

NEW MEXICO SWIMMING RULES AND REGULATIONS MANUAL

TABLE OF CONTENTS

SECTION		PAGE
1.0	PURPOSE AND FOREWORD	3
2.0	REGISTRATION	4
2.1	Club Registration	4
2.2	Athlete Registration	4
2.3	Non-Athlete/Coach Registration	5
3.0	CLASSES OF COMPETITION	7
4.0	EVENT SCHEDULING	8
5.0	TIME STANDARDS	9
6.0	EQUIPMENT RENTAL	9
7.0	SWIM MEETS AND EVENTS	10
7.1	Fees	11
7.2	Rules	11
7.3	Sanctions For Events	11
7.4	Approvals For Events	11
7.5	Event Limitations	12
7.6	Meet Information Sheets/Invitations	12
7.7	Entry Times	13
7.8	Official Meet Entry Form	14
7.9	Proof of Registration	15
7.10	On Deck Registration	15
7.11	Exhibition Participation	15
7.12	Meet Results and Reports	15
8.0	SWIM MEET OFFICIALS	17
9.0	CHAMPIONSHIP MEETS	19
10.0	RECORD PERFORMANCES	23
11.0	ATHLETE TRAVEL REIMBURSEMENT	24
12.0	ALL STAR, SECTION, AND ZONE TEAM PROGRAM	26
13.0	COACH AND CHAPERONE PROGRAM	28

14.0	USA SWIMMING CONVENTION	28
15.0	INTERSCHOLASTIC SWIMMING	29
16.0	BUSINESS TRAVEL REIMBURSEMENT	29
17.0	BUDGET & FINANCIAL RULES	30
17.1	Expenditure Authorization	30
17.2	Returned Checks	30
17.3	Athlete Travel Fund	30
17.4	Registration Fee Funds	30
17.5	Cost Reimbursement and Payments	30
17.6	Budget Planning/Approval	30
17.7	Budget Execution	30
17.8	Check Reissue Fee	31
18.0	MISCELLANEOUS RULES	31
18.1	Athlete Representatives	31
18.2	Board and House Meeting Minutes	31
18.3	Meeting Records	31
18.4	Official Correspondence/Notifications (Email)	31
18.5	Electronic Meetings	31
18.6	Outstanding Service Award	31
APPENDIX		
A-1	FEE, FINE, & REIMBURSEMENT SCHEDULE	33
A-2	ATHLETE TRAVEL REIMBURSEMENT FORM	35
A-3	BUSINESS TRAVEL REIMBURSEMENT FORM	37
A-4	COST REIMBURSEMENT FORM	39
A-5	RECORDS/TOP 16 REPORTING FORM	40
A-6	SANCTION APPLICATION FORM	41
A-7	SAMPLE MEET RESULTS & REPORTS	42
A-8	OFFICIALS EVALUATION FORM	44
A-9	BUDGET/REVENUE PLANNING REQUEST	46
A-10	OUTSTANDING SERVICE AWARD NOMINATION FORM	47
A-11	LOG OF CHANGES TO NMS R&R MANUAL	48

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. (NMS), Local Swim Committee (LSC). These Rules and Regulations are supplementary to USA Swimming Rules and Regulations, and New Mexico Swimming Bylaws. In the event of conflict, USA Swimming Rules and Regulations will take precedence over New Mexico Swimming Bylaws, which take precedence over these NM Swimming Rules and Regulations.

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

- A. Submitting the proposed change to the NMS General Chairman, for consideration by the NMS 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 NMS House of Delegates at least fourteen (14) days prior to the NMS 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 NMS House of Delegates meeting, held in accordance with NMS 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 NMS House of Delegates for adoption.

All approved changes to these NMS 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 NMS Rules and Regulations are binding and mandatory for member clubs, athlete members, and non-athlete members of New Mexico Swimming, Inc.

2.0. REGISTRATION

2.1 CLUB REGISTRATION. Clubs/Teams must be registered with USA Swimming to participate in NM Swimming 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 NM Swimming 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). Fee at Appendix A-1.

2.1.2. Seasonal Club Registration: Seasonal club membership will be a 150 day period from 4 April through 31 August of each year. Fee at Appendix A-1

2.1.3. Failure To Maintain Club Registration: Clubs failing to maintain registration in good standing will be referred to NMS review committee to consider termination of club membership. USA Swimming insurance coverage is immediately affected in accordance with (IAW) the insurance policy provisions. The affected club will be barred from participation in NMS 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 NMS Review Committee.

2.2. ATHLETE REGISTRATION. Athletes must be registered with USA Swimming to participate in NMS sanctioned events. Athletes registered with FINA may participate in NMS sanctioned events if coordinated with the NMS registration coordinator. Fees are prescribed in Appendix A-1.

2.2.1. Registration Period: Full year and seasonal (as determined by NM Swimming) 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. Fee at Appendix A-1.

2.2.1.2. Seasonal athlete registration is for the period 4 April through 31 August of each year. Fee at 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 NMS 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 birth certificate, 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 NM Swimming 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.

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)

2.3.1.2. Deck Validation of Safety Credentials: If coaches have sent their renewal safety credentials to the NM Swimming Registration Coordinator, and not received their new coaches 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 NM Swimming 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 NM Registration Coordinator by Wednesday prior to the start of a NM Swimming 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 NMS 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 NM Swimming coach certification requirements, will be referred to the NMS 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 NMS sanctioned competition or to represent NM Swimming 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 NMS 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 NM Swimming Championship meets. Non-Athlete membership registrations must be completed with the NM Swimming Registration Coordinator by Wednesday prior to the start of a NM Swimming Championship meet, for the person to act as an official at the championship meet.

2.4. INCOMPLETE REGISTRATION FORMS: Any registration received by the NMS 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 NM Swimming 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 Cashiers Check or other form of guaranteed funds, pay to the order of "New Mexico Swimming".

2.5.3. Cash

3.0. CLASSES OF COMPETITION

NMS recognizes the following swimming classes of competition.

3.1. SENIOR: Any USA Swimming registered competitor of any age is eligible for competition in this class. Meets held solely for this class must have minimum standards of performance or qualifications established for entry. NMS recommends that only swimmers 13 years of age and older enter Senior events.

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 NMS. 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, NMS 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 requalifying 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. NM Swimming 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 Scheduling Committee.

4.2. SCHEDULING COMMITTEE. The Scheduling Committee will be chaired by the elected Technical Planning Chairman. Its membership will be comprised of the Senior Division Vice Chairman, Age Group Vice Chairman, Sanctions Chairman, and the New Mexico Swimming Coaches Association (NMSCA) Coach Representative. The Scheduling Committee 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 NMS Board Members, coaches and representatives of clubs requesting meet dates will be invited to attend the Scheduling Committee 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 Scheduling Subcommittee Chairman no later than 1 March and 1 September of each year. (The requests will cover the period specified for the months 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 Scheduling Committee and the Board of Directors.

4.4. REVIEW AND APPROVAL. The Scheduling Committee 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 NMS 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 NMS Short and Long Course Championships.

6.0. EQUIPMENT RENTAL

NMS will provide and maintain an electronic timing system, watches, and other incidental equipment for rent at swim meets. Contact the NMS 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 NMS Equipment Coordinator prior to equipment pick up. The equipment rental fee for NMS 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: NMS member teams may rent NMS equipment for use in NMS sanctioned swimming events. The NMS Board of Directors may approve rental of the NMS equipment to other organizations deemed to be in the best interests of the sport of swimming. NMS equipment may not be rented or utilized in any event that is not open to NMS swimmers, unless approved by the NMS House of Delegates in a regularly scheduled meeting.

6.3. EQUIPMENT DAMAGE: Organizations/Individuals renting NMS 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: NMS member teams will be given priority use of NMS timing equipment over all others. NMS events approved via the scheduling process (Section 4.0) will be the first refusal priority among NMS member teams. Other scheduling will be on a first requested basis with the NMS Equipment Coordinator.

6.5. EQUIPMENT OPERATOR TRAINING: Organizations/Individuals renting the NMS 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: NMS equipment will be on site and available for use during NMS 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: All sanctioned NMS events will charge no more than the fees listed in Appendix A-1, for individual and relay events. An entry fee service fee, expressed as a percentage of total event entry fees collected, shall be paid to NMS, and forwarded to the NMS 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 8 and Under Finals meets. NMS swimmers with current Junior National or better individual event qualification times are exempt from payment of entry fees at NMS sanctioned meets.

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

7.1.3. Swimmer Surcharge: Each swimmer participating in a NMS sanctioned event (Swim Meet, Time Trial, camps, clinics, etc.) shall pay a surcharge prescribed in Appendix A-1. NMS swimmers with current Junior National or better individual event qualification times are exempt from payment of NMS surcharge at NMS sanctioned meets. This amount shall be collected by the host team and forwarded to the NMS 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 New Mexico Swimming Championship meets and 8 & Under Finals meets, a host club may charge up to \$5.00 for pool usage fees.

7.2. SWIM MEET RULES: All NM Swimming 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 NMS swimmers compete, exhibit, demonstrate or display talents or techniques must be Sanctioned in advance by NMS 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 NM Swimming 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 NMS Sanction Application forms (Appendix A-6). The application form, copy of the meet information and a check payable to NMS, 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 NMS, must not exceed the amounts or conditions disclosed in the bid for that meet.

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 NMS 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 NMS or USA Swimming certified referee and starter and at least two NMS or USA Swimming certified stroke and turn judges. High school meets with four or less teams may be approved with a NMS or USA Swimming certified referee or starter and at least one NMS 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 Technical Planning Committee 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 NM Swimming rules will govern the meet. All statements in the meet information sheet not conforming to USA Swimming or NM Swimming 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 and relay events, 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.

7.7. 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 NMS 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:
Meter time / 1.13.

7.7.4.2. 400/800 meters to 500/1,000 yards:
Meter 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, do not change class of competition (e.g., "BB" to "A").

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

DISTANCE:	3000-4250 FT	4251/6500 FT	Above 6500 FT
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.

NMS 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 NM Swimming 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 NMS 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 NM Swimming 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 NM Swimming 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 fourteen (14) days following the last day of the meet, as listed below.

7.12.1. Meet Results: 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:

NMS General Chairman
NMS Treasurer
NMS Computer Chairman
NMS Records/Top 16 Chairman
Designated representatives of each participating club

Meet results must be published in the following format. **Note: Sample meet results and reports are at appendix A- 8.**

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 HYTEK reports.

7.12.1.5. The results must be typed or printed and reproduced with sufficient quality such that all results can be read easily.

7.12.2. Electronic Meet Results: Meet results for sanctioned meets with more than 25 entered athletes must be provided to the NM Swimming 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 NMS teams will also prefer electronic meet results for their records.

7.12.3. Meet Administrative Reports: An administrative report must be mailed to the NM Swimming Treasurer, along with the meet results specified in section 7.12.1. and a copy of the Key Officials Report specified in section 7.12.4. The Administrative Report shall include (Sample at Appendix A-7):

7.12.3.1. Copy of meet information sheet including 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)

7.12.4. Key Officials Report: A list of Key Officials must be mailed to the NMS Officials Chairman and the NMS Treasurer. The form must be signed by the Meet Referee or Meet Director, and 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 NM Swimming Review Committee.

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”.

8.2. STROKE AND TURN JUDGE OFFICIAL CERTIFICATION REQUIREMENTS:

8.2.1. Training: Attend Stroke and Turn Officials Training Clinic with trainer as designated by NMS 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 NMS 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 NM Swimming Stroke and Turn Official (minimum one year of experience) at NM Swimming 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 NMS Official's Chairman, with a minimum of one year as a certified Referee, and participate in post test feedback/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 NM Swimming sanctioned swim meets.

8.3.2. Training: Attend Starter Officials Training Clinic with trainer as designated by NMS 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 NMS 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 NM Swimming sanctioned swim meets.

8.3.5. Renewal Certification: Attend a Starter recertification clinic, complete written closed book test administered by certified NM Swimming 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 NM Swimming sanctioned swim meets.

8.4.2. Testing: Complete all five sections of written open book referee test administered by trainer as designated by NMS 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 NM Swimming referees at NM Swimming sanctioned swim meets. Deck time must include training with at least two (2) different referees at three (3) different NMS sanctioned meets. Perform two additional sessions of deck time at a NMS 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) NM Swimming 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 NM Swimming Certification, and must accomplish recertification testing within one (1) year, of NM Swimming certification or when their previous LSC certification expires, which ever comes first. Officials transferring from other LSC's with referee certification must perform four (4) sessions of deck time with a NM Swimming certified referee (two different referees and two different meets) at NM Swimming sanctioned meets, to become NM Swimming 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 NM Swimming certification or when their previous LSC certification expires, which ever comes first.

8.7. EVALUATIONS: Referees shall evaluate starters and stroke & turn judges on the NM Swimming Meet Officials Evaluation form (Appendix A-8), and submit to the NM Swimming 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 all championship meets shall be 10 and under, 11-12, 13-14 and Senior for Short Course and Long Course. Championship meets will be pre-seeded and divided into sessions.

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 New Mexico 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.

9.3. QUALIFYING TIMES for the New Mexico Short Course Championships will be determined and distributed to all NMS-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 NMS member teams by December 1st of the year preceding that in which the meet is to be held. The Technical Planning Committee Chairman shall present the NMS Championship qualifying times to the NMS 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:

<u>Swimmers in 3 years</u>	<u>New Qualifying Time (QT)</u>
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 NMS Board of Directors before they 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.

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

9.3.5. NonConforming 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 NMS 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 NMS 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.

9.4. MEET COMMITTEE:

9.4.1. Meet Committee Composition: A Meet Committee composed of the NMS Registration Chairman, the Meet Referee, and at least one other member (not the Meet Director or the NMS 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.

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 NM Swimming By Laws.

9.5. CLOSING DATE FOR RECEIPT OF ENTRIES shall be 6:00 pm 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 NMS Long Course Swimming Championships, by a majority of swimmers present at a meeting called for that purpose, in accordance with NM Swimming By Laws.

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

Individual Events: 1st, 2nd, 3rd in each age division for male and female
Team Totals: 1st, 2nd, 3rd.

9.8. EIGHT AND UNDER FINALS: An 8 and Under finals meet will be held, prior to the NMS seasonal championship meet, for swimmers in the following age groupings: 6&Under, 7-year old, 8-year old. The meet will be club hosted by a NMS registered team in good standing and will be awarded to bidding clubs by the Board of NMS.

No individual or team scoring will take place. All expenses including awards are financed by the host team. Allowable fees in accordance with Section 7.1.

9.8.1. Format: The 8 and Under meet format shall include:

- 9.8.1.1.** Maximum three events per swimmer.
- 9.8.1.2.** Participation ribbons for all.
- 9.8.1.3.** Rosette ribbons for top three finishers in each individual event.
- 9.8.1.4.** Strip ribbons for remainder of top heat finishers.
- 9.8.1.5.** 25 Yard Course during Short Course Season, 25 Yard or 25 Meter Course during Long Course Season.
- 9.8.1.6.** Events shall consist of:
 - 6 and Unders: 25's in each of 4 strokes
 - 7 Year Olds: 25's in each of 4 strokes, and 50 Free
 - 8 and Unders: 50's in each of 4 strokes, 100 Free, and 100IM
 - Mixed medley relay and free relay

9.9 CHAMPIONSHIP SCHEDULING: The NMS Championship shall be scheduled so as to not conflict with Nationals or Sectionals.

9.10. BIDS FOR HOSTING CHAMPIONSHIP MEETS: The following must be included in bids by teams for consideration of hosting NM Swimming championship meets:

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

9.10.2. Proposed Meet Management Software.

9.10.3. Proposed Method of Qualifying Time Verification: Specify the proposed method of verifying qualification times against the NM Swimming best times database.

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

9.10.5. 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.

9.11. LAST CHANCE MEETS: Last chance to qualify meets may be held on the weekend prior to NM Swimming 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.

10.0. RECORD PERFORMANCES

10.1. STATE RECORDS: NM Swimming will maintain a list of record performances swum inside or outside of the State of New Mexico by all swimmers registered with NMS for all nationally recognized senior and age group events and for all events for the 8 and Under age group. This list will be published yearly in the NMS Handbook.

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: Swimmers, or the coach of swimmers, surpassing an existing NM Swimming State record must submit the record on the NM Swimming Records/Top 16 reporting form (Appendix A-6), along with a copy of the meet results, to the NM Swimming Records/Top 16 Chairman within one (1) year of the record swim.

10.4. RECOGNITION: NM Swimming will recognize swimmers surpassing the current state record in an event by publication in the NMS Swimmer Handbook "Red Book" and presentation of an appropriate memento approved by the Board of Directors.

11.0. ATHLETE TRAVEL REIMBURSEMENT

11.1. PURPOSE: Travel reimbursement is available to eligible swimmers competing in USA Swimming Senior National Championships (excluding open water swim), USA Swimming Junior National Championships, Western Zone Meets, NM Swimming approved ALL STAR meets and activities and other events approved by the Board of Directors.

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 NM Swimming Board of Directors shall have authority to distribute NM Swimming athlete travel reimbursements based on swimmer eligibility and funds availability. These funds shall not revert to the NMS general fund at the end of each year but shall be carried over from year to year.

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

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

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: The maximum amount reimbursed will be approved by the NM Swimming Board of Directors based on funds available and typical travel costs for the meet location. The maximum reimbursement amount will be determined and published on the NM Swimming web site, for normally attended events. Athletes must request approval and maximum reimbursement amount determination for all other athlete travel via the NM Swimming Financial Vice Chairman or Treasurer, prior to traveling. Reimbursements are restricted to actual documented expenses. Typical reimbursement amounts are:

11.5.1. USA Swimming National Long and Short Course Championships, Olympic Trials, USA Swimming Team Trials, - up to 100% of typical costs.

11.5.2. USA Swimming Long and Short Course Junior Nationals- up to 75% of typical costs.

11.5.3. New Mexico Age Group All-Star Teams, Age Group Zone Championships - up to 50% of typical costs.

11.5.4. 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 amounts approved by the Board of Directors for the event.

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 NM Swimming Treasurer. Disbursement of funds will be by the NM Swimming 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 NM Swimming Board of Directors.

11.7. TEAM GROUP TRAVEL: Athletes participating and traveling with New Mexico Swimming teams, on NM Swimming 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 NM Swimming 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 NMS 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 NMS 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 & Under and 11 & 12</u>	<u>13 & 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.

- 1st consideration – 12 & under fastest time in the 100 IM; 13 & over fastest time in the 400 IM
- 2nd consideration – 12 & under fastest time in the 50 fly; 13 & over fastest time 100 fly
- 3rd consideration – 12 & under fastest time 50 back; 13 & over fastest time 100 back
- 4th consideration – 12 & under fastest time 50 breast; 13 & over fastest time 100 breast
- 5th consideration – all ages 2nd fastest time 100 free
- 6th consideration - all ages 3rd fastest time 100 free
- 7th consideration - all ages 2nd fastest time 200 IM
- 8th consideration - 12 & under 2nd fastest time 100 fly; 13 & over 2nd fastest time 200 fly
- 9th consideration – 12 & under 2nd fastest time 100 back; 13 & over 2nd fastest time 200 back
- 10th consideration – 12 & under 2nd fastest time 100 breast; 13 & over 2nd fastest time 200 breast
- 11th consideration – all ages 2nd fastest time 200 free
- 12th consideration – 11 & over 2nd fastest time 500 free
- 13th consideration – all ages 3rd fastest time 200 IM
- 14th consideration – all ages 2nd fastest time 50 free
- 16th consideration – 12 & under 2nd fastest time 50 back; 13 & over 2nd fastest time 100 back
- 17th consideration – 12 & under 2nd fastest time 50 fly; 13 & over 2nd fastest time 100 fly
- 18th consideration – 12 & under 3rd fastest time 50 back; 13 & over 2nd 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 NMS 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 NMS times database or official meet results.

12.1.2. Zone Team: The NMS Zone Team will be comprised of all those NMS swimmers who have been chosen for that year's All-Star Team, in addition to those swimmers who have achieved one or more Western Zone individual qualifying times. Preference for swims will be Zone qualifiers first, then All-Star Team members, in order of qualifications.

13.0. COACH AND CHAPERONE POLICY

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

13.2. COACH SELECTION: The coaches accompanying the NM Swimming 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 NMS teams. Each NMS 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 NMS General Chairman) to accompany the teams on trips. All chaperones must travel with the team.

13.4. NUMBER OF COACHES/CHAPERONES:

20 or less Swimmers	1 Coach	2 Chaperones
21 to 40 Swimmers	2 Coaches	4 Chaperones
41 to 60 Swimmers	3 Coaches	6 Chaperones

etc.

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

14.0. USA SWIMMING CONVENTION

14.1. ATTENDANCE: The NM Swimming 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. NM Swimming Athlete representatives and NM Swimming 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 NM Swimming 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: NM Swimming shall pay the registration fees of those delegates approved for attendance and for any NM Swimming 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 NM Swimming Business Travel Reimbursement policy, Section 16.0.

15.0. INTERSCHOLASTIC SWIMMING

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

16.0. BUSINESS TRAVEL REIMBURSEMENT POLICY

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

16.2. AMOUNTS: Reimbursements for approved NM Swimming business travel shall be paid as indicated below and shall not exceed actual documented cost. The NM Swimming 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 available from the NMS Treasurer or at 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 NM Swimming 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 NM Swimming General Chairman and the NM Swimming 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 NM Swimming 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 NMS, 50% of NMS swimmer surcharges collected, and 60% of NMS Championship meet profits will be used exclusively for Athlete Travel in accordance with Section 11.0. NMS 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 NM Swimming supplemental registration fee. These fee components are documented in Appendix A-1.

17.5. COST REIMBURSEMENT AND PAYMENTS: All requests for disbursement of NM Swimming funds (reimbursement or direct payment), other than travel reimbursements covered in Sections 11.0 and 16.0, shall be requested/documentated 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 NM Swimming Financial Committee. The proposed budget, for the following year, shall be presented, considered, modified if required, and approved at the fall meeting of the NM Swimming House of Delegates. NM Swimming Board Members, Coordinators, Athlete Representatives, and others planning or requiring funding for NM Swimming activities shall submit their Budget/Revenue planning request form(s) (Appendix A-9) to the NM Swimming Financial Vice Chairman not later than the weekend following the completion of the NM Swimming Long Course State Championship meet.

17.7. BUDGET EXECUTION: Budget approval is the authorization for expenditure of NM Swimming funds.

17.7.1. Program Coordinator Duties and Authority: The NM Swimming 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 NM Swimming 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 NM Swimming Financial Vice Chairman. The Financial Committee will consider the request and make a recommendation to the NM Swimming 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 NM Swimming House of delegates, by the NM Swimming 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 NM Swimming 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.

18.2. BOARD AND HOUSE MEETING MINUTES: NM Swimming Board of Directors meeting and NM Swimming 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 New Mexico Swimming meetings including committee meetings (Tech Planning, Scheduling, Finance Committee, etc) must be documented with minutes forwarded to the NMS General Chairman and the NMS 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 NMS Secretary.

18.5. ELECTRONIC MEETINGS: NM Swimming 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 AWARD: The House of Delegates will annually select an individual for the NM Swimming Outstanding Service Award, from nominations received. Nominations may be made by any member of NM Swimming (Athlete or Non-Athlete) utilizing the nomination form (Appendix A-10). Nominations must be received at or prior to the Spring meeting of the NM Swimming 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 shall receive the award. The Individual selected for the NM Swimming Outstanding Service Award will be given an appropriate memento. A list of award recipients shall be included in the NMS Swimmers Handbook "Redbook". If no nominations are received, no selection will be made.

APPENDIX A-1

NMS FEE, FINE & REIMBURSEMENT SCHEDULE

FEE / REIMBURSEMENT REQUIREMENT	REFERENCE	AMOUNT
Club Registration Fee– Full Year USA Swimming \$70.00, NM Swimming \$30.00	2.1.1 & 17.4	\$100.00
Club Registration Fee– Seasonal USA Swimming \$40.00, NM Swimming \$30.00	2.1.2 & 17.4	\$70.00
Maximum Fine for Failure to Maintain Club Registration	2.1.3	\$100.00
Athlete Registration Fee – Full Year USA Swimming \$25.00, NM Swimming \$10.00	2.2.1.1 & 17.4	\$35.00
Athlete Registration Fee– Seasonal USA Swimming \$12.50, NM Swimming \$10.00	2.2.1.2 & 17.4	\$22.50
Replacement Athlete Registration Card Fee	2.2.2	\$2.00
Non-Athlete Individual Registration Fee USA Swimming \$25.00, NM Swimming \$10.00	2.3 & 17.4	\$35.00
Non-Athlete Family Registration Fee (2 people)	2.3	\$55.00
Maximum Fine per day for Unregistered Coach	2.3.1.6	\$100.00
Equipment Rental Damage Deposit	6.1	\$200.00
Full Equipment Rental Fee by NMS team	6.1	\$25.00/day
Full Equipment Rental Fee by others	6.1	\$100.00/day
Watch Rental Fee by NMS team	6.1	\$1.00/day
Watch Rental Fee by others	6.1	\$2.00/day
Max Individual Event Entry Fee for non-champ events	7.1.1	\$2.00
Max Relay Event Entry Fee for non-champ events	7.1.1	\$8.00
Max Individual Event Entry Fee for Championship events	7.1.1	\$2.50
Max Relay Event Entry Fee for Championship events	7.1.1	\$8.00
Swimmer Surcharge Fee at NMS sanctioned or approved events (Meets, Time Trials, camps, clinics, etc)	7.1.3	\$2.00
Meet Entry Fee Service Charge (% of total entry fees)	7.1.1	15%
Sanction and Approval Fee for meets with Entry Fees *	7.1.4 & 7.3.2	\$75.00
*Sanction Fee Refund Amount for on time reporting	7.1.4	\$50.00
Sanction and Approval Fee for dual, triangular and similar type meets not included in sanctioned league meet schedules (No Refunds)	7.1.4; 7.3.2; & 7.4.1.3	\$25.00
Sanction Fees for seasonal league meets (per scheduled meet)	7.1.4; & 7.3.2	\$10.00
Pool Usage Fees for NMS Championship meets and 8 & Under Finals meets	7.1.5	\$5.00 Max.
Approval Fee for High School Meets (per meet)	7.4.1.3	\$1.00

Sanction Fee for exhibitions, benefits, camps, Swim-a-thons, clinics, etc	7.1.4 & 7.3.2	\$10.00
Fine to meet host for unregistered swimmer in meet	7.9.1	\$10.00
Maximum meet host fine for unregistered swimmers per meet	7.9.1	\$100.00
Fine to swimmers team for unregistered swimmer	7.9.2	\$100.00
On Deck additional administrative registration fee NM Swimming \$5.00, Host Club \$10.00	7.10	\$15.00
Athlete Private Automobile Travel Mileage Reimbursement (per mile)	11.5.4	\$0.30
Official Travel Maximum Daily Meal Reimbursement	16.2.3	\$40.00
Official Travel Private Automobile Mileage Reimbursement (per mile)	16.2.1	\$0.30
Fee for Checks returned for NSF (per check)	17.2	\$25.00
Fee for Reissue of NMS Checks	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.

New Mexico Swimming will reimburse swimmers the amount allowed by the "New Mexico Swimming Rules and Regulations Manual Section 11.0. Information is available on the NM Swimming web site: www.nmswim.org Swimmers must also furnish a copy of meet results to the NMS Computer Chairman.

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		
41		
42		
43		
44		
45		
46		
47		
48		
49		
50		

TOTAL THIS PAGE: \$ _____

Write this amount in space provided on page one

APPENDIX A-3 NMS BUSINESS TRAVEL REIMBURSEMENT FORM

NAME: _____ PHONE: _____

SEND CHECK TO ADDRESS: _____

PURPOSE OF TRAVEL: _____

LOCATION: _____

NMS FUNDING PROGRAM: _____

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		
16		
17		
XXX	Carry over amount from attached sheet(s) if required	

TOTAL REQUESTED: \$ _____

Required Attachments: Receipts.

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

New Mexico Swimming will reimburse travelers on official NMS approved business IAW the "New Mexico Swimming Rules and Regulations Manual Section 16.0. Information is available on the NM Swimming web site: www.nmswim.org

I Certify the above requested amounts are valid costs incurred performing NMS Business.

Date: _____ Signature of Traveler: _____

APPENDIX A-3
 NMS BUSINESS TRAVEL REIMBURSEMENT FORM
 PAGE 2

TRAVELERS NAME: _____ TRAVEL DATES: _____

Ref#	Description	Amount Claimed
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
47		
48		
49		
50		

TOTAL THIS PAGE: \$ _____

Write this amount in space provided on page one

APPENDIX A-4 NMS COST REIMBURSEMENT FORM

NAME: _____ PHONE: _____

SEND CHECK TO ADDRESS: _____

PURPOSE OF EXPENSE: _____

NMS 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.

New Mexico Swimming will reimburse actual expenses up to actual amounts approved in the annual budget, and in accordance with the NMS 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 NM Swimming web site: www.nmswim.org

I Certify the above requested amounts are valid costs incurred for NMS Business.

Date: _____ Signature of Claimant: _____

APPENDIX A-5

NEW MEXICO SWIMMING TOP 16/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: John Gadbois
PO Box 3531
Farmington, NM 87401

Phone: (505) 402-9254

E-Mail: jgrad17@yahoo.com

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

APPENDIX A-6
New Mexico Swimming
SANCTION/APPROVAL APPLICATION

I, _____, apply on behalf of _____ for a sanction/
(person requesting sanction) (organization)

approval for the following event at _____ on _____
(location) (date)

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

1. _____ Invitational Meet - Sanction Fee \$75 (\$50 refundable if NMS 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 High School Meet - Sanction Fee \$1.00
6. _____ Other (Clinics, Swim-a-thons, exhibitions, camps, etc.) - Sanction Fee \$10

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 New Mexico Swimming inc., 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 Corporation 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.

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 NMS policies.

Send a copy of the meet information for all invitational meets to the NMSCA representative at the same time you are requesting a sanction.

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
2267 Calle Pulido
Santa Fe, NM 87505
nmsregs@juno.com

_____ E-Mail: _____

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

Approved/Not Approved (circle) Sanction # _____ Date Issued _____

Signed _____ Comments:

APPENDIX A-7 SAMPLE MEET RESULTS & REPORTS

Mr. Rob Jones
NMS Treasurer
8505 Canyon Run NE
Albuquerque, NM 87111

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

Following is our report as required by Section 7.12 of New Mexico Swimming 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 NMS \$ 390.00

NMS SURCHARGE (194 SWIMMERS @ \$2/EA) \$ 388.00

TOTAL DUE NMS (ENCLOSED) \$ 778.00

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

<u>NAME</u>	<u>Ind Entries</u>	<u>Surcharge</u>	<u>Total \$\$</u>
Im A. Fish	3 @ \$2.00	\$2.00	\$8.00

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

SIGNED
Meet Director

Required Attachments: Meet info sheet
Meet Results
Key Officials Report

REQUIRED POSTMARKED WITHIN 14 DAYS OF MEET.

APPENDIX A-7 SAMPLE MEET RESULTS & REPORTS

TO: Roy Turpen
9412 Avenida Del Oso NE
Albuquerque, NM 87111

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.

	<u>NAME</u>	<u>CLUB</u>	<u>SESSIONS</u>
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 NMS DECK OFFICIALS EVALUATION

MEET: _____ LOCATION: _____
 EVAL BY (REF): _____ MEET DATE(S): _____

Officials Name	LSC & Club	Position Worked	RATINGS <small>See Back of sheet for rating description</small>					
			Rule Knowledge	Position Control	Alertness	Attitude Poise	Reliability	Overall Performance
Comments: _____								
Comments: _____								
Comments: _____								
Comments: _____								
Comments: _____								
Comments: _____								
Comments: _____								
Comments: _____								
Comments: _____								

Send To: Roy Turpen
 NMS Officials Chairman
 9412 Avenida Del Oso NE
 Albuquerque, NM 87111

_____ Referee Signature

APPENDIX A-8 NMS DECK OFFICIALS EVALUATION

EXPLANATION OF CATEGORIES

Knowledge of Rules: Degree of knowledge of current USA Swimming & NMS 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-11

LOG OF CHANGES TO NMS RULES AND REGULATIONS

<u>Section, Description of Change, and Effective Date</u>	<u>Date Adopted by House Of Delegates</u>
Revised and Reformatted Rules and Regulations Manual incorporating previously approved Changes	21 APR 2000
Section 12.1.1: Changed selection method for the NMS 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 NMS 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 reqd 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 reqd 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 October 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 Section 2.2.5: Offering Outreach membership to qualified individuals. Effective: 12 April 2003.	12 April 2003
Added Section 7.1.5: 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 Section 7.1.5: 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 NMS 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 NMS, 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 NM Swimming Trainer, to trainer as designated by NMS 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