board of Directors may approve rental of the NMSI equipment to other organizations deemed to be in the best interests of the sport of swimming. NMSI equipment may not be rented or utilized in any event that is not open to NMSI swimmers, unless approved by the NMSI House of Delegates in a regularly scheduled meeting.

**6.3. EQUIPMENT DAMAGE:** Organizations/Individuals renting NMSI equipment will be held financially responsible for the repair or replacement of any equipment damaged, lost, destroyed, or not returned in working order. Normal wear and tear is excluded. Damage costs charged to the renting organization/individual shall be actual repair charges including shipping and other associated costs, or the cost to replace equipment with currently available comparable equipment, from the equipment manufacturer.

**6.4. EQUIPMENT SCHEDULING:** NMSI member teams will be given priority use of NMSI timing equipment over all others. NMSI events approved via the scheduling process (Section 4.0) will be the first refusal priority among NMSI member teams. Other scheduling will be on a first requested basis with the NMSI Equipment Coordinator.

**6.5. EQUIPMENT OPERATOR TRAINING:** Organizations/Individuals renting the NMSI electronic timing equipment must have an operator familiar with set up and operation of the equipment. Potential operators must assist a qualified timing system operator at a meet prior to assuming full operator responsibilities. This policy provides accurate times for our swimmers, and protection for the equipment.

**6.6. EQUIPMENT AT CHAMPIONSHIP MEETS:** NMSI equipment will be on site and available for use during NMSI championship events. It is the responsibility of the host of the Championship meet to obtain the equipment.

## **7.0. SWIM MEETS AND EVENTS**

### **7.1. SWIM MEET FEES:**

**7.1.1 Event Entry Fees:** Individual teams are responsible for setting their own meet fees (Individual event, swimmer surcharge, facility surcharges). An entry fee service fee, expressed as a percentage of total event entry fees collected, shall be paid to NMSI, and forwarded to the NMSI Treasurer in accordance with the meet results reporting procedure (Section 7.12), and the fee schedule in Appendix A-1. Maximum fees for 8 and Under Finals are as for Championship Events. The entry fee service charge is waived for the 8 and Under Finals meet. Rio Grande swim meet fees are subject to the 15% fee and shall not be subject to the swimmer surcharge.

**7.1.1.1 Meet Fee Waivers:** NMS swimmers that have met the following conditions will have all of their meet fees waived for any NMS sanctioned meet.

- i. Must be eligible for the NM Travel Reimbursement.
- ii. Must have current Junior NCSA National or better individual event qualification times with the qualification period of January 1<sup>st</sup> of the prior year for Short Course and July 1<sup>st</sup> of the prior year for Long Course.
- iii. Only HS age swimmers (18 & under) are eligible (this includes the summer following their HS graduation).
- iv. Must compete in a minimum of 15 separate events (timed finals or prelims) each season in to receive the Meet Fee Waiver.
- v. Once a swimmer does not meet any of these conditions, they must re-qualify in order to receive the Meet Fee Waiver.
- vi. Meet fee waiver information to be added to meet information.

**7.1.2. Spectator Fees:** No spectator fees shall be charged at NMSI sanctioned events, unless approved by the NMSI General Chairman.

**7.1.3. Swimmer Surcharge:** Each swimmer participating in a NMSI sanctioned event (Swim Meet, Time Trial, camps, clinics, etc.) shall pay a surcharge prescribed in Appendix A-1. NMSI swimmers with current Junior National or better individual event qualification times are exempt from payment of NMSI surcharge at NMSI sanctioned meets. This amount shall be collected by the host team and forwarded to the NMSI Treasurer, in accordance with the meet results reporting procedure (Section 7.12). The Swimmer surcharge shall not apply to High School meets, and League meets.

**7.1.4. Sanction and Approval Fees:** The fee for sanctioned and approved meets/events shall be in accordance with Appendix A-1. This fee shall be waived for the 8 and Under Finals meets. A portion of the sanction fee is reimbursable as indicated in Appendix A-1 if all reporting requirements are met on time. (Section 7.12)

**7.1.5. Additional Meet Entry Pool Surcharge Fees:** All additional meet entry pool surcharge fees must be included on the sanction form, and once the sanction has been granted for that meet, no fees may be changed. For NMSI Championship meets and 8 & Under Finals meets, a host club may charge up to \$5.00 for pool usage fees.

**7.1.6. Waiver of Outreach Athlete's meet fees:** All meet fees will be waived for any outreach athlete who swims 15 events and meet the qualification for financial need. The waiver will begin the meet following achieving the 15 event qualification mark. The waiver will continue to rollover to subsequent season provided there is no break in registration.

**7.2. SWIM MEET RULES:** All NMSI sanctioned and approved meets shall be conducted under current USA Swimming Rules and Regulations.

**7.3. SANCTIONS FOR EVENTS:** Each competition, benefit, exhibition, clinic or entertainment of any kind where NMSI swimmers compete, exhibit, demonstrate or display

talents or techniques must be sanctioned in advance by NMSI to receive recognition of official times and to receive USA Swimming Insurance coverage. Only athletes meeting the requirements of USA Swimming Athlete Registration in accordance with the current USA Swimming Rules and Regulations may participate in a NMSI Sanctioned Event.

**7.3.1. Event Classifications:**

**7.3.1.1. Open Meet:** Competition which any qualified club, organization or individual may enter.

**7.3.1.2. Closed Meet:** Competition open only to the members of one organization or group.

**7.3.1.3. Invitational Meet:** Competition for those swimmers, organizations and clubs invited by the host.

**7.3.1.4. Time Trial:** An event or series of events where swimmers may achieve or better a required time standard.

**7.3.2 Sanction Application:** Applications for Sanction must be submitted on NMSI Sanction Application forms (Appendix A-6). The application form, copy of the meet information and a check payable to NMSI, for the Sanction fee in accordance with Section 7.1 and Appendix A-1, shall be sent to the Sanctions Chairman. Allow a minimum of FOURTEEN (14) days for consideration and approval of Sanction Applications, prior to mailing date for the meet information. Any sanction for a swimming meet, which has been approved by NMSI, must not exceed the amounts or conditions disclosed in the bid for that meet. Meet sanctions are due to the Sanction Chair 60 days prior to the first day of the meet. Sanctioned meet information, with an event file, should be posted 35 days prior to the start of the meet.

**7.3.3 Meet Referee:** A meet referee must be designated in the Meet Sanction Request. The Meet Referee must commit to being responsible for the entire meet in that capacity prior to the meet receiving a sanction.

**7.3.4 Certified Official:** Any team applying for a sanction to host a swim meet must have at least one certified official (this includes certified timing judges) registered on their team.

**7.4. APPROVALS FOR EVENTS:** Both USA Swimming athlete members and non-USA Swimming athlete participants, may compete in an approved meet. An approved meet is conducted in accordance with USA Swimming Technical Rules.

**7.4.1 Approval Application:** Application for an approved meet must be submitted to the NMSI Sanctions Chairman prior to the competition. The application shall include:

**7.4.1.1.** Copy of the meet information.

**7.4.1.2.** A list of the key officials for the meet, broken down by session, if applicable. Each approved meet, other than high school meets, must have an NMSI or USA Swimming certified referee and starter and at least two NMSI or USA Swimming certified stroke and turn judges. High school meets with four or less teams may be approved with a NMSI or USA Swimming certified referee or starter and at least one NMSI or USA Swimming certified stroke and turn judge.

**7.4.1.3.** A check payable to “New Mexico Swimming” for the amount of the approval fee in accordance with Appendix A-1.

**7.5. EVENT LIMITATIONS:** Meet events should be coordinated with the TPC Chairman to insure all competitors have opportunities to progress in all recognized events.

**7.5.1. Time Limits:** Meets shall be organized to be of reasonable length, considering the expected number of competitors in each class and event. With the exception of championship meets, the program in all other age group competition below the National A-time level shall be arranged to allow the events in the 8&U, 10&U and 11-12 age groups to be completed in 4 hours or less for a timed finals session or in a total of 8 hours or less per day for a preliminaries and finals meet. The meet must continue to conclusion of all published events.

**7.5.2. Entry Limits** All meets other than championships must have a limit on the number of entries that will be accepted to insure time limit requirements are met. All measures taken by the host team to insure the time limit is met must be listed in the meet information sheet.

**7.5.3. Session Scheduling:** In preliminaries and finals meets, the time between the end of preliminaries and the beginning of warm up for finals for any event shall not be less than ninety minutes and preferably longer.

## **7.6. MEET INFORMATION SHEETS / INVITATIONS.**

**7.6.1. Timing:** The information sheet should be mailed to all clubs no later than forty-five days prior to the closing date for entries.

**7.6.2. Mandatory Information:** Information sheets must include the following:

**7.6.2.1.** Include a statement: “Held under sanction of USA Swimming, Inc. and New Mexico Swimming, Inc.” for sanctioned meets.

**7.6.2.2.** The information sheet must state whether the meet will be "pre-seeded" or "seeded on deck" and whether the events are "Preliminaries and Finals" or "Timed Finals." Seeding method must be specified.

**7.6.2.3.** The information sheet must state that current USA Swimming and NMSI rules will govern the meet. All statements in the meet information sheet not conforming to USA Swimming or NMSI rules must start and end with an asterisk, and a statement must be added indicating how it varies from the rules.

**7.6.2.4.** Appropriate time standards must be listed with the events when applicable.

**7.6.2.5.** The meet information sheet must state the name, address and telephone number of the Meet Director; name of the meet; name of sponsoring club; class of meet ("A", "BB", "B", "C", etc.), starting times for warm-up and competition for each day; name and address of pool; pool size, number of working lanes; entry fees; kinds of awards; maximum number of events per swimmer each day; mailing address for entries; type of timing equipment used; and whether the meet will be scored. If the meet is scored, scoring information must be included. Meet information must state whether on-deck individual and/or relay entries will be accepted.

**7.6.2.6.** Check-in and scratch procedures for individual events and relays, and penalties for violation of these procedures, must be included on the information sheet.

**7.6.2.7.** The swimming venue must be defined in the meet information in accordance with USA Swimming rules and regulations.

**7.6.2.8.** If on deck USA Swimming Registration will not be offered, it must be stated in the meet information. Otherwise it is assumed USA Swimming registration will be available on deck.

**7.6.2.9** Deadline for entries for all meets shall be 10 days prior to the start of the meet.

**7.6.2.10** NMS swimmers must meet the conditions of Rule 7.1.1.1 in the NMS Rule and Regulations Manual to obtain a waiver for meet fees.

**7.6.2.11** Use of audio or visual recording devices, including cell phones, is not permitted in changing areas, rest rooms or locker rooms.

**7.6.2.12** Changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is prohibited.

**7.6.2.13** Swimwear must conform to the following criteria: All swimsuits shall be made from textile materials. For men, the swimsuit shall not extend above the navel nor below the knees, and for women, shall not cover the neck, extend past the shoulder, nor extend below the knee. No fasteners, other than drawstrings are

allowed. The referee shall have the authority to bar offenders from competition until they comply with the rules. Kinesio tape will not be allowed.

## 7.7. ENTRY TIMES.

**7.7.1. Accuracy:** All entry times shall be to the 100th of a second. Watch times recorded to 10th will be entered to 100ths by adding a zero. Any omitted digits on entries shall be seeded as 9's.

**7.7.2. Time Limits:** Short Course season entry times shall be achieved from January 1st of the previous year. Long Course entry times shall be achieved from June 1st of the previous year. Do not submit a time from workouts or an estimated time. Coaches and swimmers must be prepared to verify the entry time.

**7.7.3. Mistakes:** An entry time will be changed when a swimmer admits to an erroneous time which places him in a faster heat, thus preventing a qualified swimmer from competing in that heat. In such cases, the "A", "BB" or "B" swimmer who made the error will be entered at the minimum time standard, and the "C" swimmer will be entered at "No Time".

**7.7.4. Conversions:** A swimmer's best competitive times should be used for entries. Entry times may be converted for the appropriate course, except for NMSI Championship meets when no conversion is allowed. Use the following conversion to convert from long course meter times to short course yard times:

**7.7.4.1.** Number of meters same as the number of yards: meters time / 1.13.

**7.7.4.2.** 400/800 meters to 500/1,000 yards: meters time /.92.

**7.7.4.3.** 1,500 meters to 1,650 yards: 1,500 meter time / 1.04.

**NOTE:** To convert from short course yard times to long course meter times, use the conversion factors given above and multiply rather than divide. In any conversion, be sure to convert minutes and seconds to total seconds before converting. When using a conversion factor, do not change class of competition (ex."BB" to "A").

**7.7.5. Altitude Adjustment:** All entry times may be adjusted to sea level equivalent times. NMSI recognizes the following altitude adjustments for times achieved in pools at an altitude of 3000 feet or above:

<b>DISTANCE:</b>	<b>3000-4250 FT</b>	<b>4251/6500 FT</b>	<b>Above 6500 FT</b>
200	50 Sec.	1.20 Sec.	1.60 Sec.
400 or 500	2.50 Sec.	5.00 Sec.	7.00 Sec.
800 Free Relay	2.00 Sec.	4.80 Sec.	6.40 Sec.
800 or 1000	5.00 Sec.	10.00 Sec.	15.00 Sec.
1500 or 1650	11.00 Sec.	23.00 Sec.	32.50 Sec.

**NMSI does not recognize any other altitude adjustments.** To adjust a time to sea level equivalent, subtract the appropriate adjustment time from the time actually achieved at altitude.

**Some Pool Altitudes are:** Alamogordo - 4345 Ft; Albuquerque - 5124 Ft; Artesia - 3380 Ft; Carlsbad - 3110 Ft; Espanola - 5590 Ft; Farmington - 5400 Ft; Hobbs – 3300 Ft; Las Cruces - 3900 Ft; Kirtland AFB – 5400 Ft; Los Alamos - 7227 Ft; Roswell - 3850 Ft; Santa Fe - 7040 Ft; Silver City - 5960 Ft; Socorro - 5850 Ft.

## **7.8. OFFICIAL MEET ENTRY FORM.**

**7.8.1. Mandatory Information:** The official entry form must include each swimmer's first and last name, USA Swimming ID number, age (on the first day of the meet), sex, event numbers, entry times, and entry fee amount, as well as the club and coach names. It should also contain the address to which a copy of the meet results will be sent.

**7.8.2. Entry Form Use and Availability:** The completed official entry forms submitted by the clubs shall be available at the Clerk of Course at all times during the meet. The official entry form is the official document used in resolving entry discrepancies.

## **7.9. PROOF OF REGISTRATION.**

**7.9.1. Verification of Registration:** The host organization for any sanctioned meet is responsible for making a reasonable effort to verify the registration of all swimmers, coaches and officials participating in that meet prior to the entry of those swimmers into the pool. Verification may be accomplished by requiring presentation of valid registration cards, by requiring written authentication of a registration list by the NMSI Registration Coordinator, by location of the swimmers on the LSC registration data base, or by other means. The host organization may be subject to a fine in accordance with Appendix A-1, for each unregistered swimmer found to have competed in a meet, providing reasonable care has not been exercised in verifying the registration of that swimmer. The fine to the host organization is not to exceed the maximum fee amount prescribed in Appendix A-1. The NMSI Review Committee shall determine the fine if any. Times of swimmers not properly registered at the time of the swim will not be recorded.

**7.9.2. Falsification of Registration:** Any person or organization who falsely claims that a swimmer is registered, when in fact that swimmer is not registered, may be subject to a fine, as prescribed in Appendix A-1, as determined by the NMSI Review Committee.

**7.10. ON DECK REGISTRATION.** Unless otherwise noted in meet information, swimmers may register as a USA Swimming athlete with the Meet Director, prior to competing, on the day of the meet. The Meet Director will be empowered to accept registrations for that meet only. This type of registration will incur a non-refundable administrative fee in accordance with Appendix A-1. The administrative fee is in addition to the normal registration fee in accordance with Section 2.0. All On Deck Registration fees and forms shall be mailed to the NMSI Registration Coordinator, within three (3) days after the meet. On deck registrations will be complete when all forms are complete, and fees are collected.



**7.11. EXHIBITION PARTICIPATION.** Swimmers may swim "Exhibition" (i.e., not compete for prizes) at the Meet Director's discretion. Exhibition or time trial swimmers may be required to pay the listed meet entry fees. In no case shall a swimmer exceed the "events per day limit" as specified in the USA Swimming Rules and Regulations.

**7.12. MEET RESULTS AND REPORTS.** The following results and reports must be mailed (postmarked) within thirty (30) days following the last day of the meet, as listed below.

**7.12.1. Meet Results:** Meet results must be submitted to the listed NMSI members using Hy-Tek Meet Manager Results file. For all sanctioned competitions, including league meets and time trials, a swim meet back up file should also be emailed to the following:  
a) NMSI Treasurer, b) NMSI Computer Chairman, c) NMSI Records/Top 10 Chairman, d) Designated representatives of each participating club

Meet results must be published in the following format.

**7.12.1.1.** Title of meet, location, pool altitude, day, month, year, sanction number, and whether pool is yards or meters, short or long course.

**7.12.1.2.** List first and last names as registered (not initials) of all swimmers, including those in relay events.

**7.12.1.3.** Record all preliminary and final times to 1/100 of a second, unless disqualified.

**7.12.1.4.** List all girls events sequentially in each age group, followed by all boys events sequentially in each age group (i.e., 8&U Girls 50 Free, 50 Back, 50 Breast, 50 Fly, 100 IM; 10&U Girls 50 Free, 100 Free, etc through all girls events, followed by boys events in the same order).

NOTE: This is called Publication order in Hy-Tek reports.

**7.12.2. Electronic Meet Results:** Meet results for sanctioned meets with more than 25 entered athletes must be provided to the NMSI Computer Chairman in USA Swimming Standard Data Interchange Format (SDIF). Electronic meet results must be sent within the same time frame as hard copy results. Several NMSI teams will also prefer electronic meet results for their records.

**7.12.3. Meet Administrative Reports:** An administrative report and Meet Manager Backup must be emailed (or mailed) to the NMSI Treasurer, along with the meet results specified in section 7.12.1. The Meet Administrative Report should contain the following information:

**7.12.3.1.** NMSI Sanction number.

**7.12.3.2.** Number of Individual entries, and fees collected.

**7.12.3.3.** Number of Relay entries, and fees collected.

**7.12.3.4.** Total Number of swimmers registered, and surcharge collected.

**7.12.3.5.** List of swimmers with fees waived (Swimmers w/Junior or Senior National qualifying times), and amount waived.

**7.12.3.6.** Check for applicable fees in accordance with Appendix A-1:

- Swimmer Surcharge (per swimmer)
- Event Fee service charge (% of total entry fees)

**7.12.3.7.** Meet Manager backup copy of meet with results

**7.12.3.8.** Meet Summary Sheet from Meet Manager listing number of swimmers, number of splashes, and number of relays.

**7.12.4. Key Officials Report:** A list of Key Officials must be emailed to the NMSI Officials Chairman (by Meet Referee). List the people who served as referees, starters, and stroke and/or turn judges.

**7.12.5. Failure to Publish Reports:** Failure to publish and distribute meet results and reports specified in section 7.12 may result in denial of further event sanctions, as determined by the NMSI Review Committee.

## **7.13 WARM UP PROCEDURE**

**7.13.1** The meet referee or his/her designee(s) will supervise all warm-up sessions. The competition and warm-up pools will be closed until supervising officials are in place and an announcement for the start of warm-up has been made. All swimmers are required to be supervised by a certified coach on the deck during warm-up, and must be trained and certified by their coach to perform racing starts.

**7.13.2** The first 30 minutes of meets other than Novice meets, will be a general warm-up, all lanes. No sprinting or pace work will be allowed during the general warm-up session. NO DIVING will be allowed from the blocks or the edge of the pool. Swimmers shall enter the pool feet first from the start end of the pool in a cautious manner.

**7.13.3** For split-session meets, a minimum of one 45-minute warm-up period per session is required.

**7.13.4** For Novice meets, one 30-minute warm-up period is required. The first 20 minutes will be general warm-up. During the last 10 minutes, racing starts will be permitted using the required procedures and lane assignments.

**7.13.5** If the numbers of swimmers entered in the meet warrant split warm-up sessions, then, warm-up should be divided into at least two 45-minute sessions. The host will make an effort to balance the number of swimmers in each of the two sessions and notify the attending teams at least 72 hours prior to the scheduled start of the first warm-up.

**7.13.6** The last 15 minutes of each session, warm up per lane will be:

Pool Size	Push Pace	Racing Starts	General Warm-up
6 lane	1 & 6	2 & 5	3 & 4
8 lane	1 & 8	2, 3, 6 & 7	5 & 6
10 lane	1 & 10	2, 3, 4, 7, 8 & 9	5 & 6

**7.13.6 Push pace lanes:** Push off, one or two lengths from starting end. Circle swimming only. NO DIVING.

**7.13.7 Racing starts:** Sprint lanes for racing starts from blocks or for backstroke starts in specified lanes at designated times. Swim one direction only and exit the pool on the opposite end in the same specified lane.

**7.13.8 General warm up lanes:** NO DIVING. Circle swimming only.

**7.13.9** The meet referee may, at his/her discretion, open additional lanes for racing starts, should the situation dictate.

## **8.0 SWIM MEET OFFICIALS**

**8.1. USA SWIMMING MEMBERSHIP REQUIREMENT:** All officials must be registered Non-Athlete Members of USA Swimming. This membership requirement must be met prior to training “deck time”.

**8.1.1** NMSI will reimburse each LSC team \$20 for background checks of each currently registered official. Everyone currently registered will be grandfathered in until May 1, 2011. Moving forward, clubs must submit request within one (1) year of passing the background check.

### **8.2. STROKE AND TURN JUDGE OFFICIAL CERTIFICATION REQUIREMENTS:**

**8.2.1. Training:** Attend Stroke and Turn Officials Training Clinic with trainer as designated by NMSI Official's Chairman, with a minimum of one year as a certified Referee.

**8.2.2. Testing:** Complete written closed book Stroke and Turn Judge test administered by trainer as designated by NMSI Official's Chairman, with a minimum of one year as a certified Referee, and participate in post test feedback/discussion.

**8.2.3. Deck Time:** Perform six (6) Swim Meet Sessions of Stroke and Turn Judge Deck Training with certified NMSI Stroke and Turn Official (minimum one year of experience) at NMSI sanctioned swim meets.

**8.2.4. Renewal Certification:** Attend Stroke and Turn Judge clinic, complete written closed book test administered by trainer as designated by NMSI Official's Chairman, with a minimum of one year as a certified Referee, and participate in posttest feedback or discussion, at least every two years. Perform as a Stroke and Turn Judge or higher at four (4) or more swim meet sessions per year.

**8.2.5. Minimum Age:** Eighteen (18)

### **8.3. STARTER OFFICIAL CERTIFICATION REQUIREMENTS:**

**8.3.1. Experience Requirement:** Starter candidates must be certified Stroke and Turn Judges for at least six (6) months, or perform as a Stroke and Turn Judge in at least five (5) swim meet sessions at NMSI sanctioned swim meets.

**8.3.2. Training:** Attend Starter Officials Training Clinic with trainer as designated by NMSI Official's Chairman, with a minimum of one year as a certified Referee.

**8.3.3. Testing:** Complete written closed book Starter test administered by trainer as designated by NMSI Official's Chairman, with a minimum of one year as a certified Referee, and participate in post test feedback/discussion.

**8.3.4. Deck Time:** Perform six (6) swim meet sessions of starter deck training with certified NM Swimming starter official at NMSI sanctioned swim meets.

**8.3.5. Renewal Certification:** Attend a Starter recertification clinic, complete written closed book test administered by certified NMSI trainer, and participate in post-test feedback/discussion, at least every two years. Perform as a Starter or higher position at four (4) or more swim meet sessions per year.

### **8.4. REFEREE OFFICIAL CERTIFICATION REQUIREMENTS:**

**8.4.1. Experience Requirement:** Referee candidates must be starters for at least one (1) year, and perform as a starter in at least six (6) swim meet sessions at NMSI sanctioned swim meets.

**8.4.2. Testing:** Complete all five sections of written open book referee test administered by trainer as designated by NMSI Official's Chairman, with a minimum of one year as a certified Referee. (Administrative, Referee, Timing Judge, Timer, and Clerk of Course) Written test will require USA Swimming Rules and Regulation section references for all answers.

**8.4.3. Deck Time:** Perform six (6) swim meet sessions of referee deck training with certified NMSI referees at NMSI sanctioned swim meets. Deck time must include training with at least two (2) different referees at three (3) different NMSI sanctioned meets. Perform two additional sessions of deck time at a NMSI sanctioned meet conducted in prelims/finals format, or other prelims/finals format meet as approved by Official's Chair.

**8.4.4. Continuing Certification:** Complete the written open book referee test with USA Swimming Rules and Regulation section references at least every two (2) years. Work a minimum of six (6) NMSI sanctioned meet sessions per year with at least one (1) as a Referee.

**8.4.5. Minimum Age:** Twenty One (21)

**8.5. EXPIRATION OF OFFICIALS CERTIFICATION:** Officials who fail to meet continuing certification requirements specified must retake all required clinics and tests, and perform required deck time for new certification for each position in which certification lapsed.

**8.6. TRANSFERS FROM OTHER LSC'S:** Officials transferring from other LSC's with full certification as a stroke & turn judge, or starter will be issued a NMSI Certification, and must accomplish recertification testing within one (1) year, of NMSI certification or when their previous LSC certification expires, or which-ever comes first. Officials transferring from other LSC's with referee certification must perform four (4) sessions of deck time with a NMSI certified referee (two different referees and two different meets) at NMSI sanctioned meets, to become NMSI certified referees. Transferring referees must complete the written open book referee test with USA Swimming Rules and Regulation section references within one (1) year, of NMSI certification or when their previous LSC certification expires, whichever comes first.

**8.7. EVALUATIONS:** Referees shall evaluate starters and stroke & turn judges on the NMSI Meet Officials Evaluation form (Appendix A-8), and submit to the NMSI Officials Chairman within one week of the meet. Evaluations will be utilized as a factor in selecting championship meet officials.

## **9.0. CHAMPIONSHIP MEETS**

**9.1 COMPETITION:** Championship meets will be held in accordance with the rules of USA Swimming for the conduct of championships, when possible. The official age groupings for short course championship meets shall be 10 and under, 11-12, 13-14, 15-16 and 17 & over. 11 & over swimmers will swim prelims/finals in a 3 ½ day format and the 10 & under swimmers will have 2 timed finals sessions between prelims and finals on Saturday and Sunday. The meet will be held 2 weeks following the NMAA State HS Championships. The official age groupings for long course championship meets shall be 10 and under, 11-12, 13-14, 15-16 and 17-over.

Championship meets will be pre-seeded and divided into sessions. Age group 11-12, 13-14, 15-16 and 17 & over will swim prelim/finals, 10 & under will swim timed finals in finals.

**9.1.1 ENRTY LIMIT:** The entry limit for the 10 & under swimmers shall be 6 events for both the SC and LC Championships.

**9.1.2 13 & OVER EVENTS:** At the Short Course State Meet, the 13 & over age groups will not swim the 50 back, 50 breast, 50 fly or 100 IM to help with the timeline of the meet.

**9.2. INFORMATION SHEET:** The information sheet must contain short course meter, long course meter, and short course yard qualifying times. The qualifying times for the NMSI Championship Meets are intended to provide a goal for swimmers during the preceding season and control the number of entries consistent with the established format of the meet. The goal is to average 24 swimmers per event for both short and long events. The Meet Information for the state meet should be posted by Dec 1<sup>st</sup> and May 1<sup>st</sup> for the respective seasons.

**9.3. QUALIFYING TIMES** for the New Mexico Short Course Championships will be determined and distributed to all NMSI-member teams by October 1st of the year preceding that in which the meet is to be held. Qualifying times for the New Mexico Long Course Championships will be determined and distributed to all NMSI member teams by December 1st of the year preceding that in which the meet is to be held. The TPC Chairman shall present the NMSI Championship qualifying times to the NMSI Board of Directors for approval.

**9.3.1. Setting Qualifying Times:** The qualifying times are to be based on the results of the preceding three years' meets (preliminaries and finals or timed finals) using the following procedure:

Adjust the individual short course and long course meters qualifying times (QTs), ~~depending on the number of swimmers participating in the preceding three years' meets in each age group,~~ as follows:

~~The average of the 24<sup>th</sup> place time for the preceding three years will be used to calculate the New Qualifying Time (QT).~~

~~If there is no 24<sup>th</sup> place time for any of the preceding three years there will be no change to the QT.~~

~~All new qualifying times will have the hundredth digit moved to the 9<sup>th</sup> hundredth. (ex. If a new QT is XX.35, it will be moved to XX.39)~~

~~Swimmers in 3 years New Qualifying Time (QT)~~

~~Less than 78 No change in QT~~

~~More than 78 72nd fastest time (corrected for altitude), provided it is faster than the existing time. Otherwise, the QT is not changed.~~

~~All new qualifying times will be adjusted to end in .99\~~

The short course meter times are determined from the long course meter times by multiplying by 0.98 for females and 0.97 for males. The times so determined shall be adjusted to end in .99.

For all age groups, the QTs will be compared to the National Time Standard “BB” times for the year preceding that in which the upcoming championship meet is to be held and adjusted as necessary to be no slower than those “BB” times.

The new QTs must be accepted by the NMSI Board of Directors before they can become official. Disqualifications are included with either their entry time or their preliminary time. For pre-seeded meets, entry times of non-swimmers are included.

**9.3.2. Qualification Time Restrictions:** No new calculated qualifying time shall be slower than the preceding year except by approval of Board of Directors. For all age groups, the QTs shall be at least as fast as the National Time Standard "BB" times for the year preceding that in which the meet is to be held.

**9.3.3. Relay Qualification Times:** Qualifying times will not be required for relay events. All relays, regardless of relay designation (A, B, C...etc.), will be seeded into each event according to the submitted entry time.

**9.3.4.** All entry times shall be achieved in meets sanctioned or approved by NMSI or another USA Swimming LSC.

**9.3.5. Non-Conforming Times:** Primary nonconforming entry times (long course meter times for the short-course championship or short-course yard times for the long-course championships) on the entry form must be indicated prominently with an asterisk (\*). Secondary nonconforming entry times (short course meter times for either championships) on the entry form must be indicated prominently with a double asterisk (\*\*). ENTRY TIMES MUST NOT BE CONVERTED. The qualifying times (long-course meters, short-course yards, and short-course meters) shall not change between the short-course championships and the long-course championships in any year.

**9.3.5.1.** All entries with conforming (short-course yard for the short course championships, long-course meter for the long-course championships) entry times will be arranged in order, fastest to slowest.

**9.3.5.2.** All entries with primary non-conforming (long-course meter for the short-course championships, short-course yard for the long-course championship) entry times will then be arranged in order, fastest to slowest, and placed after the slowest conforming entry.

**9.3.5.3.** All entries with secondary non-conforming (short-course meter) entry times will then be arranged in order, fastest to slowest, and placed after the slowest primary non-conforming entry.

**9.3.6. Scoring Requirements:** For NMSI Championship Meets, swimmers must meet qualifying times after altitude adjustment (in either preliminaries or finals, but not necessarily both) in order to score points or receive awards.

**9.3.7. Entry Form:** The official entry form must include the name and phone number of a team contact to be notified in case of problems with entries.

**9.3.8. Swimmer No Shows:** A swimmer who has qualified for finals in an event, does not scratch, and misses the finals heat in that event without acceptable justification under NMSI rules shall be barred from his/her next individual event of the meet. A swimmer who has not scratched an event and does not report to the starting blocks in time to swim his/her preliminary or timed final heat in that event for a pre-seeded meet shall not be further penalized for that infraction.

**9.3.9 Registration of Swimmers for Championship meets:** Swimmers must be registered by the entry deadline of the meet.

#### **9.4. MEET COMMITTEE:**

**9.4.1. Meet Committee Composition:** A Meet Committee composed of the Athlete Rep, NMSI Registration Chairman, the Meet Referee, and at least one other member (not the Meet Director or the NMSI General Chairman) appointed by the General Chairman will review entries and rule on all questions of eligibility to compete.

**9.4.2. Invalid Entries:** If an entry is ruled invalid, the Committee shall attempt to notify the team contact (named on the official entry form) of the nature of the problem to be resolved in order to permit the individual to compete.

**9.4.3. Late entries** are not accepted for championship meets unless the Meet Committee is satisfied that there were extenuating circumstances beyond the control of the club or individual submitting the late entries. There will be a \$200.00 fine to any club for entries accepted by meet referee/committee, regardless of excuse, payable to NMSI.

**9.4.4. Protests of the Meet Committee rulings** must be submitted in writing and must follow the procedures set forth in the Protests Section of the NMSI By-Laws.

**9.4.5 Protest of Meet Information** must be submitted to Meet Referee and must be considered by the Meet Committee.

**9.5. CLOSING DATE FOR RECEIPT OF ENTRIES** shall be 11:59pm Thursday of the week prior to the start of the Championship Meet (Approximately 8 days prior to the meet start).

**9.6. ELECTION OF ATHLETE REPRESENTATIVE:** One Athlete Representative shall be elected to the House of Delegates annually at the NMSI Long Course Swimming Championships, by a majority of swimmers present at a meeting called for that purpose, in accordance with NMSI By-Laws.

**9.7. CHAMPIONSHIP AWARDS:** NMSI Championship Meets shall have the following high-point awards:



**Individual Events:** 1st, 2nd, 3rd for male and female in 10 & under, 11-12, 13-14, 15-16 & 17-18.

**Team Totals:** 1st, 2nd, 3rd.

**9.8. EIGHT AND UNDER FINALS:** An 8 and under finals meet will be held, prior to the NMSI short course championship meet, for swimmers in the following age groupings:  
6 & under, 7-year old and 8-year old.

The meet will be club hosted by a NMSI registered team in good standing and will be awarded to bidding clubs by the Board of NMSI. No individual or team scoring will take place. All expenses except awards are financed by the host team. Allowable fees must be in accordance with Section 7.1. NMSI will pay for the 8 & Under Finals awards.

**9.8.1. Format:** The 8 and under meet format shall include:

**9.8.1.1.** Maximum four individual events and 2 relays per swimmer.

**9.8.1.2.** Participation ribbons for all.

**9.8.1.3.** Custom medals for top three finishers and place ribbons for places 4 – 8 in each individual event.

**9.8.1.4.** 25 Yard Course during Short Course Season, 25 Yard or 25 Meter Course during Long Course Season.

**9.8.1.5.** Events shall consist of:

6 and under: 25's in each of 4 strokes

7 Year Olds: 25's in each of 4 strokes, and 50 Free

8 and under: 50's in each of 4 strokes, 100 Free, and 100 IM

Mixed medley relay and free relay

**9.9 10&U TIMED FINAL CHAMPIONSHIP:** A 10 and under timed finals championship after the NMSI long course championship meet, for swimmers in the following age groupings:  
7 & under, 8-year old, 9-year old and 10-year old.

The meet will be club hosted by a NMSI registered team in good standing and will be awarded to bidding clubs by the Board of NMSI. No individual or team scoring will take place. All expenses except awards are financed by the host team. Allowable fees must be in accordance with Section 7.1. NMSI will pay for the 10 & Under Timed Final Championship awards.

**9.9.1** The meet will be 2 sessions – host team will have flexibility on time of sessions but they must be on consecutive days.

**9.10 CHAMPIONSHIP SCHEDULING:** The NMSI Championship shall be scheduled so as to not conflict with Nationals or Western Sectionals.

**9.11. BIDS FOR HOSTING CHAMPIONSHIP MEETS:** NMSI will eliminate the lottery process for choosing the state meet host. Teams should bid on meets yearly and submit bids to the HOD for vote. Bids will be taken and voted on at the fall meeting for the next year. The following must be included in bids by teams for consideration of hosting NMS championship meets:

**9.11.1. Proposed Meet Information:** A copy of the proposed meet information with all available information filled in, and pending information noted.

**9.11.2. Proposed Meet Management Software.**

**9.11.3. Proposed Method of Qualifying Time Verification:** Specify the proposed method of verifying qualification times against the NMS best times database.

**9.11.4. Proposed Publicity Notification:** Specify proposed pre and post event publicity.

**9.11.5. Community Logistical Support:** Provide information on available lodging and dining facilities within reasonable distances of the meet location along with typical operating times for dining facilities.

**9.12. LAST CHANCE MEETS:** Last chance to qualify meets may be held on the weekend prior to NMS championship meets. Swimmers with NEW qualifying times will be accepted as championship entries. Last chance meet times may not be used to better existing qualifying times. Last chance Meet Directors must deliver the new qualifying entries to the championship Meet Entry Chairman by noon on Monday prior to the championship meet.

**9.13 STATE MEET WORKERS:** The Meet Director and Admin Vice-Chair will make worker assignments (Timers, Runners, Safety Marshalls & Place Judges) according to size of team entries. The Meet Referee will assign the officials.

**9.14 WARM-UPS:** There will be split warm-up sessions for the prelims sessions only.

## **10.0. RECORD PERFORMANCES**

**10.1. STATE RECORDS:** NMSI will maintain a list of record performances swum inside or outside of the State of New Mexico by all swimmers registered with NMSI for all nationally recognized senior and age group events, for all events for the 8 and Under age group plus 11-12 year old performances in 800/1000 Free and 1500/1650 Free. This list will be published and updated, throughout the year, on the New Mexico Swimming website.

**10.1.1 IMX SCORERS:** NMS will recognize the top female and male IMX scorer in the short and long course seasons, based on results from the USA Swimming website.

**10.1.2 Marly Peneda Award:** NMS will recognize the top female and male distance swimmers for short and long course seasons, based on IMX scores in 200 Fly, 400 IM, 400/500 Free and 800/1000 Free.

**10.2. RECORD PERFORMANCE REQUIREMENTS:** Record performances must be achieved in a USA Swimming sanctioned meet or time trial or at the New Mexico Athletic Association's (NMAA) High School State Meet. The record becomes effective upon publication of that event's results.

**10.3. RECORD SUBMISSIONS:** The coach of swimmers surpassing an existing NMSI state record MUST submit the record on the NMSI Records/Top 10 reporting form (Appendix A-6), along with a copy of the meet results, to the NMSI Records/Top 10 Chairman within one (1) year of the record swim.

**10.4. RECOGNITION:** NMSI will recognize swimmers surpassing the current state record in an event and the top female and male IM scorer in the short and long course season by publication on the NMSI website and presentation of an appropriate memento approved by the Board of Directors.

## **11.0. ATHLETE TRAVEL REIMBURSEMENT**

**11.1. PURPOSE:** Athlete travel reimbursement is available to all eligible NMSI swimmers competing in all National/International championship meets to include NSCA, US Open, Sectionals, Grand Prix, etc as approved by the Board of Directors, subject to funds available.

**11.2. FUNDS CONTROL:** Funds shall be under the control of the Board of Directors and shall be deposited and managed by the Treasurer. The NMSI Board of Directors shall have authority to distribute NMSI athlete travel reimbursements based on swimmer eligibility and funds availability. These funds shall not revert to the NMSI general fund at the end of each year but shall be carried over from year to year.

**11.3. FUND SOURCE:** The NMSI Athlete Travel Fund will be as provided in Section 17.0 Budget and Financial Policy.

**11.4. ELIGIBILITY REQUIREMENTS:** The swimmer must be continuously USA registered in New Mexico for twelve months before the event and must have competed in at least 15 separate individual events (timed finals or prelims) at NMS sanctioned meets within each season in order to be eligible for the Athlete Reimbursement.

**11.4.1.** Swimmers must swim in an individual event at the approved meets to be eligible for reimbursement. Swimmers entered only in relay events are not eligible for reimbursement.

**11.5. REIMBURSEMENT AMOUNTS:** Reimburse athlete travel based on time standards. Athletes must provide travel and lodging receipts that cover these amounts. Only reimburse the swimmers for the highest level meet they attended that season (ie. Athletes will not be reimbursed for BOTH sectionals and juniors).

Level 1 - \$125 - Far Western Championships (14&U only - March/April), Western Zones SR Championships (Aug);

Level 2 - \$250 - Sectionals, Gran Prix;

Level 3 - \$500 - NSCA Junior Nationals (Mar);

Level 4 - \$625 - December Junior Nationals;

Level 5 - \$750 - LC Speedo Junior Nationals;

Level 6 - \$875 - December Senior Nationals;

Level 7 - \$1000 - LC Summer Nationals, Summer US Open,

Level 8 - \$1500 - Olympic Trials

**11.5.1. Automobile Travel Reimbursement:** Travel by automobile will be reimbursed at a rate per mile as prescribed in Appendix A-1. Only one reimbursement amount per automobile is permitted. (ie. If two or more swimmers travel together only one mileage reimbursement is authorized. The amount may be apportioned among the travelers within their maximum reimbursements.) The maximum automobile mileage reimbursement shall not exceed the cost of available round trip Air Fare, and is subject to the maximum amount approved by the Board of Directors for the event.

**11.5.2** NMSI will reimburse the travel expenses of one coach of each NMSI registered team for attending senior level meets (Sectionals, Grand Prix, JR Nationals, Nationals and Olympic Trials) at the same level as the athletes, who must meet the NMSI reimbursement requirements, subject to NMSI House of Delegates approval. Teams are allowed only one (1) reimbursement per year and must submit paperwork for coach's travel within 30 days of completion of the competition.

**11.6. REIMBURSEMENT APPLICATION/PAYMENT:** Each eligible swimmer shall submit a travel reimbursement form (Appendix A-2) with receipts for approved expenses within 30 days after the event, in order to be reimbursed. Application for reimbursement shall be submitted to the NMSI Treasurer. Disbursement of funds will be by the NMSI Treasurer under the direction of the Board of Directors. Payments will be within 30 days following receipt of proper application/receipts, the final meet results, and approval by the NMSI Board of Directors.

**11.7. TEAM GROUP TRAVEL:** Athletes participating and traveling with NMSI teams, on NMSI arranged travel, shall be automatically considered for reimbursement. It is the responsibility of the event coordinator to arrange reimbursement. The event coordinator may utilize the authorized reimbursement amount to offset the athlete's cost share of any group arranged travel. They need not submit an application for reimbursement. However, if a team

athlete makes his/her own travel arrangements, he/she will be reimbursed not to exceed the reimbursement amount to team members traveling together on NMSI arranged travel. If an athlete travels independently the swimmer is responsible for submitting the request for reimbursement within the normal time as specified in section 11.6.

**11.8. AMATEUR STATUS CONSIDERATION:** The swimmer is responsible for considering the impacts of reimbursements on their amateur status.

## **12.0. ALL STAR, SECTION, AND ZONE TEAM PROGRAM**

### **12.1. SELECTION AND ELIGIBILITY:**

**12.1.1. All Star Team:** All-Star Team members will be selected using the following criteria.

**12.1.1.1.** Swimmer must be a USA Swimming and NMSI registered athlete.

**12.1.1.2.** Swimmer must participate in the Short Course State Championship meet in order to be eligible, and must complete/submit an all-star application form.

**12.1.1.3** The NMSI All-Star Team will consist of 8 swimmers in each age group/gender. The age groups are: 10 & under, 11 & 12, 13 & 14 and Senior.

**12.1.1.4.** Swimmers with the fastest times in the following events from the season immediately preceding the all-star meet automatically qualify for the all-star team.

<u>10 &amp; under and 11 &amp; 12</u>	<u>13 &amp; 14 and Seniors</u>
50 free	50 free
100 free	100 free
200 free	200 free
500 free (11 & 12)	500 free
100 breast	200 breast
100 back	200 back
100 fly	200 fly
200 IM	200 IM

**12.1.1.5.** If after compiling all automatic qualifiers there are remaining spots on the team roster, the following secondary qualification events will be used until a total of 8 swimmers are selected in each age group/gender. Times utilized in this selection process must be from the season immediately preceding the all-star meet.

- \* 1<sup>st</sup> consideration – 12 & under fastest time in the 100 IM; 13 & over fastest time in the 400 IM
- 2<sup>nd</sup> consideration – 12 & under fastest time in the 50 fly; 13 & over fastest time 100 fly

- 3<sup>rd</sup> consideration – 12 & under fastest time 50 back; 13 & over fastest time 100 back
- 4<sup>th</sup> consideration – 12 & under fastest time 50 breast; 13 & over fastest time 100 breast
- 5<sup>th</sup> consideration – all ages 2<sup>nd</sup> fastest time 100 free
- 6<sup>th</sup> consideration - all ages 3<sup>rd</sup> fastest time 100 free
- 7<sup>th</sup> consideration - all ages 2<sup>nd</sup> fastest time 200 IM
- 8<sup>th</sup> consideration - 12 & under 2<sup>nd</sup> fastest time 100 fly; 13 & over 2<sup>nd</sup> fastest time 200 fly
- 9<sup>th</sup> consideration – 12 & under 2<sup>nd</sup> fastest time 100 back; 13 & over 2<sup>nd</sup> fastest time 200 back
- 10<sup>th</sup> consideration – 12 & under 2<sup>nd</sup> fastest time 100 breast; 13 & over 2<sup>nd</sup> fastest time 200 breast
- 11<sup>th</sup> consideration – all ages 2<sup>nd</sup> fastest time 200 free
- 12<sup>th</sup> consideration – 11 & over 2<sup>nd</sup> fastest time 500 free
- 13<sup>th</sup> consideration – all ages 3<sup>rd</sup> fastest time 200 IM
- 14<sup>th</sup> consideration – all ages 2<sup>nd</sup> fastest time 50 free
- 15<sup>th</sup> consideration – 12 & under 2<sup>nd</sup> fastest time 50 back; 13 & over 2<sup>nd</sup> fastest time 100 back
- 16<sup>th</sup> consideration – 12 & under 2<sup>nd</sup> fastest time 50 fly; 13 & over 2<sup>nd</sup> fastest time 100 fly
- 17<sup>th</sup> consideration – 12 & under 3<sup>rd</sup> fastest time 50 back; 13 & over 2<sup>nd</sup> fastest time 100 back

**12.1.1.6.** If after utilizing the secondary qualifier procedures a total of 8 swimmers have not been selected in a particular age group/gender, the remaining team roster spots will be filled by swimmers selected from the most recent NMSI State Championship Meet high point rankings.

**12.1.1.7.** Swimmers with the second fastest times in a given event may be considered to have the fastest time if the swimmer above them ages up before the first day of the all-star meet. Swimmers who age up before the all-star meet, may use their times from the season immediately preceding the all-star meet, to qualify for a roster spot in the older age group.

**12.1.1.8.** All qualifying times claimed by applicant swimmers must be verified through the SWIMS database or official meet results.

**12.1.2. Zone Team:** The NMSI Zone Team will be comprised of all those NMSI swimmers who have achieved one or more Western Zone individual qualifying times. The team size cannot exceed that allowed by the Western Zone.

**12.1.2.1** NMSI will allow one or more swimmers per age group (up to 3 per gender & age group) with AA times to fill zones relays. The zone coach will decide which swimmers to pick based on stroke with IMX scores to be used as a tie-breaker.

**12.1.2.2** 12 & under aged athletes are allowed to travel and stay with their parents at the NMSI hotel. Athletes are eligible to receive reimbursement for travel (not to exceed NMSI cost per athlete) from NMSI.

**12.1.2.3** The qualifying times for the 15 & over swimmers for the AG Zone meet will be the AAA time standard, so as to be consistent with the times required by the 14 & under swimmers.

## **13.0. COACH AND CHAPERONE POLICY**

**13.1. PURPOSE:** Coaches and Chaperones are required for various NMSI functions such as All Stars, Region Competitions, and Zone Competitions. It is the intent of NMSI to provide adult supervision for any under age (minor) swimmers participating and representing NMSI at approved events.

**13.2. COACH SELECTION:** The coaches accompanying the NMSI competitors at events approved by the Board of Directors (i.e. All-Star and Zone Swim Teams) will consist of a Head Coach and assistants, to be selected by the Head Coaches of NMSI teams. Each NMSI team will have one vote, and a majority of the teams must vote for the selection process to be valid. This selection of coaches should occur at least four weeks in advance of the scheduled event so the coaches selected will have adequate time to organize the team. No more than one coach may be selected from any one team, unless no other coach wishes to make the trip. Selected coaches must travel with the team if team travel is involved.

**13.3. CHAPERONES:** Chaperones (a Head chaperone and assistants) will be selected by the event organizer (appointed by the NMSI General Chairman) to accompany the teams on trips. All chaperones must travel with the team.

**13.4. NUMBER OF COACHES/CHAPERONES:**

- 1 to 10 Swimmers = 1 Coach & 1 Chaperone
- 11 to 20 Swimmers = 2 Coaches & 2 Chaperones
- 21 to 40 Swimmers = 3 Coaches & 4 Chaperones
- 41 to 60 Swimmers = 4 Coaches & 6 Chaperones

**13.5. COACH AND CHAPERONE COST REIMBURSEMENT:** Coaches and Chaperones shall be reimbursed for expenses in accordance with the NMSI Business Travel Reimbursement policy Section 16.0.

**13.5.1 ZONE COACH STIPEND:** The Head Zone Coach will receive a stipend of \$500 and assistant coaches shall receive a stipend of \$300.

## **14.0. USA SWIMMING CONVENTION**

**14.1. ATTENDANCE:** The NMSI Board of Directors shall approve the number of delegates to attend the USA Swimming Convention, based on funds available and USA Swimming Rules and Regulations. NMSI Athlete representatives and NMSI Board members shall be given first option for attendance as alternate delegates, if the primary delegates (in accordance with USA Swimming Rules and Regulations) are unable to attend. The NMSI General Chairman shall coordinate attendance at the USA Swimming Convention, and shall nominate alternate delegates for approval by the Board of Directors.

**14.2. REGISTRATION FEES:** NMSI shall pay the registration fees of those delegates approved for attendance and for any NMSI member serving on a national committee, pending funds availability.

**14.3. REIMBURSEMENTS:** Delegates approved for attendance at the USA Swimming Convention shall be reimbursed for incurred expenses in accordance with the NMSI Business Travel Reimbursement policy, Section 16.0.

## **15.0. INTERSCHOLASTIC SWIMMING**

It is the policy of NMSI to encourage USA Swimming registered athletes to participate in all competitive swimming programs of their schools.

**15.1 NMSI AND NMAA OBSERVED SWIMS:** NMAA and NMSI strive to ensure that every NM swimmer is given an equal opportunity to have NMSI officials “observe” swims at season-culminating events. As such, the following NMAA approved meets may be observed by NMSI:



District Championships (1, 2, 3 & 4) and the State Championships (prelims & finals) to keep peace with the NMAA.

## **16.0 . BUSINESS TRAVEL REIMBURSEMENT POLICY**

**16.1. PURPOSE:** NMSI will reimburse persons for travel, lodging, and food expenses incurred traveling on approved official NMSI business. The approval authority is the NMSI Board of Directors.

**16.2. AMOUNTS:** Reimbursements for approved NMSI business travel shall be paid as indicated below and shall not exceed actual documented cost. The NMSI Board of Directors may limit the total reimbursement for an approved trip by notifying the traveler at the time the trip is approved.

**16.2.1. Travel:** Actual cost of travel by public conveyance (plane, train, bus, etc) shall be reimbursed. Travel by private automobile will be reimbursed at a rate per mile as prescribed in Appendix A-1. Only one reimbursement amount per automobile is permitted. (ie. If two or more Travelers travel together only one mileage reimbursement is authorized. The amount may be apportioned among the travelers within their maximum reimbursements.) The maximum total automobile mileage reimbursement shall not exceed the cost of available round trip Air Fare.

**16.2.2. Lodging:** Actual cost of lodging will be reimbursed, up to the allowable amounts for the travel area contained in the current government Joint Travel Regulations. Rates are available from the NMSI Treasurer or at [www.govexec.com/travel/perdiems](http://www.govexec.com/travel/perdiems).

**16.2.3. Meals:** Actual cost of meals will be reimbursed up to the maximum amount listed in Appendix A-1. Any overage on the cost of meals while traveling will be brought to the Treasurer and Financial Vice-Chair for approval.

**16.2.4. Rental Vehicles:** Actual cost of rental vehicle, fuel, and insurance (if required) will be reimbursed.

**16.3. REIMBURSEMENT APPLICATION:** Each traveler shall submit a travel reimbursement form (Appendix A-3) with receipts for all approved expenses within 30 days after completion of travel, in order to be reimbursed.

**16.4. ADVANCE PAYMENTS:** Persons traveling on NMSI approved business may receive lodging and airfare costs in advance if requested and documented with confirmed reservations/tickets. They may be advanced up to 75% of meal allowances. Final receipts must be submitted with the Reimbursement Application after the travel is complete in accordance with Section 16.3.

## **17.0 BUDGET AND FINANCIAL POLICY**

**17.1. EXPENDITURE AUTHORIZATION:** The NMSI General Chairman and the NMSI Financial Vice Chairman may each individually approve expenditures up to \$500.00 per expense. They must report their authorizations at the next regularly scheduled House of Delegates meeting.

**17.2. RETURNED CHECKS:** Clubs submitting checks for payment to NMSI which are returned for Non-Sufficient Funds (NSF) will be assessed an additional fee in accordance with Appendix A-1.

**17.3. ATHLETE TRAVEL FUND:** 60% of all non-championship entry fee money collected by NMSI, 50% of NMSI swimmer surcharges collected, and 60% of NMSI Championship meet profits will be used exclusively for Athlete Travel in accordance with Section 11.0. NMSI championship meet losses will not be deducted from the Travel Fund.

**17.4. REGISTRATION FEE:** Registration Fees charged in accordance with Section 2.0 shall consist of the USA Swimming Fee and a NMSI supplemental registration fee. These fee components are documented in Appendix A-1.

**17.5. COST REIMBURSEMENT AND PAYMENTS:** All requests for disbursement of NMSI funds (reimbursement or direct payment), other than travel reimbursements covered in Sections 11.0 and 16.0, shall be requested/documented on a cost reimbursement form (Appendix A-4).

**17.6. BUDGET PLANNING/APPROVAL:** The Financial Vice Chairman shall prepare the proposed annual budget with the coordination of the NMSI Financial Committee. The proposed budget, for the following year, shall be presented, considered, modified if required, and approved at the fall meeting of the NMSI House of Delegates. NMSI Board Members, Coordinators, Athlete Representatives, and others planning or requiring funding for NMSI activities shall submit their Budget/Revenue planning request form(s) (Appendix A-9) to the NMSI Financial Vice Chairman not later than the weekend following the completion of the NMSI Long Course State Championship meet.

**17.7. BUDGET EXECUTION:** Budget approval is the authorization for expenditure of NMSI funds.

**17.7.1. Program Coordinator Duties and Authority:** The NMSI program coordinator designated in the approved budget shall manage the approved amounts authorized, within their approved program (Receipts and Expenses). Program Coordinators are authorized to expend funds as authorized in the approved budget program.

**17.7.2. Treasurer Duties:** The NMSI Treasurer shall only disburse funds approved in the budget or approved via section 17.1.

**17.7.3. Budget Changes:** Program coordinators or others encountering unanticipated budget/funding requirements, after the budget is approved, may request a change to the approved budget by submitting a budget/revenue request form (Appendix A-9) to the

NMSI Financial Vice Chairman. The Financial Committee will consider the request and make a recommendation to the NMSI Executive Committee. The Executive Committee shall decide on the request to modify the budget. If a change is approved it shall be considered authorization for expenditure as part of the approved budget. All Budget changes shall be reported at the next regularly scheduled meeting of the NMSI House of delegates, by the NMSI Financial Vice Chairman.

**17.8. CHECK REISSUE FEE:** A fee as prescribed in Appendix A-1 shall be assessed to the check recipient if a banking cost is incurred by NMSI due to the action of the recipient. (i.e. Stop payment orders, etc)

## **18.0 MISCELLANEOUS RULES**

**18.1. ATHLETE REPRESENTATIVES:** The Senior and Junior athlete representatives may not be from the same team. Both the senior and junior athlete reps will be required to serve on the NMSI Board of Review during their 2 year tenure.

**18.2. BOARD AND HOUSE MEETING MINUTES:** NMSI Board of Directors meeting and NMSI House of Delegates meeting minutes shall be distributed to all board members and team representatives within 30 days after the meeting.

**18.3. MEETING RECORDS:** All NMS meetings, including committee meetings (Tech Planning, Scheduling, Finance Committee, etc.), must be documented with minutes forwarded to the NMSI General Chairman and the NMSI Secretary, within 30 days after the meeting. The meeting chairman is responsible for insuring minutes are composed and forwarded.

**18.4. OFFICIAL CORRESPONDENCE/NOTIFICATIONS:** E-mail is an acceptable method of correspondence/notification within the LSC, for Board Members and Team Reps, unless specifically requested otherwise to the NMSI Secretary.

**18.5. ELECTRONIC MEETINGS:** NMSI committee meetings may be conducted utilizing electronic methods, at the option of the respective committee chairman. Recognized electronic methods include video teleconference, teleconference, and Email. The committee chairman shall insure all committee members are notified and have all information to consider the issues of the meeting. Electronic meetings must be documented per Section 18.3 and have full cause and effect of any meeting of the respective committee.

**18.6. OUTSTANDING SERVICE (DALE BERG) AWARD:** The House of Delegates will annually select an individual for the NMSI Outstanding Service Award, from nominations received. Nominations may be made by any member of NMSI (Athlete or Non-Athlete) utilizing the nomination form (Appendix A-10). Nominations must be received at or prior to the spring meeting of the NMSI House of Delegates. The General Chairman or designee will read the nominations and the House will select the award winner by vote. The Nominee receiving the most votes shall receive the award. The Individual selected for the NMSI Outstanding Service Award will be given an appropriate memento. A list of award recipients shall be included in the

NMSI Swimmers Handbook “Redbook”. If no nominations are received, no selection will be made.

## Appendix A-1

### NMSI FEE, FINE & REIMBURSEMENT SCHEDULE

FEE/REIMBURSEMENT REQUIREMENT	REFERENCE	AMOUNT
Club Registration Fee - Full Year	2.1.1 & 17.4	\$ 100.00
Club Registration Fee - Seasonal	2.1.2 & 17.4	\$ 70.00
New Club Fee (\$250 NMS + \$500 USAS)	2.1.4	\$ 750.00
CLBMS Class Refund - if attended by multiple clubs	2.1.4	\$ 500.00
Satellite Club Registration Fee - by Oct 1	2.1.5	\$ 30.00
Satellite Club Registration Fee - by Nov 1	2.1.5	\$ 40.00
Satellite Club Registration Fee - by Dec 1	2.1.5	\$ 50.00
Satellite Club Registration Fee - by Jan 1	2.1.5	\$ 60.00
Maximum Fine for Failure to Maintain Registration	2.1.3	\$ 100.00
Athlete Registration Fee - Full Year	2.2.1.1	\$ 59.00
Athlete Registration Fee - Seasonal	2.2.1.2	\$ 37.00
Replacement Athlete Registration Card Fee	2.2.2	\$ 2.00
Athlete Transfer Form		\$ 10.00
Non-Athlete Individual Registration	2.3	\$ 59.00
Non-Athlete Family Registration	2.3	\$ 100.00
Maximum Fine per day for Unregistered Coach	2.3.1.6	\$ 100.00
Fine for Unregistered Athlete after 30 days	2.2	\$ 50.00
Equipment Rental - Damage Deposit	6.1	\$ 200.00
Full Equipment Rental Fee by NMSI Team	6.1	\$ 25.00
Full Equipment Rental Fee by others	6.1	\$ 100.00
Watch Rental Fee by NMSI Team	6.1	\$ 1.00
Watch Rental Fee by other	6.1	\$ 2.00
Max Individual Event Entry Fee for non-champ	7.1.1	no limit
Max Relay Event Entry Fee for non-champ	7.1.1	\$ 8.00
Max Individual Event Entry Fee for Championships	7.1.1	\$ 4.00
Max Relay Event Entry Fee for Championships	7.1.1	\$ 8.00
Swimmer Surcharge Fee at sanctioned events	7.1.3	no limit
Meet Entry Fee Service Charge (15% of total entry fees)	7.1.1	15%
Sanction & Approval Fee for Meets	7.1.4	\$ 75.00
Sanction Fee Refund for On-time Reporting	7.1.4	\$ 50.00
Sanction Fee for Dual & Triangular Meets (no refunds)	7.1.4	\$ 25.00
Sanction Fee for seasonal League Meet (per meet)	7.1.4	\$ 10.00
Pool Use Fees for NMSI Champs & 8 & Under Final - MAXIMUM	7.1.5	\$ 5.00
Approval Fee for High School Meet (per meet)	7.4.1.3	\$ 1.00

Sanction Fee for exhibitions, benefits, camps, Swim-a-thons	7.1.4	\$ 10.00
Fine to Meet Host for Unregistered Swimmer in Meet	7.9.1	\$ 10.00
Maximum Fine to Meet Host for Unregistered Swimmer	7.9.1	\$ 100.00
Fine to Swimmer's Team for Unregistered Swimmer	7.9.2	\$ 100.00
On Deck Additional Registration Fee	7.1	\$ 15.00
Athlete Travel - private vehicle mileage (per mile)	11.5.4	\$ 0.30
Official Travel - Maximum Daily Meal Reimbursement	16.2.3	\$ 40.00
Official Travel - private vehicle mileage (per mile)	16.2.1	\$ 0.30
Fee for Checks returned for NSF (per check)	17.2	\$ 25.00
Fee to reissue NMS Check	17.8	\$ 25.00

## APPENDIX A-2

### ATHLETE TRAVEL REIMBURSEMENT FORM

ATHLETE NAME: \_\_\_\_\_

USA SWIMMING REG# \_\_\_\_\_ PHONE: \_\_\_\_\_

PAY TO ORDER OF NAME FOR CHECK: \_\_\_\_\_

SEND CHECK TO ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CLUB: \_\_\_\_\_ COACH: \_\_\_\_\_

NAME OF MEET: \_\_\_\_\_ DATE(S): \_\_\_\_\_

MEET LOCATION: \_\_\_\_\_

Fill in Reimbursement Request below. Write Ref# on receipt. List each meal separately, include date.

Ref#	Description	Amount Claimed
1	Commercial travel Air/Train/Bus	_____
2	Personal Auto Travel _____ miles @ \$.30/mile	_____
3	Lodging from _____ to _____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____
11	_____	_____
12	_____	_____
13	_____	_____
14	_____	_____
15	_____	_____
XXX Carry over amount from attached sheet(s) if required		_____

TOTAL REQUESTED: \$ \_\_\_\_\_

Required Attachments: Meet results (pages with your name/results) and receipts.

**SUBMIT TO NMS TREASURER WITHIN THIRTY (30) DAYS AFTER EVENT.**

NMSI will reimburse swimmers the amount allowed by the "New Mexico Swimming Rules and Regulations Manual Section 11.0." Information is available on the NMSI web site: [www.nmswim.org](http://www.nmswim.org) Swimmers must also furnish a copy of meet results to the NMSI Treasurer.

**I certify the above requested amounts are valid costs incurred traveling for the listed meet, and are not being reimbursed from any other source.**

Date: \_\_\_\_\_

Signature of Traveler: \_\_\_\_\_

**APPENDIX A-2**

**ATHLETE TRAVEL REIMBURSEMENT FORM**

**PAGE 2**

SWIMMERS NAME: \_\_\_\_\_ TRAVEL DATES: \_\_\_\_\_

Ref#	Description	Amount Claimed
16	_____	_____
17	_____	_____
18	_____	_____
19	_____	_____
20	_____	_____
21	_____	_____
22	_____	_____
23	_____	_____
24	_____	_____
25	_____	_____
26	_____	_____
27	_____	_____
29	_____	_____
30	_____	_____
31	_____	_____
32	_____	_____
33	_____	_____
34	_____	_____
35	_____	_____
36	_____	_____
37	_____	_____
38	_____	_____
39	_____	_____
40	_____	_____

TOTAL THIS PAGE: \$ \_\_\_\_\_

Write this amount in space provided on page one



## APPENDIX A-3

### NMSI BUSINESS TRAVEL REIMBURSEMENT FORM

ATHLETE NAME: \_\_\_\_\_

USA SWIMMING REG# \_\_\_\_\_ PHONE: \_\_\_\_\_

PAY TO ORDER OF NAME FOR CHECK: \_\_\_\_\_

SEND CHECK TO ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CLUB: \_\_\_\_\_ COACH: \_\_\_\_\_

NAME OF MEET: \_\_\_\_\_ DATE(S): \_\_\_\_\_

MEET LOCATION: \_\_\_\_\_

Fill in Reimbursement Request below. Write Ref# on receipt. List each meal separately, include date.

Ref#	Description	Amount Claimed
1	Commercial travel Air/Train/Bus	_____
2	Personal Auto Travel _____ miles @ \$.30/mile	_____
3	Lodging from _____ to _____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____
11	_____	_____
12	_____	_____
13	_____	_____
14	_____	_____
15	_____	_____
XXX Carry over amount from attached sheet(s) if required		_____

TOTAL REQUESTED: \$ \_\_\_\_\_

Required Attachments: Meet results (pages with your name/results) and receipts.

#### **SUBMIT TO NMS TREASURER WITHIN THIRTY (30) DAYS AFTER EVENT.**

NMSI will reimburse swimmers the amount allowed by the "New Mexico Swimming Rules and Regulations Manual Section 11.0." Information is available on the NMSI web site: [www.nmswim.org](http://www.nmswim.org) Swimmers must also furnish a copy of meet results to the NMSI Treasurer.

**I certify the above requested amounts are valid costs incurred traveling for the listed meet, and are not being reimbursed from any other source.**

Date: \_\_\_\_\_

Signature of Traveler: \_\_\_\_\_

**APPENDIX A-3**

**NMSI BUSINESS TRAVEL REIMBURSEMENT FORM**

**PAGE 2**

SWIMMERS NAME: \_\_\_\_\_ TRAVEL DATES: \_\_\_\_\_

Ref#	Description	Amount Claimed
16	_____	_____
17	_____	_____
18	_____	_____
19	_____	_____
20	_____	_____
21	_____	_____
22	_____	_____
23	_____	_____
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31	_____	_____
32	_____	_____
33	_____	_____
34	_____	_____
35	_____	_____
36	_____	_____
37	_____	_____
38	_____	_____
39	_____	_____
40	_____	_____

TOTAL THIS PAGE: \$ \_\_\_\_\_

Write this amount in space provided on page one

## APPENDIX A-4

### NMSI COST REIMBURSEMENT FORM

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

SEND CHECK TO ADDRESS: \_\_\_\_\_

PURPOSE OF EXPENSE: \_\_\_\_\_

NMSI FUNDING PROGRAM: \_\_\_\_\_

Fill in Reimbursement Request below. Write Ref# on receipt.

Ref#	Description	Amount Claimed
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____
11	_____	_____
12	_____	_____
13	_____	_____
14	_____	_____
15	_____	_____
16	_____	_____
17	_____	_____
18	_____	_____

TOTAL REQUESTED: \$ \_\_\_\_\_

Required Attachments: Receipts.

#### SUBMIT TO NMS TREASURER.

NMSI will reimburse actual expenses up to actual amounts approved in the annual budget, and in accordance with the NMSI bylaws and Rules and Regulations manual. Other expenditures will be considered for approval by the Financial Committee and the Board of Directors. Information is available from on the NMSI web site:

[www.nmswim.org](http://www.nmswim.org)

I certify the above requested amounts are valid costs incurred for NMSI Business.

Date: \_\_\_\_\_

Signature of Claimant: \_\_\_\_\_

## APPENDIX A-5

### NEW MEXICO SWIMMING TOP 10/RECORDS FORM

DATE OF MEET: \_\_\_\_\_

MEET LOCATION & NAME: \_\_\_\_\_

SWIMMER NAME \_\_\_\_\_

USA SWIMMING # \_\_\_\_\_

MALE

FEMALE (Circle One)

EVENT & AGE GROUP: \_\_\_\_\_ TIME: \_\_\_\_\_

COACH/TEAM REP: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

ADDRESS \_\_\_\_\_

Mail to: Andrea Campbell

\*\*\*\*\*PLEASE ATTACH MEET RESULTS\*\*\*\*\*

## APPENDIX A-6

### New Mexico Swimming SANCTION/APPROVAL APPLICATION

I, \_\_\_\_\_, apply on behalf of \_\_\_\_\_ for a sanction/approval  
(person requesting sanction) (organization)

for the following event at \_\_\_\_\_ on \_\_\_\_\_  
(location) (date)

CHECK ONE OF THE FOLLOWING CATEGORIES: (make checks payable to "New Mexico Swimming")

1. \_\_\_\_\_ Invitational Meet/Open Water Meet - Sanction Fee \$75 (\$50 refundable if NMSI Rules and Regulations Manual Section 7.12 conditions are met)
2. \_\_\_\_\_ Dual/Triangular Meet - Sanction Fee \$25
3. \_\_\_\_\_ League Meet - Sanction Fee \$10 **per meet** (all league meets may be scheduled at one time)
4. \_\_\_\_\_ Time Trial - Sanction Fee \$10
5. \_\_\_\_\_ Approved or Observed High School Meet - Sanction Fee \$1.00
6. \_\_\_\_\_ Other (Clinics, Swim-a-thons, exhibitions, camps, etc.) - Sanction Fee \$10
7. \_\_\_\_\_ NMSI Sponsored Championship Meet (Short Course, Long Course, 8&Under Finals)-No Charge

As a condition of obtaining such an approval, I and the above organization which I represent, agree to abide and govern this event under the rules and regulations of USA Swimming Inc., and NMSI, and all other terms and conditions upon which this approval may be granted. These terms specifically include all local rules and regulations and those set forth in Article 202 of the current edition of the USA Swimming Rules and Regulations, with specific reference to paragraph two thereof, which provides that: "In granting this sanction, it is understood and agreed to that the USA Swimming shall be free from any liabilities or claims for damages arising by reason to anyone during the conduct of the event."

\_\_\_\_ YES \_\_\_\_ NO We are inviting foreign swimmers or teams to our meet.

Meet Referee(s) will be: \_\_\_\_\_ Official will be: \_\_\_\_\_

(One certified official from the host team is required)

Meet Director \_\_\_\_\_ (must be a non-athlete member with CBC and APT)

Signed \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Enclose meet/event information with full description of events, fee, warm-up times, and warm-up procedures if those procedures differ from the standard NMSI policies.

Submit sanction application, fees and meet information to the sanction committee 60 days prior to entry deadline of the meet.

#### ENCLOSED

\_\_\_\_\_ Sanction Fee - Check # \_\_\_\_\_ (Make check payable to New Mexico Swimming)

\_\_\_\_\_ Meet information and all required materials

Return Sanction to: \_\_\_\_\_

Mail Application to: Deborah Kruhm  
P. O. Box 23899  
Santa Fe, NM 87502  
nmsregs@juno.com

E-mail \_\_\_\_\_

-----DO NOT WRITE BELOW THIS LINE - FOR LSC USE ONLY-----  
-----

Approved/Not Approved (circle) Sanction # \_\_\_\_\_ Date Issued \_\_\_\_\_  
Signed \_\_\_\_\_ Comments: \_\_\_\_\_

NMS 09/2012 All other forms obsolete

APPENDIX A-7

## SAMPLE MEET RESULTS & REPORTS

**SUBJ:** LASER 99 SWIM MEET ADMINISTRATIVE REPORT (Sanction 9900101)

Following is our report as required by Section 7.12 of NMSI Policy & Procedures Manual.

Individual Entries	1144 @ \$2.00/ea =	\$2,288.00
Relay Entries	39 @ \$8.00/ea =	\$ 312.00
TOTAL ENTRY FEES		\$2,600 .00
15% TOTAL ENTRY FEES DUE NMSI		\$ 390.00
NMS SURCHARGE	(194 SWIMMERS@\$2/EA)	\$ 388.00
<b>TOTAL DUE NMSI (ENCLOSED)</b>		<b>\$ 778.00</b>

Fees were waived for the following Swimmers with JR/SR National QT's, which are not included in the summary above.

NAME	Ind Entries	Surcharge	Total \$\$
Im A. Fish	3 @ \$2.00	\$2.00	\$8.00

Attached are copies of the Meet Information Sheet and Meet Results, which have also been forwarded to the required NMSI officials and teams in accordance with the NMSI Rules and Regulations Manual Section 7.12.

SIGNED  
Meet Director

Required Attachments:  
Meet info sheet  
Meet Results

REQUIRED POSTMARKED WITHIN 14 DAYS OF MEET.

## APPENDIX A-7

### SAMPLE MEET RESULTS & REPORTS

TO: Officials Chair

#### New Mexico Swimming Key Officials List

Meet: **Kirtland Aquatic Club**

**LASER 99 MEET**

Date: 23 & 24 Oct 1999

The following officials successfully served in the capacity indicated for the above meet.

	<b>NAME</b>	<b>CLUB</b>	<b>SESSIONS</b>
REFEREE:	Brent Wilson	KAC	1,2,3,4
STARTER:	Roy Turpen	LOBO	1,2,3,4
S&T JUDGE:	Craig Leasure	PAC	1,3,
	Darrel Rasband	CASA	2,4
	Roleen Rasband	CASA	2
	Robert Scandary	FCAT	1,3
	Jim Matzke	LAA	4
	Paul Smith	LAA	1,3
	Geri Lovato	KAC	1,2,3,4
	Kat Turpen	LOBO	2,4
S&T DECK TIME:	Tony Struthers	LOBO	3

Brent Wilson  
Referee

## APPENDIX A-8

### NMSI DECK OFFICIALS EVALUATION

MEET: \_\_\_\_\_ LOCATION: \_\_\_\_\_

EVAL BY (REF): \_\_\_\_\_ MEET DATE(S): \_\_\_\_\_

Officials RATINGS See Back of sheet for rating description

Name \_\_\_\_\_ LSC \_\_\_\_\_ Club \_\_\_\_\_

Position Worked: \_\_\_\_\_

Rule \_\_\_\_\_

Knowledge \_\_\_\_\_

Position \_\_\_\_\_

Control \_\_\_\_\_

Alertness Attitude \_\_\_\_\_

Poise \_\_\_\_\_

Reliability Overall \_\_\_\_\_

Performance \_\_\_\_\_

Comments: \_\_\_\_\_

Comments: \_\_\_\_\_

Comments: \_\_\_\_\_

Comments: \_\_\_\_\_

Comments: \_\_\_\_\_

Comments: \_\_\_\_\_

Comments: \_\_\_\_\_

Comments: \_\_\_\_\_

Comments: \_\_\_\_\_

Comments: \_\_\_\_\_

Comments: \_\_\_\_\_

Send To: \_\_\_\_\_

NMSI Officials Chairman



## APPENDIX A-8

### NMSI DECK OFFICIALS EVALUATION

#### EXPLANATION OF CATEGORIES

Knowledge of Rules: Degree of knowledge of current USA Swimming & NMSI Rules.

Position Control:

Stroke & Turn: Consistently in position to best observe the swimmers actions.

Starter: Maintains complete control of the swimmers.

Alertness: Aware of meet progress and swimmers; Does not allow outside distractions to interfere with performance of duties.

Attitude-Poise: Supportive of swimmers; works well with others; maintains a friendly, calm, non-combative attitude even in stress situations.

Reliability: Can be counted on. Shows up when expected. Keeps meet management informed.

Overall Performance: Taking into account all other factors, what is your overall assessment of this official's performance?

#### EXPLANATION OF RATINGS

RATING		DESCRIPTION
0		Not Observed
1	Poor	Does not meet minimum standards for this position. Needs additional deck experience in this position
2	Fair	Adequate. Meet minimum standards, but needs additional deck experience in this position.
3	Good	Meets all standards for this position.
4	Very Good	Exceeds standards for this position. Well qualified for National Championship certification.
5	Excellent	Superior performance well beyond standards. Makes additional positive contributions.

**Comments:** Include specific constructive criticism (particularly for 1 or 2 ratings) or praise for additional positive contributions (5 ratings)

## APPENDIX A-9

### NMSI BUDGET/REVENUE PLANNING REQUEST

TOTAL FUNDS REQUIRED: \$ \_\_\_\_\_

Annually recurring  
OR

PROJECTED REVENUE: \$ \_\_\_\_\_

One Time Expense  
(Circle One)

NMSI FUNDS REQUIRED: \$ \_\_\_\_\_

NMSI FUNDING PROGRAM (if known): \_\_\_\_\_

DESCRIPTION OF REQUIREMENT: (What are the \$ for and how does it affect NMSI?  
Provide your detailed estimates of expenses. Use separate sheet if required.)

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DESCRIPTION OF PROJECTED REVENUE: (Will any revenue be generated via fees, ,  
donations, etc.? Describe and list your estimates in detail. Use a separate sheet if required.)

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WHAT HAPPENS IF FUNDS ARE NOT AVAILABLE?:

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Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Date \$ Rqd: \_\_\_\_\_

\*\*\*\*\*

NMSI FINANCIAL COMMITTEE RECOMMENDATION:

Approval Disapproval Date: \_\_\_\_\_

FINAL NMSI ACTION: House of Delegates  
Approve Disapprove

Executive Committee  
Date: \_\_\_\_\_



## APPENDIX A-11

### LOG OF CHANGES TO NMSI RULES AND REGULATIONS

Section, Description of Change, and Effective Date	Date Adopted by House of Delegates
Revised and Reformatted Rules and Regulations Manual incorporating previously approved Changes	21 APR 2000
Section 12.1.1: Changed selection method for the NMSI All Star Team. Effective: 21 October 2000.	21 OCT 2000
Appendix A-1: Changed athlete and non-athlete registration fees to include a \$10.00 portion to NMSI, in addition to the USA Swimming fee. Effective: 2001 Registrations	26 MAY 2001
Added Section 2.3.3: Requiring officials to complete non-athlete membership documents by Wednesday prior to championship meets. Effective: Long Course 2001	26 MAY 2001
Updated Sanction Application Form Appendix A-6 with question on foreign swimmers attending and Sanction Coordinators name and address Administrative update HOD approval not required	2 Jan 2002
Changed Sections 2.1.2 and 2.2.1.2 to reflect seasonal club and athlete registration period of 4 April to 31 August each year.	6 APR 2002
Updated Sanction Application Form Appendix A-6 to add email addresses. Administrative update HOD approval not required	6 APR 2002
Changed Section 12.1.1.2 to include mandatory Short Course State Championship participation as criteria for All-Star Team selection. Effective: 2003 Short Course State Championship.	12 Oct 2002
Changed Section 12.1.2 to automatically designate the All-Star Team as eligible for that year's Zone Team, in addition to swimmers who achieve qualifying Zone times. Also, added the preference for swims at Zones to be the Zone qualifiers first, and then the All-Star Team members. Effective: 2003 Short Course State Championship.	12 October 2002
Added <b>Section 2.2.5</b> : Offering Outreach membership to qualified individuals. Effective: 12 April 2003.	12 April 2003
Added <b>Section 7.1.5</b> : All additional meet entry pool surcharge fees must be included on the sanction form, and once the sanction has been granted for that meet, no fees may be changed. Effective: 04 October 2003	4 October 2003
Added on to <b>Section 7.1.5</b> : For New Mexico Swimming Championship meets and 8 & Under Finals meets, a host club may charge up to \$5.00 for pool usage fees.	

Effective: 04 October 2003

4 October 2003

Appendix A-1: Added \$5.00 maximum Pool Usage Fees for NMSI Championship meets and 8 & Under Finals meets. Effective: 04 October 2003

4 October 2003

Added on to **Section 7.3.2**: Any sanction for a swimming meet, which has been approved by NMSI, must not exceed the amounts or conditions disclosed in the bid for that meet. Effective: 04 October 2003

4 October 2003

Changed the terminology in **Sections 8.2, 8.3, and 8.4** from, certified NMSI Trainer, to trainer as designated by NMSI Official's Chairman, with a minimum of one year as a certified Referee. Effective: 23 May 2004

22 May 2004

Changed the type of meet in the last sentence of **Section 8.4.3** to be, a sanctioned meet conducted in prelims/finals format, or other prelims/finals format meet as approved by Official's Chair. Effective: 23 May 2004

22 May 2004

Appendix A-1: Changed the Official Travel Maximum Daily Meal Reimbursement from \$25.00 to \$40.00. Effective: 22 May 2004

22 May 2004

Added on to **Section 16.2.3**: Any overage on the cost of meals, while traveling, will be brought to the Treasurer and Financial Vice-Chair for approval. Effective: 22 May 2004

22 May 2004

**Rule 13.3** All Zone Qualifiers & non-qualifying All Star Team members MUST TRAVEL WITH THE ZONE TEAM. 10 & under will be included in the travel arrangements.

21 May 2005

#### **Rule 13.4**

0-10 swimmers = 1 coach & 1 chaperone

11-20 swimmers = 2 coaches & 2 chaperones

21-40 swimmers = 3 coaches & 4 chaperones

41-60 swimmers = 4 coaches & 6 chaperones

21 May 2005

Long Course Championship Meet Lottery:

2006 = CSF, 2007 = LAA, 2008 = DUKE, 2009 = LCAT, 2010 = LOBO

2011 = KAC, 2012 = FCAT

1 Oct 2005

State Meet Changes: Offer time trials one (1) day. Time trial swims will be included in number of swims. If individual entries exceeded, then the last event entered will be dropped.

22 April 2006

Purchase Storage Shed and give keys to the Secretary and Treasurer

14 April 2007

**Rule 3.1** Senior = 15 & Older, Open = all ages. Open/Senior relays will only be scored as Senior.

14 April 2007

**Rule 9.4.1** – If protest state meet info to meet referee, it must be considered by State Meet Committee.

14 April 2007

- Rule 9.8 Add:** NMSI will pay for 8 & Under Finals awards. 14 April 2007
- Coaches CODE OF CONDUCT will be effective immediately plus:  
 Action is defined as using emails, letters, telephone calls or direct contact  
 With a swimmer or their parent without prior written approval to recruit 14 April 2007
- NMSI Championship Event Format will be published in Appendix 12.  
 State Meet Changes: Relays swum fastest to slowest. Functionally seed  
 1000/800 Free, 400 IM, 500/400 Free, 1650/1500 Free. 14 April 2007
- Short Course Championships Meet Lottery:  
 2008 = KAC, 2009 = LAA, 2010 = LOBO, 2011 = DUKE, 2012 = LCAT,  
 2013 = TAOS, 2014 = CSF 20 Oct 2007
- Rule 10.1** – Add “NMSI will recognize the top female and male IMX scorers in the short & long course seasons based on results from the USA Swimming web site. These lists will be published and updated throughout the year.” 20 Oct 2007
- Rule 13.5** Zone Coach Stipend – Head coach will receive a stipend of \$500 and Assistant coaches shall receive a stipend of \$300 20 Oct 2007
- All clubs or groups with more than 5 swimmers shall purchase Team Manager 20 Oct 2007
- Rule 7.3** A Meet Referee must be designated in the Meet Sanction request. The Meet Referee must have committed to being responsible for the entire meet in that capacity prior to the meet receiving a sanction. 20 Oct 2007
- Rule 7.12**
- 7.12.0** – The following results & reports must be emailed ore mailed (postmarked) within 30 days following the last day of the meet as listed.
- 7.12.1** – Meet results must be legible, signed by the Meet Director and mailed to the following for all sanctioned competitions, including league meets and time trials. An appropriate alternative is to email the electronic documents, including meet manager back up to the following:
- 7.12.3** – An administrative report and meet manager back up must be emailed to the NMSI Treasurer along with electronic attachments of the meet results specified in 7.12.1 and an electronic copy of the Key Official Report specified in 7.12.4
- 7.12.3.7** – Meet Manager backup copy of meet with results
- 7.12.4** – Key Officials Report: A list of key officials must be emailed to the NMSI Officials chair and the NMSI Treasurer. List the people who served as referees, starters and stroke/turn Judges. 20 Oct 2007
- Rule 7.1.1** – Rio Grande swim meet fees are subject to the 15% fee and shall not be subject to the swimmer surcharge. 20 Oct 2007
- Rule 2.2.3** – change Birth Certificate to Proof of Age. 20 Oct 2007

**Rule 9.12 STATE MEET WORKERS:** The Meet Director and Admin Vice-Chair will make worker assignments (Timers, Runners, Safety Marshalls & Place Judges) according to size of team entries. The Meet Referee will assign the officials. 19 April 2008

**Rule 12.12 Zone Team** – The NMSI Zone Team will be comprised of all the NMSI swimmers who have achieved one or more Western Zone individual qualifying times. The team size cannot exceed that allowed by the Western Zone. 11 Oct 2008

Increase NMS Swimmer Surcharge to \$3.00 with \$1.00 of this money to be placed in the NMSI Zone team travel budget. 11 Oct 2008

**Rule 2.1.4 New Clubs:** New clubs must meet the requirements set forth by USA Swimming and become a club member with NMSI. The head coach must meet all requirements set for the by USA Swimming. The fee shall be \$750.00 - \$250.00 to NMSI as the new club fee, \$500.00 to USA Swimming to pay for the CLBMS class. The \$500.00 will be refunded should USA Swimming give the CLBMS class to multiple clubs. 18 April 2009

**Rule 9.3.9** Registration of swimmers for Championship meets: Swimmers must be registered by the entry deadline of the meet. 18 April 2009

**Rule 2.1.5 Satellite Clubs:** Satellite clubs must fill out the satellite paperwork according to the following fee scale: \$30.00 by Oct 1, \$40 by Nov 1, \$50 by Dec 1, \$60.00 by Jan 1. 18 April 2009

**Rule 9.0 – Championship Meets:** Short course championship meet will be for 14 & under with all age groups swimming prelim/finals. NMSI will also offer a Senior Championship meet with set qualifying times and prelims & finals consisting of two heats. 18 April 2009

**Rule 2.2.6 Transfers:** Athletes wishing to swim unattached or wishing to join another team must fill out the NMSI Transfer form. The fees shall be \$10.00 18 April 2009

**Rule 7.0** – Increase Individual Entry Fees for championship meet fees (prelim/final) from \$3.00 per entry to \$4.00 maximum. Relay fees remain \$8.00 per entry. NMSI Surcharge = \$3.00 max. Pool use surcharge = \$5.00 max. Individual entry fees for invites changed from \$2.50 max to \$3.00 max. 3 Oct 2009

**Rule 2.1.1** – New full-year club registrations will be brought before the next House of Delegates meeting for approval (ie. vote). 3 Oct 2009

**Rule 7.6.2.9** – Deadline for entries for all meets shall be 10 days prior to the start of the meet. 3 Oct 2009

**Rule 11.1** – Athlete travel reimbursement available to eligible swimmers competing in all National/International championship meets to include NSCA, US Open, Sectionals, Grand Pix as approved by NMS Board of Directors, subject to funds available. 3 Oct 2009

**Rule 11.5.1** – to include US Open reimbursed up to 100%, **Rule 11.5.2** – to include NSCA, **Rule 11.5.4** – to include up to \$250 per athlete for Sectionals & Grand Prix. 3 Oct 2009

**Rule 11.4** to “must have participated in at least two NMSI sanctioned meets within each season for twelve months immediately prior to the event.” 10 April 2010

**Rule 11.5** to “The maximum amount reimbursed will be approved by the NMSI Board of Directors based on funds available and typical travel costs (to include lodging & transportation only) for the meet location.  
10 April 2010

**Rule 9.9 CHAMPIONSHIP SCHEDULING:** The NMSI Championship shall be scheduled so as to not conflict with Nationals or Western Sectionals.  
10 April 2010

**NMS CHAMPIONSHIP/STATE MEETS:** Hold SR Championships meet on the weekend following the short course AG Championships.  
10 April 2010

**NMS CHAMPIONSHIP/STATE MEETS:**

- 1) Change warm up to 90 minutes with 2 split sessions, assign lanes based on athlete entry count. Rotate assignments each session so teams won't always have early or late warm up. Dive starts during last 10 minutes of each warm up session within each teams' lane(s).
  - 2) Change long course to 3.5 days meet (option #2).
  - 3) For long course only:
    - a. Prelims run as 11-12 and 13 & Over. Functionally seed prelims then break out 13 & overs for finals.
    - b. Top 8 in finals 11-12, 13-14. “A” & “B” finals for 15 and over, both scored. Does not include timed final events.
- 2 October 2010

**NMS Rules/Regs:**

- 1) 2.2 Athlete Registration – add “There will be a \$50.00 team fine for each swimmer not registered within 30 days of joining a team. Other”
- 2) 7.1 – Individual teams are responsible for setting their own meet fees (Individual event, swimmer surcharge, facility surcharges).
- 3) 7.12.3 – delete “and a copy of the Key Officials Report.”
- 4) 7.12.4 – delete “and the NMS Treasurer.”
- 5) Revise 7.12.1 – delete “signed by Meet Director” and delete “NMSI General Chairman”
- 6) Rule 9.4.3 – Add “There will be a \$200.00 fine to any club for late entries accepted by meet referee/committee regardless of excuse, payable to NMS.”
- 7) Rule 10 Records – add records for 11-12 year olds in 800/1000 Free and 1500/1650 Free.
- 8) 10.1.2 Marly Peneda Award: NMSI will recognize the top female and male distance swimmers for short and long course seasons, based on IMX scores in 200 Fly, 400 IM, 400/500 Free and 800/1000 Free.

2 October 2010

**Rule 12.1.2.1 Western Zones:** Allow one or more swimmers per age group (up to 3 per gender & age group) with AA times to fill zone relays.  
23 April 2011

**Rule 12.1.2.2 Western Zones:** 12 & under aged athletes are allowed to travel and stay with their parents at the NMSI hotel. Athletes are eligible to receive reimbursement for travel (not to exceed NMSI cost per athlete) from NMSI.  
23 April 2011

**Rule 12.1.2.3 Western Zones:** The qualifying times for the 15 & over swimmers for the AG Zone meet will be the AAA time standard, so as to be consistent with the times required by the 14 & under swimmers.  
23 April 2011



**Rule 8.1.1 Officials Reimbursement:** NMS will reimburse each LSC team \$20 for background checks of each currently registered official. Everyone currently registered will be grandfathered in until May 1, 2011. Moving forward, clubs must submit request within 60 days of passing the background check.

23 April 2011

**Rule 11.5 Athlete Reimbursement:** Reimburse athlete travel based on time standards. Athletes must provide travel and lodging receipts that cover these amounts. Only reimburse the swimmers for the highest level meet they attended that season (ie. Athletes will not be reimbursed for BOTH sectionals and juniors).

Level 1 - \$125 - Far Western Championships (14&U only - March/April), Western Zones SR Championships (Aug);  
Level 2 - \$250 - Sectionals, Gran Prix, Western Zones - AG (Aug);  
Level 3 - \$500 - NSCA Junior Nationals (Mar);  
Level 4 - \$625 - December Junior Nationals;  
Level 5 - \$750 - LC Speedo Junior Nationals;  
Level 6 - \$875 - December Senior Nationals;  
Level 7 - \$1000 - LC Summer Nationals, Summer US Open,  
Level 8 - \$1500 - Olympic Trials

23 April 2011

**Rule 9.13 Championship Warm-ups:** There will be split warm-up sessions for the prelims sessions only.

23 April 2011

**Rule 9.1.1 10 & under Event Limit:** The entry limit for the 10 & under swimmers shall be 6 events for both the SC and LC Championships.

23 April 2011

**Rule 9.1 Senior Championships:** The Senior Championships will be conducted using a 2.5 day format.

23 April 2011

**Rule 9.1 Senior Championships:** Bonus events will be allowed – 1 bonus event for every event where the QT is met, up to the limit of 3/day or 7 total for the meet.

23 April 2011

**Rule 9.7.1 High Point Awards for SR Championships:** For the spring only, High Point Awards shall be given to the top 3 female and male swimmers, without regard for age group.

23 April 2011

**Rule 7.3.4 Hosting a Swim Meet:** Any team applying for a sanction to host a swim meet must have at least one certified official (this includes certified timing judges) registered on their team.

23 April 2011

**Rule 9.5** Changed the “closing date” time from 6:00pm to 11:59pm

23 April 2011

**Rule 9.10 State Meet Lottery Process:** NMSI will eliminate the lottery process for choosing the state meet host. Teams should bid on meets yearly and submit bids to the HOD for vote. Bids will be taken and voted on at the fall meeting for the next year.

23 April 2011

**Rule 9.2 added** - The Meet Information for the state meet should be posted by Dec 1<sup>st</sup> and May 1<sup>st</sup> for the respective seasons.  
24 Sept 2011

**Rule 11.5.2 Coaches Reimbursement: 11.5.2** NMSI will reimburse the travel expenses of one Coach of each NMS registered team for attending senior level meets (Sectionals, Grand Prix, JR Nationals, Nationals and Olympic Trials) at the same level as the athletes, who must meet the NMSI reimbursement requirements, subject to NMS House of Delegates approval. Teams are allowed only one (1) reimbursement per year.  
24 Sept 2011

**Rule 7.3.2 added** - Meet sanctions are due to the Sanction Chair 60 days prior to the first day of the meet. Sanctioned meet information, with an event file, should be posted 35 days prior to the start of the meet.  
24 Sept 2011

**Rule 8.1.1** Changed "60 days" to "one (1) year."  
24 Sept 2011

**Rule 9.1 Competition:** Changed the age groupings from "13-14 and 15 & Over" to "13-14, 15-6 and 17-over."  
24 Sept 2011

Changed all "New Mexico Swimming" or "NMS" references to "NMSI" to parallel the model from USA Swimming

21 April 2012

**Rule 2.3 Credentials** – added "2.3.1.1.4 Background Screening" and "2.3.1.1.5 Athlete Protection Test" to the Credentials sections for coaches per USA Swimming

21 April 2012

**Rule 4.0 Event Scheduling** Changed the "Scheduling" Committee to Technical Planning Committee (TPC) throughout the section and changed the "NMSCA Representative" to "Coaches Rep(s)."

21 April 2012

**Rule 18.1** Add "Both the senior and junior athlete reps will be required to serve on the NMSI Board of Review during their 2 year tenure."  
21 April 2012

**Added Rule 15.1** "NMAA and NMSI strive to ensure that every NM swimmer is given an equal opportunity to have NMSI officials "observe" swims at season-culminating events. As such, the following NMAA approved meets may be observed by NMSI: District Championships (1, 2, 3 & 4) and the State Championships (prelims & finals) to keep peace with the NMAA." Janet Lyon-Huffman had asked for this to be Rule 18.7 in the minutes, but it fits better under the Interscholastic Swimming Section (15.0)  
21 April 2012

**Rule 11.5.2** Add "and must submit paperwork for coach's travel within 30 days of completion of the competition."  
21 April 2012

**Rule 9.1** Change age groups for the Short Course state meet to include 15-16 and 17 & over, combine the Short Course Age Group and Senior state meet back into one meet, prelims/finals for 3 ½ days, and move the 10 & under age group into 2 timed finals sessions between prelims and finals on Saturday and Sunday. The meet will be held 2 weeks following the NMAA State HS Championships. By combining the AG and Senior meets, we need to eliminate any reference to the SR state meet, such as parts of the last paragraph in 9.1 and 9.7.1 (Senior Championships).  
21 April 2012

**Added Rule 9.1.2 13 & OVER EVENTS:** At the Short Course State Meet, the 13 & over age groups will not swim the 50 back, 50 breast, 50 fly or 100 IM to help with the timeline of the meet.

21 April 2012

**Rule 9.8 8 & UNDER FINALS:** Under section 9.8.1 FORMAT –

**Change:**

**9.8.1.1.** Maximum four individual events and 2 relays per swimmer.

**9.8.1.3.** Custom medals for top three finishers and place ribbons for places 4 – 8 in each individual event.

**Delete:**

**9.8.1.4.** Strip ribbons for remainder of top heat finishers.

**Change:**

9.8.1.5 to 9.8.1.4 and 9.8.1.6 to 9.8.1.5

21 April 2012

**Added to 9.3.3 Relay Qualification Times:** All relays, regardless of relay designation (A, B, C...etc.), will be seeded into each event according to the submitted entry time.

21 April 2012

**Rule 2.2. ATHLETE REGISTRATION:** added All teams must maintain and utilize Team Manager (ver. 6.0 or higher) or Team Unify for registration of athletes. Team will be charged an additional \$5 per occurrence for incomplete or incorrect registrations. Athlete registrations will be returned at team's expense and team will be charged an additional \$10.

6 Oct 2012

**Rule 2.2.5. Outreach eligibility:** added Outreach athletes are entitled to waived meet fees per Rule 7.1.6.

6 Oct 2012

**Rule 7.1.1 Event Entry Fees:** deleted NMSI swimmers with current Junior National or better individual event qualification times are exempt from payment of entry fees at NMSI sanctioned meets.

6 Oct 2012

**Added Rule 7.1.1.1 Meet Fee Waivers:** NMS swimmers that have met the following conditions will have all of their meet fees waived for any NMS sanctioned meet.

6 Oct 2012

**Added 7.1.6. Waiver of Outreach Athlete's meets fees:** All meet fees will be waived for any outreach athlete who swims 15 events and meet the qualification for financial need.

6 Oct 2012

**Added Rule 7.6.2.10** NMS swimmers must meet the conditions of Rule 7.1.1.1 in the NMS Rule and Regulations Manual to obtain a waiver for meet fees.

6 Oct 2012

**Added 7.12.3.8. Meet Summary Sheet from Meet Manager** listing number of swimmers, number of splashes, and number of relays.

6 Oct 2012

**Rule 9.8. EIGHT AND UNDER FINALS:** deleted seasonal and added short

6 Oct 2012

**Added Rule 9.9 10&U TIMED FINAL CHAMPIONSHIP**

6 Oct 2012

**Rule 11.4. ELIGIBILITY REQUIREMENTS:** deleted The swimmer must be continuously registered in New Mexico for twelve months before the event, must have participated in at least two NMSI sanctioned meets within each season for the twelve months immediately prior to the event.

6 Oct 2012

**Rule 11.4 ELIGIBILITY REQUIREMENTS:** added The swimmer must be continuously USA registered in New Mexico for twelve months before the event and must have competed in at least 15 separate individual events (timed finals or prelims) at NMS sanctioned meets within each season in order to be eligible for the Athlete Reimbursement.

6 Oct 2012

**Rule 11.5. REIMBURSEMENT AMOUNTS:** Level 2 - \$250 - deleted Western Zones - AG (Aug)

6 Oct 2012

**Added Rule 7.13 WARM UP PROCEDURE:** These procedures shall be followed at each and every NMSI sanctioned meet.

Approved by BOD 6 Jan 2013

**Added 7.6.2.11** Use of audio or visual recording devices, including cell phones, is not permitted in changing areas, rest rooms or locker rooms.

27 Apr 2013

**Added 7.6.2.12** Changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is prohibited.

27 Apr 2013

**Added 7.6.2.13** Swimwear must conform to the following criteria: All swimsuits shall be made from textile materials. For men, the swimsuit shall not extend above the navel nor below the knees, and for women, shall not cover the neck, extend past the shoulder, nor extend below the knee. No fasteners, other than drawstrings are allowed. The referee shall have the authority to bar offenders from competition until they comply with the rules. Kinesio tape will not be allowed.

27 Apr 2013

**Rule 9.3.1. Setting Qualifying Times:**

Deleted: depending on the number of swimmers participating in the preceding three years' meets in each age group,

Swimmers in 3 years New Qualifying Time (QT)

Less than 78 No change in QT

More than 78 72nd fastest time (corrected for altitude), provided it is faster than the existing time. Otherwise, the QT is not changed.

All new qualifying times will be adjusted to end in .99\

Added: The average of the 24<sup>th</sup> place time for the preceding three years will be used to calculate the New Qualifying Time (QT). If there is no 24<sup>th</sup> place time for any of the preceding three years there will be no change to the QT. All new qualifying times will have the hundredth digit moved to the 9<sup>th</sup> hundredth. (ex. If a new QT is XX.35, it will be moved to XX.39)

27 Apr 2013