

Adirondack Swimming Policies and Procedures

I. Information Protection

A. Privacy

Adirondack Swimming follows the USA Swimming information protection and privacy policy. This policy is:

<http://www.adirondackswimming.org/USA-S%20Privacy%20Policy.pdf>

B. Consent to Publish

Individuals who have their personal information (name, address, telephone number, etc.), must complete a consent form prior to having the information published. This form must be provided to the webmaster prior to publication of the information. Updating of your information, for example, changing an email address does not require completion of a new consent form. The form is available on the web at:

<http://www.adirondackswimming.org/Consent%20to%20Publish%20Form.pdf>

II. Athlete Protection

A. Athlete Protection

For the protection of athletes, Adirondack Swimming follows the USA Swimming athlete protection program. The program brochure can be found on the Adirondack Swimming website at:

<http://www.adirondackswimming.org/Athlete%20Protection%20Brochure.pdf>

and the policy is at:

<http://www.adirondackswimming.org/Athlete%20Protection%20-%20guidelines%20and%20policies%20.pdf>

You can report any violations to the Adirondack Swimming Age Group Chair or the USA Swimming Athlete Protection Officer.

B. Background Checks

Coaches, officials, and other non-athletes with special responsibilities directly involving athletes such as team chaperones for traveling must pass a background check. Coaches and officials must pass the Level 2 screen. All other non-athletes must pass the Level 1 screen. A summary of the background check program can be found on the Adirondack Swimming website at:

<http://www.adirondackswimming.org/USA-S%20CBC%20Program%20Summary.pdf>

Frequently asked questions can be accessed from the Adirondack Swimming website at:

<http://www.adirondackswimming.org/USA-S%20CBC%20FAQ%20posted%201-8-11.pdf>

To initiate a background check, the Adirondack Swimming website provides a link or go directly to the USA Swimming website at:

<http://www.usaswimming.org/DesktopDefault.aspx?TabId=1678&Alias=Rainbow&Lang=en>

III. Safety

A. Injuries

All injuries that occur during USA Swimming or Adirondack Swimming activities must be documented and reported. The report of occurrence form and instructions for completing it is at:

<http://www.adirondackswimming.org/formUSASReport%20of%20Occurence.pdf>

Detailed information on the process and forms can be accessed from the Adirondack Swimming website or link directly to the USA Swimming website at:

<http://www.usaswimming.org/DesktopDefault.aspx?TabId=1651&Alias=Rainbow&Lang=en>

A summary of the insurance program can be found at:

<http://www.adirondackswimming.org/USA%20Swimming%20Insurance%20Summary.pdf>

Frequently asked questions regarding the insurance program and answers can be found at:

<http://www.adirondackswimming.org/USA%20Swimming%20Insurance%20FAQ.pdf>

Be sure to inform the Adirondack Swimming Safety Chair of all reportable injuries.

B. Insurance Coverage Certificates

A certificate of insurance is required for all practices and meets held by Adirondack Swimming or any of their member clubs. A copy of the document of insurance coverage can be obtained online at:

<https://certificatesnow.confirmnet.com/>

Instructions for obtaining the certificate can be accessed at:

<http://www.adirondackswimming.org/USA-S%20CertificatesNow%20Online%20Instr%20Rev%20July%20'09.pdf>

IV. Registration

Clubs, athletes, and non-athletes shall be registered prior to participating in any Adirondack Swimming events. Registration forms can be found at, for athletes in batch form from clubs:

<http://www.adirondackswimming.org/formregistrationsummary.pdf>

for unattached athletes:

<http://www.adirondackswimming.org/formathleteregistration.pdf>

for unattached season 1 athletes:

<http://www.adirondackswimming.org/formathleteregistrationseasonal.pdf>

for Clubs at:

<http://www.adirondackswimming.org/formclubregistration.pdf>

for single events:

<http://www.adirondackswimming.org/formathleteregistrationsinglemeet.pdf>

for non-athletes:

<http://www.adirondackswimming.org/formnonathleteregistration.pdf>.

Athletes wishing to transfer from one club to another shall follow the guidelines and complete the form at:

<http://www.adirondackswimming.org/USA%20Swimming%20transfer%20form.pdf>.

Athletes who cannot afford the registration fees may apply to Adirondack Swimming for assistance through the athlete outreach program. To apply, please complete and submit the following form:

<http://www.adirondackswimming.org/2011%20Athlete%20Outreach%20Application.pdf>.

V. Meets

A. Bidding Meets

The protocol for bidding meets within Adirondack Swimming is:

<http://www.adirondackswimming.org/formprotocolforbiddingmeets.pdf>

The bid form is at: <http://www.adirondackswimming.org/formswimmeetbid.pdf>

B. Meet Sanctions

The guidelines for Adirondack Swimming sanctioned, approved, and observed meets can be found at:

<http://www.adirondackswimming.org/SWIMS%20Approved%20and%20Observed%20%20AD%20Guidlines.pdf>

The form for obtaining a sanction is at:

<http://www.adirondackswimming.org/formmeetsanctionrequest.pdf>

and for an approved meet at:

<http://www.adirondackswimming.org/formmeetapprovalrequest.pdf>

The request for sanction or meet approval must include a draft meet announcement. The meet announcement shall not be posted or distributed until it is reviewed and approved by the Sanction/Times Chair. The announcement shall use the Adirondack meet announcement template for sanctioned meets at:

<http://www.adirondackswimming.org/formmeetannouncementtemplate.pdf>

And for approved meets at:

<http://www.adirondackswimming.org/formapprovedmeetannouncementtemplate.pdf>

Upon approval by the Sanction/Times Chair, the Chair will complete and send a copy of the approval form to the host club. The sanction form is:

<http://www.adirondackswimming.org/FormSanctionTemplate.pdf>

and the approved meet form is:

<http://www.adirondackswimming.org/FormApprovalTemplate.pdf>

C. Meet Planning and Execution

Meet Directors and all involved in planning and holding a meet must follow all USA Swimming and Adirondack Swimming policies and procedures. A handbook containing guidelines for successful hosting of meets can be found at:

<http://www.adirondackswimming.org/USAS%20Meet%20Directors%20Handbook.pdf>

Please note that all pools must conform to the depth requirements. The pool depths must be published in the meet announcement. Requirements and a table of measured depths for pools in the Adirondack geographic boundaries are:

<http://www.adirondackswimming.org/WATER%20DEPTH%20TABLE%20OF%20AD%20POOLS.pdf>

All participants in an Adirondack Swimming sanctioned meets must be currently registered members. Specifically, the host club must comply with the following entry and registration requirements:

<http://www.adirondackswimming.org/Fine%20for%20Unregistered%20Athletes.pdf>

All meet entries shall be managed through Hy-Tek's Team Manager application software. Note that Adirondack Swimming requires a seed time for all entries. Specific requirements for the using Team Manager for entries are:

<http://www.adirondackswimming.org/meet%20entries%20with%20no%20times.pdf>

Adirondack Swimming does allow deck entries at meets, provided they comply with the policy and requirements, which can be found at:

<http://www.adirondackswimming.org/Meet%20Deck%20Registration%20Letter.pdf>

The form for requesting a deck entry is:

<http://www.adirondackswimming.org/formathletedeckregistration.pdf>

The standard form for relay entries shall be used at all Adirondack sanctioned meets. It can be found at:

<http://www.adirondackswimming.org/Relay%20Cards.pdf>

D. Recording Times

The times from all Adirondack Swimming Sanctioned, Approved, and Observed meets must be entered into SWIMS, the database of record for all times. The policy and guidelines for using SWIMS can be found at:

<http://www.adirondackswimming.org/SWIMS%20Policy%20Manual%20and%20Guidelines.pdf>

Athletes can request that their times from an observed meet be loaded into SWIMS. The form to request this is at:

<http://www.adirondackswimming.org/formObservedSwimAthleteRequest.pdf>

Alternatively, a team can request that times from an observed meet for the registered athletes on their team be loaded into SWIMS. The form to request this can be found at:

<http://www.adirondackswimming.org/FormObservedSwimTeamRequest.pdf>

E. Meet Financial Statement

All host clubs are required to submit a meet financial statement and any fees due to the Administrative Vice Chair within 30 days of completion of the meet. The form for the meet financial statement is at:

<http://www.adirondackswimming.org/formmeetfinancialstatement.pdf>

F. Meet Travel

Adirondack registered athletes and coaches will be reimbursed for part of their travel to Speedo Sectional and faster meets. The specific requirements, reimbursement amounts, and form for requesting reimbursement may be found at:

<http://www.adirondackswimming.org/formtravelreimbursement.pdf>

G. Short Course Championships

Annually, Adirondack Swimming hosts both a Silver level and Gold level short course Championship meet. The cut times for these meets will be posted on the website a minimum of 2 months prior to the entry deadline. The procedures and regulations that pertain to the Adirondack Short Course Championship meets can be found at:

<http://www.adirondackswimming.org/AD%20SHORT%20COURSE%20CHAMPIONSHIP%20MEET%20REGULATIONS.pdf>

Awards will be presented at the meet in accordance with:

<http://www.adirondackswimming.org/AD%20SHORT%20COURSE%20CHAMPIONSHIP%20MEET%20AWARD%20POLICIES.pdf>

The meet requirements are:

<http://www.adirondackswimming.org/Championship%20Meet%20Requirements.pdf>

The order of events for the Silver level championship meet will be:

<http://www.adirondackswimming.org/silver%20champs%20order%20of%20events%202011.pdf>

and for the Gold level championship meet will be:

<http://www.adirondackswimming.org/gold%20champs%20order%20of%20events%202011.pdf>