



NIAGARA SWIMMING, INC.

Policies & Procedures

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The policies included below are for reference only. These are policies of specific Niagara Swimming committees and are included here for the purpose of ease of access. These policies are governed by the committee itself, and are not subject to Executive Committee or House of Delegates approval.

 - 910 - Safety - Safe Sport Public Address Announcement
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 - 940 - Officials - Attire
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Policy & Procedure	Policy Number: 010
Subject: General Statement	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

This Policies and Procedures Manual is adopted pursuant to the Bylaws of Niagara Swimming, Inc. ("Niagara LSC") and contains policies, procedures, guidelines, requirements or other provisions of general application throughout Niagara LSC (that is, applying to all clubs, meets, swimmers, etc.) adopted or approved by the Board of Directors (House of Delegates) or the Executive Committee and intended to remain in effect until amended or repealed.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 020
Subject: Conflicts with Other Provisions	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

In the event of any conflicts between this Policies and Procedures Manual and the Corporate Bylaws of USA Swimming, the Rules and Regulations of USA Swimming or the Bylaws of Niagara LSC from time to time in effect, the Corporate Bylaws of USA Swimming, the Rules and Regulations of USA Swimming or the Bylaws, as the case may be, shall control.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 030
Subject: Changes to the Policies and Procedures	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

In accordance with the Bylaws, policies, procedures and programs are established by the Executive Committee. The various provisions of this Policies and Procedures Manual may be modified or rescinded or additional policies adopted by the Board of Directors (House of Delegates) by a majority vote of the members present and voting at a duly called meeting of the House of Delegates at which a quorum is present.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 040
Subject: Cross - References	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

Where applicable, the policies of Niagara LSC are cross-referenced to the corresponding section of the Rules and Regulations of USA Swimming or the Bylaws of Niagara LSC.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 110
Subject: Meeting Notices	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

Whenever practicable, the date, time, and place of all meetings of the Executive Committee, the Board of Directors, and all committees shall be published on Niagara LSC’s website.

Updates		
Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 115
Subject: Meeting Order of Business	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

House of Delegates

At all meetings of the **House of Delegates** the following shall be included in the order of business to the extent applicable. The order in which the various subjects are taken up may be varied.

- Roll Call
- Reading, correction and adoption of minutes of previous meeting
- Reports of officers
- Reports of committees and coordinators
- Presentation and approval of the annual budget
- Presentation and approval of the annual audit pursuant to Section 608.5, when applicable
- Unfinished (old) business
- Elections
- New business
- Resolutions and orders
- Adjournment

Executive Committee

At all meetings of the **Executive Committee** the following shall be included in the order of business to the extent applicable. The order in which subjects are taken up may be varied.

- Roll Call
- Reading, correction and adoption of minutes
- Athletes Report
- Presentation of the annual budget and adoption of recommendation to the House of Delegates (if applicable)
- Presentation of the annual audit report pursuant to Section 608.5 and adoption of its recommendation to the House of Delegates (if applicable)
- Advice and Consent to Appointments
- Unfinished (old) business
- New business
- Resolutions and orders
- Adjournment
- Reports of officers
- Reports of committees and coordinators

All other meetings

At all other meetings conducted under the authority of this Article, the following shall be included in the order of business to the extent applicable; the order in which subjects are taken up may be varied:

- Roll Call
- Reading, correction and adoption of minutes
- Reports of coordinators, committees, and subcommittees
- Unfinished (old) business
- New business
- Resolutions and orders
- Adjournment

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 120
Subject: Record Retention	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

Policy

The Organization will retain records in an orderly fashion for time periods that comply with legal and government requirements.

Scope

These procedures apply to all roles which generate business documentation.

Procedures:

1.0 Storage

- 1.1 Files currently needed for day-to-day operational activities may be stored at the office of the respective member responsible for handling them. Every attempt should be made to transfer items to electronic storage within 30 days or transferred to the Permanent Office to do so. All electronic files will be stored in Niagara Swimming's Google Drive in a format that is clearly labeled and easily searched. All items should contain a date in the file name or the folder in which they are saved. Employees should be sensitive to keep confidential files or materials in locked file drawers or locked offices when the employee is not present. Electronic storage of confidential or sensitive files should be done using encryption and additional password protection. Files that are no longer needed for daily functions should be archived as follows.
- 1.2 Storage of archived records falling within the records retention schedule below are maintained in a secured area of the chair's choosing.
- 1.3 Paper files should be stored in boxes with similar items, dates and retention periods.

2.0 Record Retention Guidelines

The following holding periods will be utilized for the maintenance of the documents listed below. Those shown in **bold** should be in a fireproof location.

Type of Document		Location of Current Files
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Accounting Records

Accounts payable	7 years	Treasurer Office
Accounts receivable	7 years	Treasurer Office
Audit reports	Permanent	Treasurer Office
Depreciation schedules	Permanent	Treasurer Office
Expense reports	7 years	Treasurer Office
Financial statements	Permanent	Treasurer Office
Fixed asset purchases	Permanent	Treasurer Office
General ledger and journals	Permanent	Treasurer Office
Fulfillment records	7 years	Treasurer Office
Loan payment schedules	7 years	Treasurer Office
Purchase orders	7 years	Treasurer Office
Purchase requisitions	2 years	Treasurer Office
Reimbursement Requests	7 years	Treasurer Office
Tax returns & working papers	Permanent	Treasurer Office
Trial balances (Annual)	Permanent	Treasurer Office
Void Checks	Until Cleared	Treasurer Office

Bank Records

Bank reconciliations	7 years	Treasurer Office
Bank statements	7 years	Treasurer Office
Canceled checks	7 years	Treasurer Office
Checks for capital purchases	Permanent	Treasurer Office
Checks for important contracts	Permanent	Treasurer Office
Electronic payment records	7 years	Treasurer Office
Petty cash vouchers	3 years	Treasurer Office

Corporate Records

Board minutes	Permanent	Secretary/Perm Office
Bylaws, charter, articles of incorporation	Permanent	Secretary/Perm Office
Business licenses	Permanent	Secretary/Perm Office
Contracts – major	Permanent	Secretary/Perm Office
Contracts – minor	Life + 4 years	Secretary/Perm Office
Insurance policies, accidents, claims	Life + 4 years	Secretary/Perm Office
Business Operations Legal & tax	Permanent	Secretary/Perm Office

Basement Leases/mortgages	Permanent	Secretary/Perm Office
Patents/trademarks	Permanent	Secretary/Perm Office

Employee Records

Benefit plans	Permanent	Secretary/Perm Office
Employee disability benefit records	6 years	Secretary/Perm Office
Employee files (terminated)	10 years	Secretary/Perm Office
Employment applications	1 year	Secretary/Perm Office
HR Dept. Employment taxes	7 years	Secretary/Perm Office
Payroll records	7 years	Secretary/Perm Office
Pension/profit sharing plans	Permanent	Secretary/Perm Office

Real Property

Records Appraisals	Permanent	Secretary/Perm Office
Construction records	Permanent	Secretary/Perm Office
Leasehold improvements	Permanent	Secretary/Perm Office
Lease payment records	Life + 4 years	Secretary/Perm Office
Real estate purchases	Permanent	Secretary/Perm Office

LSC Specific Documents or Files

Sanction Requests	3 years	Registrar Office
Meet Financial Reports	3 years	Admin VC Office
Zone Team Required Paperwork	3 years	Age Group Office
Swim Meet Results Files	3 years	Perm Office
Time Standards & Computational Summary	8 years	Technical Planning
LSC Email System	Permanent	All accounts
Outreach Proof of Assistance	Until Validated	Registrar Office

3.0 Record Destruction

After each year end, a review of the files in storage is performed by the office responsible for storage, and any records falling outside the above retention schedule are destroyed.

If Niagara Swimming is instructed by legal counsel to halt document destruction (planned or otherwise) the General Chair shall notify the staff and board members. Violation of such orders can result in immediate termination.

4.0 Transfer of Documents Upon Position Change/Termination/Resignation

At the point in which the chair of a position that requires documents retention leaves office, they should make all reasonable opportunities to transfer the files from him or her to the new chair. Document transfers should occur no longer than 7 days after a new term begins. If document transfer is not able to be completed, the General Chair should obtain and retain records as soon as possible.

5.0 Meeting Recordings

Electronic recordings, including video, audio, and/or AI generated transcripts, shall not represent the official record of a meeting. Only the approved minutes of a meeting shall constitute the official record. All meeting recordings will be deleted after minutes are generated and approved by the committee. By approval of the committee, meeting recordings may be retained given a specific purpose and timeline for doing so. It shall be the responsibility of the Secretary to ensure all meeting recordings are deleted in accordance with this policy.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 130
Subject: Niagara Logo Usage	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

Usage of the Niagara LSC logo graphic is permitted with the written consent of the Niagara LSC Executive Committee. To obtain written permission, email a written or graphical description of how the logo is to be used to the Niagara LSC General Chair generalchair@niagaraswim.org. The request will be considered at the next regularly scheduled meeting of the Niagara Executive Committee. All usage of the Niagara logo must be in accordance with the Niagara Identity Standards available on the Niagara Website.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 140
Subject: Social Media	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

At Niagara Swimming, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to the Executive Board of Directors, Committee Chairs and Members, and employees of the Niagara LSC. These persons will be collectively referred to as 'organization members and/or representatives' in the guidelines below.

Guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity website, web bulletin board or a chat room, whether or not employed or affiliated with Niagara, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your performance, the performance of fellow organization members and/or representatives or otherwise adversely affects members, customers, suppliers, people who work on behalf of Niagara or Niagara's legitimate business interests may result in disciplinary action up to and including removal from your position within the Niagara LSC.

Know and follow the rules

Carefully read these guidelines, the Niagara Swimming Statement of Principles on Ethical Behavior and Conflict of Interest, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including removal from your position within the Niagara LSC.

Be respectful

Always be fair and courteous to fellow organization members and/or representatives, customers, members, volunteers, suppliers or people who work on behalf of Niagara, and members of the Niagara Swimming community. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, organization members and/or representatives, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Niagara, fellow organization members and/or representatives, members, customers, suppliers, people working on behalf of Niagara or competitors.

Post only appropriate and respectful content

Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities.

Do not create a link from your blog, website or other social networking site to a Niagara website without identifying yourself as a Niagara organization member and/or representative.

Express only your personal opinions. Never represent yourself as a spokesperson for Niagara. If Niagara is a subject of the content you are creating, be clear and open about the fact that you are an organization member and/or representative and make it clear that your views do not represent those of Niagara, fellow organization members and/or representatives, customers, volunteers, suppliers or people working on behalf of Niagara. If you do publish a blog or post online related to the work you do or subjects employed with Niagara, make it clear that you are not speaking on behalf of Niagara. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Niagara."

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by the General Chair or appropriate Vice Chair. Do not use Niagara email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

Niagara prohibits taking negative action against any organization member and/or representative or volunteer for reporting a possible deviation from this policy or for cooperating in an investigation. Any organization member and/or representative who retaliates against another organization member and/or representative for reporting a possible deviation from this policy or for cooperating in an

investigation will be subject to disciplinary action, up to and including removal from your position within the Niagara LSC.

Media contacts

Organization members and/or representatives and volunteers should not speak to the media on Niagara's behalf without first contacting the General Chair. All media inquiries should be directed to them. Niagara also maintains an emergency communications plan that takes precedence in all situations.

For more information

If you have questions or need further guidance, please contact the General Chair.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 145
Subject: Niagara Website and Social Media Posting	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

The Niagara LSC has Web, Facebook, Instagram, and X, formerly known as Twitter pages that exist to disseminate information and promote USA Swimming and the LSC. By request, Niagara will support registered clubs in good standing, members, sponsors, and other LSCs by listing them in the “likes and interests” section of the Facebook page. Those parties may also post comments to the associated posts with the following stipulations:

- Information must be factual and unique (no repeat posts)
- Information must be related to USA Swimming related activities or Niagara sponsors
- All updates are subject to removal (without prior notice) by the page administrators (Executive Committee and/or Social Media Committee).
- Users posting false or inappropriate information are subject to being banned.

Complaints about posts should be sent to the Admin Vice Chair for committee review.

All advertising shall be connected to USA/Niagara Swimming activities and therefore all employment opportunities are limited to non-athlete/coach membership. Postings shall be removed from the website that are not USA/Niagara Swimming connected.

Advertisements promoting swim clinics within the LSC may be posted and emailed out one time free of charge, upon request. All other swim clinics and other such activities will be posted on the Niagara website beginning one (1) month prior to the event for a fee of \$250 per event. Alternatively, a company may advertise an unlimited number of events within the LSC for \$1,000 per swimming calendar year (September 1st through August 31st). Any other requests for posting will require review and approval of the Executive Committee.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 148
Subject: COPPA	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

<http://niagaraswim.org> is a general audience website.

While we encourage members to browse our website, we also wish to educate parents and children about issues of privacy when visiting our site. As a result, **we are committed to full compliance with the Children's Online Privacy Protection Act of 1998 (COPPA) and the USA-S Swimming Privacy Policy.**

COPPA applies to individually identifiable information about a child that is collected on line, such as full name, home address, email address, telephone number or any other information that would allow someone to identify or contact the child. The Federal Trade Commission (FTC) is the enforcing authority.

Information gathered by Niagara Swimming

Niagara Swimming does not gather or store personal information about athletes on its website.

Information acquired during registration for swim meets is the property of USA Swimming and its use is within the control of USA Swimming. USA Swimming strictly limits the use of member's personal information to that information necessary for the conduct of the business of USA Swimming and its LSCs.

Niagara Swimming adheres to COPPA through the following:

- Limited advertising permitted on our website, subject to Niagara Swimming's posting policy. [Click here](#) to see Niagara Swimming's posting policy.
- There is no collection of personal information on the website that includes the athlete's full name, home address, email address, or telephone number that would allow someone to identify or contact a child.
- Niagara Swimming tracks usage statistics on its website through Google Analytics, we do not track information linked to individuals who visit the website.
- Access to private information on the website is controlled by limiting the staff and Board members with administrative access to Niagara Swimming's website.
- Limited pictures of children are allowed on the website and Niagara Swimming's social media sites (Facebook, Twitter, Instagram).
 - Niagara Swimming obtains a signed release from parent/guardians if children are singled out in any way or a picture is obtained from a non-public event or setting.
 - Pictures from Niagara Swimming public events may be published, but at no time is a child identified by other than a first name; team caps are blurred when possible; Niagara

Swimming complies with suggested Federal guidelines to limit identifiable markers in photographs so there are no more than 3 markers.

- News items may be shared from other sources with different policies. Requests for removal may be sent to webmaster@niagaraswim.org.
- Parents may request that any posted photograph or any other information that they feel is too identifiable be removed from the Niagara Swimming website.
- Children’s information is never shared with third parties (other than USA Swimming).

Third-Party Sites and Sponsors

Our site contains limited links to other sites whose information practices may be different from ours. Visitors should consult the other sites’ privacy notices, which may differ from ours.

Cookies and How We Use Them

Cookies are used to gather basic tracking information and to monitor the presentation of advertisements and are placed on your hard drive by many major websites. Niagara Swimming does not intentionally use cookies on its website; however, the site is powered by TeamUnify, which does collect some information as identified in their privacy statement.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Policy was located on Niagara Website. Including as part of the P&P.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 150
Subject: Sexual Harassment	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

Introduction

Niagara Swimming, Inc, NISI, is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. NISI has a zero-tolerance policy for any form of sexual harassment, and all employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of NISI's commitment to a discrimination-free work environment.

Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with NISI or with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. NISI's Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with NISI. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination.
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. NISI has a zero-tolerance policy for such retaliation against anyone who, in good faith complains or provides information about suspected sexual harassment. Any employee of NISI who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee, paid or unpaid intern, or non-employee* working in the workplace who believes they have been subject to such retaliation should inform the General Chair or Finance Vice Chair. Any employee, paid or unpaid intern or non-employee who believes they have been a victim of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

* A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig"

workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject NISI to liability for harm to victims of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. NISI will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. NISI will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. NISI will provide all employees a complaint form for employees to report harassment and file complaints.
7. Members of the Executive Committee are **required** to report any complaint that they receive, or any harassment that they observe to the General Chair or Finance Vice Chair.
8. This policy applies to all employees, paid or unpaid interns, and non-employees, such as contractors, subcontractors, vendors, consultants or anyone providing services in the workplace, and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment need not be severe or pervasive to be unlawful, and can be any harassing conduct that consists of more than petty slights or trivial inconveniences. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employees' body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

What is “Retaliation”?

Unlawful retaliation can be any action that would keep a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone’s responsibility. NISI cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern, volunteer, or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to the General Chair or Finance Vice Chair. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to the General Chair or Finance Vice Chair.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee’s behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a victim of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the General Chair or Finance Vice Chair.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. NISI will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the General Chair or Finance Vice Chair will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the oral reporting.
- If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;

- A list of names of those interviewed, along with a detailed summary of their statements;
- A timeline of events;
- A summary of prior relevant incidents, reported or unreported; and
- The basis for the decision and final resolution of the complaint, together with any corrective actions action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of their right to file a complaint or charge externally as outlined in the next section.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by NISI but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at NISI, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year (three years beginning Aug. 12, 2020)** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to NISI does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade Street, 1st Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Adoption of this policy does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

Complaint Form for Reporting Sexual Harassment

Niagara Swimming, Inc. (NISI)

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the General Chair at generalchair@niagaraswim.org, or Finance Vice Chair at finance@niagaraswim.org. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace

COMPLAINANT INFORMATION

Name: _____

Home Address: _____ Home Phone: _____

Work Address: _____ Work Phone: _____

Job Title: _____ Email: _____

Select Preferred Communication Method: (please select one) ☐ Email ☐ Phone ☐ In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name: _____ Title: _____

Work Phone: _____ Work Address: _____

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made against:

Name: Title: _____ Work Address: _____ Work Phone: _____

Relationship to you: ☐ Supervisor ☐ Subordinate ☐ Co-Worker ☐ Other _____

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred: _____

Is the sexual harassment continuing? ☐ Yes ☐ No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

The last two questions are optional but may help facilitate the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____ Date: _____

Adoption of this form does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

Instructions for Employers

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Policy was located on Niagara Website. Including as part of the P&P.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 170
Subject: Safety Reports	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

Incident/Occurrence Reports - An occurrence report providing all of the information requested by applicable USA Swimming form report should be completed at the time of the occurrence by the meet director, officer, and coach or club officer with copies to USA Swimming national headquarters, the Safety Committee Chair, the Administrative Vice Chair, and the Secretary.

Reports of Injuries - The Safety Committee Chair shall present a report concerning swimming-related injuries within the Territory to the Board of Directors (House of Delegates) and Executive Committee.

- **Board of Directors (House of Delegates) Reports** - The report to the Board of Directors (House of Delegates) shall be written and shall provide in summary form the pertinent information including whether the injured party is a member of NI and USA Swimming, the location of the occurrence and a brief description of the incident the resulting injury and the emergency-care steps taken, together with any recommendation for action by NI and its members to reduce the likelihood of a re-occurrence. The written report shall include a review of the pertinent statistical information provided by USA Swimming national headquarters. The Safety Committee Chair is responsible for distribution of this report to each Club Safety Coordinator. A copy of each Board of Directors (House of Delegates) report shall also be sent to the USA Swimming national headquarters.
- **Form of Report** - The report to the Board of Directors may be highly summary addressing primarily any recommendation for action by NI and its members.

Safety Education - The Safety Committee Chair is responsible for disseminating safety information flowing from USA Swimming Headquarters and exploring safety education opportunities and developing a safety education program tailored to NI and its members and Territory.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 220
Subject: Organization of Divisions	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

ADMINISTRATIVE DIVISION - Administrative Vice Chair

- House of Delegates Meetings
- Bylaws/Legislation/Rules
- Equipment (including computers)
- Insurance
- Legal (General Counsel, if applicable)
- Meet Sanctions
- Membership/Registration
- National Times Verification
- Personnel
- Public Relations
- Publications/Newsletter/Website
- Policies and Procedures Manual
- Records/Top 16
- Secretary
- Special Events
- Safe Sport

AGE GROUP DIVISION - Age Group Vice Chair

- Adaptive Swimming
- Age Group
- Camps/Clinics
- Meet Evaluations
- Meet Management (NI designated meets)
- Meet Sponsorships (NI designated meets)
- Technical Planning
- Time Standards
- Zone Team

SENIOR DIVISION - Senior Vice Chair

- Awards and Scholarships
- Camps/Clinics
- Meet Evaluations
- Meet Management (NI designated meets)
- Meet Sponsorship (NI designated meets)

- Safety

FINANCE DIVISION - Finance Vice Chair

- Audit
- Budget
- Finance
- Marketing/Sponsorship
- Merchandising
- Swim a thon
- Treasurer
- Tax

ATHLETES DIVISION - Senior Athlete Representative

- Athlete Representatives
- Athletes Committee

COACHES DIVISION - Senior Coach Representative

- Coach Representatives
- Coaches Committee

OFFICIALS' DIVISION - Officials' Chair

- Officials' Committee
- Section representatives identified as Eastern (Syracuse Area), Southern Tier, Rochester Area and the Buffalo Area

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 225
Subject: Selection of At-Large Athlete Members to the Executive Committee	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

The at-large athletes on the executive committee are chosen by the athlete reps by the second and third-place finishes from the Junior Athletes election. If there is a tie for 3rd or a three-way tie for second, all three athletes will be asked. If the athletes do not accept, then the 4th place athlete will be asked until we have two athletes for the at-large vote. If we do not have enough athletes from the voting to have two at-large athletes, the Athlete Committee will make recommendations to the executive committee for approval.

Updates

Date	By whom	Abstract
9/16/24	Executive Committee	Selection Criteria for how At-Large Executive Committee members are selected. Updated to reflect how we practice.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 230
Subject: Executive Committee Attendance	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

Purpose

This policy is intended to support full contribution of all Executive Committee members. All Executive Committee members have access to an electronic copy of this official policy. The policy is reviewed once a year and maintained in the Niagara Executive Committee's shared drive. The policy has been reviewed and authorized by the Executive Committee on the dates annotated on the cover page of this document.

Definition of an Executive Committee Attendance Problem

An Executive Committee attendance problem exists when a member has three consecutive absences;

Response to an Executive Committee Attendance Problem

If an Executive Committee attendance problem exists, the General Chair will promptly contact the member to discuss the problem. The member's response will promptly be shared with the entire Executive Committee at the next Executive Committee meeting. At that meeting, the Executive Committee will decide what actions to take regarding the member's continued participation on the committee. If the Executive Committee decides to terminate the membership, termination will be conducted per 605.6.9 of the Niagara LSC bylaws for elected officers and immediately for appointed positions

1. The General Chair will notify the terminated member in writing of the Executive Committee's decision per the terms of the Executive Committee Attendance Policy;
2. This written notification will request a letter of resignation from the terminated member, to be received within two weeks;
3. This written notification will also request the terminated member return his or her board manual to the LSC within two weeks;
4. The Executive Committee will vote to accept the member's resignation letter at the next Executive Committee meeting;
5. The board will promptly initiate a process to begin appointing an interim member until the next scheduled election.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 240
Subject: Delegates to USA Swimming HOD	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

Officer and Representative Delegates - It shall be the duty and privilege of the General Chair to attend the USA Swimming Annual Business Meeting to represent NISI as a voting delegate to the USA Swimming House of Delegates. At the spring Niagara Swimming HOD, delegates will be nominated and voted upon in accordance with USA Swimming By Laws Article 6.1. In the event that a full slate of delegates is not elected or available, then the General Chair, with the advice and consent of the Executive Committee, shall select delegates by its August meeting.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 250
Subject: Statement of Principles and Ethical Behavior and Conflict of Interest	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

Each Niagara Swimming, Inc. Board Director, Executive Committee Member, Committee Chairperson and Committee Member is required to read Niagara’s Statement of Principles on Ethical Behavior and Conflict of Interest and sign the ‘Acknowledgement of Receipt and Understanding’ on an annual basis [see Policy Number 255].

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 255
Subject: Conflict of Interest (Directors and Committee Members)	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

Niagara Swimming, Inc. (the “Corporation”) is an organization subject to the New York State Not-for-Profit Corporation Law with respect to its governance, including dealing with conflicts of interest. The Nonprofit Revitalization Act of 2013 imposes several requirements with respect to conflicts of interest and related party transactions, in addition to the judge-made common law, which deals with these concerns.

[1]Additionally, the Corporation is an organization described in Sections 501(c)(3) and 509(a)(1), (2) or (3) of the Internal Revenue Code of 1986, as amended (the “Code”), and so is subject to the requirements of Code Section 4958 with respect to various dealings with disqualified persons.

The Corporation adheres to the highest standards of ethical conduct in governance and operations to ensure that board of directors, officers, staff, volunteers, and/or consultants do not have or give the appearance of having Conflicts of Interest and do not use their relationship with the organization for impermissible private benefit. An appearance of a Conflict of Interest exists when a reasonable person would conclude that a decision is being made based on personal interests rather than in the best interests of the Corporation.

The Corporation has adopted this Conflict of Interest Policy (this “Policy”) to identify and limit the effect of any possible conflict between the personal interests of directors and officers and the interest of the Corporation. The purpose of this Policy is to ensure that decisions about corporate operations and the use and dispositions of corporate assets are made solely in terms of benefits to the Corporation and are not influenced by any private profit or other personal benefit to the individuals affiliated with the Corporation who take part in the decision.

Administration

The Board of Directors shall adopt, oversee and administer this Policy. The Board of Directors shall review this Policy periodically to ensure compliance with applicable state and federal laws.[2] Questions about this Policy may be directed to the Secretary or designated compliance officer at secretary@niagaraswim.org.

Definitions

A “Related Party” is defined as the following:

- (a) Any individual who currently serves as:

- (i) a voting member of the Board of Directors of the Corporation or any Affiliate of the Corporation;
 - (ii) an officer of the Corporation or any Affiliate of the Corporation;
 - (iii) a Key Person of the Corporation or any Affiliate of the Corporation;
- or
- (iv) any other person who exercises the powers of directors, officers or Key Persons over the affairs of the Corporation or any Affiliate of the Corporation.

(b) Any Relative of those persons listed in (a) above. A “Relative” includes: spouse; domestic partner as defined in New York Public Health law Section 2954-A; ancestors; brothers and sisters (whether whole or half-blood); children (whether natural or adopted); grandchildren; great-grandchildren; and spouses or domestic partners of brothers, sisters, children, grandchildren, and great-grandchildren.

(c) Any entity in which an individual listed in (a) or (b) has a Controlling Interest. A Controlling Interest is defined as:

- § for corporations, ownership (directly or indirectly) of more than 35% of the combined voting power;
- § for partnerships or personal service corporations, ownership (directly or indirectly) of more than 5% of the profits interest; and
- § for trusts or estates, ownership (directly or indirectly) of more than 35% of the beneficial interest.

“Key Person” includes any person, ***other than a director or officer***, whether or not an employee of the Corporation, who:

- (a) has responsibilities, or exercises powers or influence over the Corporation as a whole similar to the responsibilities, powers, or influence of directors and officers;
- (b) manages the Corporation or a segment of the Corporation that represents a substantial portion of the activities, assets, income, or expenses of the Corporation, which for these purposes shall be *ten percent (10%)*; or [3]
- (c) alone or with others controls or determines a substantial portion of the Corporation’s capital expenditures or operating budget, which for these purposes shall be *ten percent (10%)*.

“Affiliate” is any entity controlled by, or in control of, the Corporation.

A “Related Party Transaction” is any transaction, agreement, or other arrangement in which a Related Party has a financial interest and in which the Corporation or any Affiliate of the Corporation is a participant.

The following shall not be considered a Related Party Transaction:

§ A transaction that is de minimis, including: a single transaction that does not exceed \$250.00; or multiple transactions with a single third-party within a 6 month period that do not exceed this threshold.[4]

§ A transaction that is not subject to approval by the Board of Directors pursuant to the Corporation's Contract Approval Policy.

§ A benefit provided to a Related Party solely as a member of a class of the beneficiaries that the Corporation serves as part of its *[charitable]* activities, and which benefit is available to all similarly situated members of the same class on the same terms.

A "Conflict of Interest" is any transaction that is not a Related Party Transaction, but involves a transaction that could be perceived or interpreted to be in conflict with the Corporation's interest.

Annual Disclosure Statements

§ Duty to Complete Questionnaire. Each director shall complete a conflict of interest questionnaire prior to becoming a director and annually thereafter. Each officer or Key Person shall complete a conflict of interest questionnaire when assuming the relevant position and annually thereafter. The questionnaire shall be in the form approved by the Board of Directors.[5]

§ Duty to Update Information. Each director, officer, or Key Person shall promptly advise the Secretary or designated compliance officer of any changes to the information provided in that individual's last completed conflict of interest questionnaire.

If during the course of a Board of Directors or any committee meeting, discussion, or deliberation a participant believes an actual or potential Conflict of Interest or Related Party Transaction may exist, the participant should raise the issue and disclose such information as the participant is aware so that the Board of Directors or committee may review and refer the matter for additional action if required by this Policy. In all cases, any disclosure should be documented in meeting minutes or other corporate records.

The Secretary or designated compliance officer will ensure that all individuals required to complete an annual disclosure statement do so in accordance with this Policy. If any individual fails to comply with the Policy's disclosure requirements, the Secretary or designated compliance officer will report such failure to the Board of Directors, which shall recommend appropriate corrective action.

Disclosures and List of Related Parties

All information in completed questionnaires or subsequent disclosures shall be compiled and reported by management to the Board of Directors.

A list of individuals and organizations identified as Related Parties through the annual disclosure process (the "Related Party List") shall be assembled and provided to employees of the Corporation or other individuals who have authority to sign contracts, enter into transactions, or sign checks on behalf of the Corporation. Such individuals shall be responsible for reviewing the Related Party List before entering into a transaction or signing a check to confirm whether it is a potential Related Party Transaction.

Review Process for Related Party Transactions

Once a Related Party Transaction is identified, a Related Party Transaction Review Request (attached to this Policy) is completed and submitted to the Secretary or designated compliance officer who will then call a meeting of the Board of Directors to review the Related Party Transaction before it is entered into by the Corporation. The review required by this Policy shall be in addition to, and not in place of, the review process the Corporation would normally use to approve the transaction.

The Board of Directors must review and approve the proposed Related Party Transaction before the Corporation enters into the transaction. Specifically, the Board of Directors must confirm that the transaction is fair, reasonable and in the Corporation's best interests.

Any member of the Board of Directors who has an interest in the transaction (either directly, through a Relative or an organization in which a director or a Relative has a Controlling Interest) shall not participate in the vote, nor may the individual be present during voting or deliberations.

During the review process, the Board of Directors should review information from other providers (e.g. quote, proposals, etc.) to the extent they are available.[6]

The Board of Directors shall also document its decision and deliberations in the meeting minutes.

Review Process for Conflicts of Interest

A potential Conflict of Interest should be disclosed as it arises for consideration by the Board of Directors, a committee or individuals reviewing the matter. If a potential Conflict of Interest is disclosed at a Board or committee meeting, the Board or committee shall review and determine whether an actual Conflict of Interest exists making sure to adequately document its decision and deliberations.

Any individual with an interest in the transaction may not participate in the vote, nor be present during voting or deliberations on the matter.

If a potential Conflict of Interest is identified by the Corporation, information regarding the potential conflict shall be provided to the designated compliance officer for a determination regarding whether an actual Conflict of Interest exists. If a Conflict of Interest exists, the designated compliance officer shall ensure that proper documentation is maintained to confirm that the transaction is fair and reasonable to the Corporation. Any individual with an interest (either directly, through a Relative or an organization in which the director or a Relative as a Controlling Interest) may not participate in the approval of the transaction.

Quorum and Voting

Directors or committee members who must leave a meeting due to a Conflict of Interest or Related Party Transaction shall be deemed present for voting purposes regardless of whether the individual returns to the meeting.[7]

Form on following page.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)

NIAGARA SWIMMING, INC.
STATEMENT OF PRINCIPLES
ON ETHICAL BEHAVIOR AND CONFLICT OF INTEREST
ADOPTED MARCH 2008

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

I acknowledge receipt and understanding of Niagara Swimming's Statement of Principles on Ethical Behavior and Conflicts of Interest, and I pledge my full support of, and my personal commitment to live up to, the spirit and the letter of the requirements contained therein.

Print Name

Signature

Date

Committee

☐ Chair

Committee

☐ Athlete

Committee

☐ Committee Member

Committee

Email a scanned completed PDF back to: Niagara Swimming, Inc., Secretary
secretary@niagaraswim.org



Policy & Procedure	Policy Number: 258
Subject: Conflict of Interest (Employees)	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

All employees should deal with vendors without any appearance of favor or preference based on personal considerations. Employees must, at all times, exercise their best skill, care and judgment for the benefit of the Corporation and must refrain from being influenced by personal considerations of any kind in the performance of their duties. Whenever a Conflict of Interest—or even a *possible* Conflict of Interest—exists, it must be fully disclosed and the employee involved may then be required to refrain from participating in the consideration or determination of any transaction with the vendor.

Specifically, an employee of the Corporation with a potential Conflict of Interest in a particular matter shall promptly and fully disclose the potential conflict to his or her supervisor who shall then disclose the matter to the General Chair or designated compliance officer. The General Chair or designated compliance officer shall be responsible for determining the proper way for the Corporation to handle decisions which involve employee Conflicts of Interest. In making such determinations, the General Chair or designated compliance officer may consult with legal counsel.

The General Chair or designated compliance officer shall report to the Executive Committee at least annually concerning employee Conflicts of Interest that have been disclosed and contracts and transactions involving employee conflicts that the General Chair or designated compliance officer has approved.

Compensation Decisions

A compensation decision for a Related Party is a Related Party Transaction. All recommendations for such matters shall be referred to the Executive Committee for review in accordance with this Policy once a recommendation is made by the Finance Committee.

The Related Party shall not participate in the deliberations or voting on any matter relating to compensation such an individual receives in any context (except expense reimbursement). Such individuals may provide information to the Finance Committee or Executive Committee reviewing the compensation decision.

All compensation will be measured against an appropriate recognized survey or surveys for compensation (if applicable) of corresponding rank, position, and/or specialty in the same or a *comparable* geographic area as that of the Corporation. There shall be sufficient and adequate documentation to support the reasonableness and appropriateness of all compensation decisions. All deliberations regarding compensation of a Related Party shall be documented in the minutes of the Finance Committee and the Executive Committee.

Violations of Conflict of Interest Policy

If the Executive Committee determines that an individual has failed to comply with the policies and directives set forth in this Policy, it shall recommend or take appropriate corrective action.

Form on following page.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)

NIAGARA SWIMMING, INC.
STATEMENT OF PRINCIPLES
ON ETHICAL BEHAVIOR AND CONFLICT OF INTEREST
ADOPTED MARCH 2008

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

I acknowledge receipt and understanding of Niagara Swimming's Statement of Principles on Ethical Behavior and Conflicts of Interest, and I pledge my full support of, and my personal commitment to live up to, the spirit and the letter of the requirements contained therein.

Print Name

Signature

Date

Committee

☐ Chair

Committee

☐ Athlete

Committee

☐ Committee Member

Committee

Email a scanned completed PDF back to: Niagara Swimming, Inc., Secretary
secretary@niagaraswim.org



Policy & Procedure	Policy Number: 260
Subject: Safe Sport Whistleblower	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

No person shall in any manner discriminate against anyone because that person has: (a) Filed any complaint under or related to Safe Sport; (b) Instituted or caused to be instituted any proceeding or investigation related to Safe Sport; (c) Testified or is about to testify in any proceeding regarding any Safe Sport concern; or (d) Exercised on his own behalf or on behalf of others any right afforded by this policy.

Updates		
Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 270
Subject: Whistleblower and Anti-Retaliation	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

Overview

Niagara Swimming, Inc. (Niagara Swimming) is committed to operating in the best interests of its members and the sport of swimming. This policy encourages directors, officers, employees, contractors, volunteers, members, and other individuals who are associated with Niagara Swimming to raise ethical, legal, and any other concerns.

Protecting our athletes and continued viability and excellence of the LSC is a responsibility shared by all of us. The only way to address issues and problems is to know about them. By bringing concerns forward, we can timely investigate and address potential issues. Problems that are not brought to our attention erode the trust and confidence of our members and the general public.

No director, officer, employee, or volunteer who in good faith reports any action or suspected action taken by or within the corporation that is illegal, fraudulent, or in violation of legally required policies of the corporation shall suffer intimidation, harassment, discrimination, or other retaliation, or in the case of employees, adverse employment consequence. NY N-PCL § 715-b(b)(1) and EPTL §-b(b)(1) and EPTL § 8-1.9(e)(2)(A).

Individual Expectations

Every individual associated with Niagara Swimming, including but not limited to members (athletes and non-athletes), directors and officers, committee members, employees, volunteers, and contractors, is encouraged to report any alleged violations in good faith, as well as alleged retaliation.

Individuals are encouraged to report alleged violations of the following:

- Niagara Swimming governance documents
 - Niagara Swimming Bylaws
 - Niagara Swimming Policies and Procedures
 - Other Policies and Procedures adopted by Niagara Swimming
- USA Swimming Code of Conduct
- **Athlete safety violations**
 - must be reported following the procedures set by the U.S. Center for Safesport Code and USA Swimming Safe Sport Policy
- Local, state and federal laws
- Moral or ethical standards that affect the organization or its members.

If you are ever in doubt about whether you should report something or not, it is always better to report.

Making a Report

Niagara Swimming encourages individuals to address their concerns first with their coach, supervisor, or responsible committee chair. If you are not comfortable speaking with this person or you are not satisfied

with the response, you are encouraged to speak with the General Chair or any other Niagara Swimming Officer (Administrative Vice-Chair, Finance Vice-Chair, Senior Group Vice-Chair, Age Group Vice-Chair, Secretary, and Treasurer). This policy does not preclude an individual from making reports to USA Swimming, U.S. Center for Safe Sport, or law enforcement, especially when athlete safety is concerned.

Any reports made that fall or may fall under the USA Swimming Safe Sport Policy or U.S. Center for Safesport Code are to immediately be reported to those bodies and law enforcement as required. The reporting individual should also be encouraged to make their report to those bodies.

Investigation

Non-athlete members of Niagara Swimming are required to report complaints under this policy in writing to the General Chair or other Officer. Upon receipt, the General Chair or Officer will notify the person who submitted the complaint and acknowledge receipt of the reported violation or suspected violation. The notification will include a copy of this policy, informing the individual of their rights against retaliation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports may also be made anonymously (though it may be more difficult to investigate anonymous reports). Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation and comply with any laws.

Retaliation

It is contrary to the values of Niagara Swimming for anyone to retaliate against any individual who in good faith reports a violation or suspected violation under this policy. No individual who reports in good faith, or cooperates in good faith with an investigation into a violation or suspected violation shall suffer harassment, intimidation, adverse employment or livelihood consequences, or any other form of retaliation. Any form of retaliation should immediately be reported to the Niagara Swimming General Chair or Officer.

Updates

Date	By whom	Abstract
2/12/24	Executive Committee	New policy.
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 310
Subject: Registration	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

Effective Date of Registrations

All registrations shall be effective immediately upon processing within SWIMS, properly completed and with all applicable fees paid.

Payment of Registration Fees

All registration fees for clubs, athletes and non-athletes are payable via SWIMS only. The LSC portion of the club registration fee will be invoiced by Niagara LSC to the registered club and will be due within fourteen (14) days, but no later than August 31 of the registration year.

Renewals of Club Registrations

A club must itself be registered for any period for which it registers athletes. Accordingly, clubs which register athletes after September 1 of any year must have their own renewal registrations in effect no later than the time athlete registrations are submitted, because the athlete registrations are valid for the ensuing calendar year.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 320
Subject: Sanctions, Approvals & Observations; Meet Reports	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

Sanctions

Reference: USA Swimming Rule 202.1

Sanctions shall be required for all competitions conducted within the Niagara LSC. See fee schedule for applicable sanction fees.

Sanctions shall also be required for time trials, which may be offered for open (senior) events only. The time trial sanction application and payment must be submitted at the same time as those of the main meet, of which the time trials will be a part. A single sanction shall cover time trials on all days of the meet. The meet information requirements for time trials is the same as that for the main meet, and must be included in the main meet's information package.

Other than Observed and Approved Meets

The following procedures shall apply with respect to the application for a sanction in Niagara LSC:

House of Delegates Approved Season Calendar (Bid Calendar)

At each meeting of the House of Delegates, a calendar of meets shall be approved for the upcoming season. The seasons shall be defined as a) Winter Season from September 1 to April 30, and b) Summer Season from May 1 to August 31.

The process for applying for a meet to be approved by the House of Delegates for each season shall be as follows:

1. Applications for a sanction to conduct an invitational, restricted or Niagara designated meet shall be completed in a manner prescribed by and submitted to the Administrative Vice Chair or Meet Sanction Coordinator with payment, not less than fourteen (14) days prior to the Spring or Fall meeting of the House of Delegates, as applicable.
2. The Administrative Vice Chair or Meet Sanction Coordinator shall then prepare a tentative calendar for such season based on applications received for review and action by the Executive Committee. Each geographic region [Buffalo, Rochester, Southern Tier and Syracuse] will be permitted two 'open meet' sanctions on the calendar for any given date. The second sanction will be issued as long as one meet is an LCM format.

Unlimited 'restricted meet' sanctions will be permitted when there is no open meet on the calendar for any given date (see H below for an exemption).

3. No application shall be considered, and no sanctions shall be issued for invitational or restricted meets proposed to be held on a 'closed Niagara date' on which a Niagara LSC meet, as designated by the Executive Committee, is being held in the Niagara LSC.
4. Following action by the Executive Committee the tentative calendar shall be posted on Niagara LSC's website no fewer than seven (7) days prior to the Spring or Fall meeting of the House of Delegates.
5. At each spring and fall meeting, the Board of Directors (House of Delegates) shall, by majority vote, of those present, approve and adopt a final calendar, for the short (September 1 to April 30) or long (May 1 to August 31) course calendar in question.
6. Leagues shall submit to the Administrative Vice Chair or Meet Sanction Coordinator a calendar of league meets by the spring or fall meeting of the House of Delegates, as applicable. League meets included on the submitted calendar will not incur a sanction fee except for the league championship meet which will follow the standard sanction procedure and fee. Not less than five (5) days prior to the meet a completed meet packet and sanction application must be submitted to the Administrative Vice Chair or Meet Sanction Coordinator. The sanction fee will not be waived for any meet being applied for less than five (5) days prior to the start of the meet. Applications for meets received that are not included on the League calendar submitted to the Administrative Vice Chair or Meet Sanction Coordinator will incur the standard sanction fee.
7. Following adoption of the final calendar, the Administrative Vice Chair or Meet Sanction Coordinator shall issue the sanctions for all meets included thereon.

The process for applying for a meet sanction after a season calendar has been approved shall be as follows:

Once the calendar for any season has been established by the Board of Directors (House of Delegates), sanctions may be issued only for open dates during that season, and only by action of the Executive Committee, Administrative Vice Chair or Meet Sanction Coordinator. Sanctions for 'restricted meets' may be issued for conflicting dates, but only with the permission of the meet host(s) of the open meet(s) on those dates, and only by action of the Executive Committee, Administrative Vice Chair or Meet Sanction Coordinator.

1. Sanction applications received less than five (5) days prior to the start date of a meet will incur an additional fee in accordance with the fee schedule.
2. For purposes of the above sections, a 'restricted meet' is defined as any USA Swimming sanctioned meet that does not permit all Niagara Swimming members to enter and participate.
3. Conflicting dates are dates where a sanction for a non-restricted meet is already issued in the same geographic region.

Standard Warm-Up Procedure

The standard warm-up procedure set forth in [Appendix 810](#) applies to all Niagara sanctioned meets and is deemed incorporated by reference in all applications for sanction; accordingly, it is not necessary to attach warm-up procedures to the application for sanction as otherwise required by this rule.

Meet Reports

Within thirty (30) days after the event the host organization shall file:

1. The Meet Report using the form prescribed by the Administrative Vice Chair, accompanied by payment of the surcharges on entry fees for the event.
2. The Meet Financial Summary using the form prescribed by the Administrative Vice Chair. Estimates in lieu of actuals are permissible in order to comply with the filing deadline. Failure by the host organization to file reports within thirty (30) days after the event will result in a fine of \$50 for each late report and suspension of any sanctions issued to the host organization for future meets until such time as the reports are submitted and the fine paid.

As soon as practicable, but no later than 10 days after the event, the host organization shall submit the complete meet results as a Hy-Tek Meet Manager back-up file or equivalent to the Sanctions and Competition Manager for posting on Niagara LSC's website. A meet host that fails to comply with this requirement will be subject to a \$50 fine.

After the conclusion of a meet, a host shall retain copies of all meet reports, financial reports, results, backups, backup timer sheets, DQ slips, relay cards and any other information pertinent to the operation of the meet for a period of no less than one (1) year.

Splash fees established by the Niagara LSC are referred to as "entry fee surcharges" and shall be as set forth in the fee schedule from time to time.

Additional Niagara Sanctioned Meet Conditions

In addition to the conditions set forth above, all sanctions issued by Niagara LSC shall also be subject to the following conditions:

- A. Admission fees for spectators may be charged at Niagara LSC Championship Meets at the discretion of the Meet Host with input from the Technical Planning Committee. Admission fees will be shared with Niagara LSC at a ratio of 75% (Niagara) / 25% (Host) and will be distributed to the host team by Niagara LSC. The LSC is responsible for establishing procedures for admissions that will be followed by the host.
- B. The host organization shall send information and entry forms for all sanctioned meets to the Sanctions and Competitions Manager for posting on Niagara LSC's website.
- C. Not less than one week's notice shall be given to the Administrative Vice Chair and all clubs which have submitted entries of the fact that a meet has been canceled, unless the cancellation is occasioned by inclement weather, casualty to the facility, or other unforeseeable circumstances. In the event of a cancellation, the host organization shall refund all entry fees paid as soon as practicable, but in any event, within ten (10) days.
- D. The issuance of a sanction does not confer broadcast authority.

- E. In the case of Niagara LSC meets, as designated by the Executive Committee, the host organization agrees to use its best efforts to post complete meet results on the Niagara Swimming website within 24 hours after conclusion of the meet.
- F. The maximum entry fees that may be charged in any Niagara sanctioned meet shall be as set forth in the fee schedule, which is subject to updating from time to time.

Additional Approved and Observed Meet Conditions

The following procedures shall apply with respect to approved meets and meets approved for observation:

- Applications for approval shall be submitted not less than ten (10) days prior to the event to the Administrative Vice Chair in the manner prescribed by the Administrative Vice Chair.
- The application must include a copy of the meet invitation (with dates, start times and event list).
- The Executive Committee shall fix the fee payable to Niagara LSC for processing applications for approvals.
- The Administrative Vice Chair will immediately notify the Sanctions and Competitions Manager and Officials Chair once approval has been issued.
- Within ten (10) days following conclusion of the meet, official meet results must be sent to the Sanctions and Competition Manager as a Hy-Tek Meet Manager back-up file or equivalent.

Registered Athletes and Non-Athletes

- A. Any club which enters an athlete in a meet, who is not duly registered with that club at the time of entry, will be fined the sum of \$100 per athlete, per such meet. The fine applies either when the athlete is unregistered or has not properly transferred registration. No further entries for any meet sanctioned by Niagara LSC will be accepted from that club until the fine is paid and the affected athlete may not compete in any sanctioned meet until duly and properly registered. The fine is not in lieu of other penalties that may be imposed by USA Swimming or the Board of Review in a given case.
- B. A meet host who allows an unregistered or invalid coach to supervise any athlete during warm-up, competition, or warm-down will be fined the sum of \$100 per meet. The fine is not in lieu of other penalties that may be imposed by USA Swimming or the Board of Review in a given case.
- C. All meet hosts must submit a meet entry registration file no less than five (5) days prior to the start of the meet.. The file shall be emailed to the Niagara Sanctions Chair for verification with the SWIMS database. A meet host that fails to comply with these requirements may be fined \$100 per meet.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

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Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 330
Subject: Meet Entries	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

Proof of Times

Entry times for all Niagara LSC meets will be verified through the USA Swimming SWIMS database.

Payment of Entry Fees

When entries are submitted electronically, payment of the entry fees and original signed waiver for such entries must be in the hands of the host club on or before date specified in the meet information packet as though the entries were submitted manually, or the swimmers whose entry fees are unpaid shall be barred from competition.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 335
Subject: Warm-Up Procedures	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

608.7.3 In the interest of safety, the warm-up procedure set forth in Appendix Policy Number 810 shall apply in all sanctioned meets in Niagara LSC.

Updates		
Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and numbering update.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 340
Subject: Scratch Procedure	Revised Date: 2/17/2025 Ratified Date: 5/4/2025

Reference: USA Swimming Rule 102.3

Scratches must be made by a coach; swimmers may not scratch themselves from an event.

Niagara Swimming's SCRATCH RULE: Swimmers will advance to the final's session in each prelim/finals event. Any swimmer initially qualifying prior to scratches, for a final's session race in an individual event who fails to compete in that race will either be:

- Barred from further competition in the meet, or
- Assessed a \$50 fine, payable to the host. If the race falls on the last day of the meet on which the swimmer is entered, the swimmer or team will be fined \$50 by Niagara LSC if failure to show.

Exceptions for failure to compete - no penalty shall apply if:

- The Referee is notified in the event of illness or injury and accepts proof of the same.
- The swimmer qualifying for a finals heat formally scratches from the finals within thirty (30) minutes after announcement of the qualifiers for finals.
- It is determined by the Referee that failure to compete is caused by a circumstance beyond the control of the swimmer.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.
1/20/2025	Executive Committee	Updated to reflect practice
2/17/2025	Executive Committee	Include all finals heats

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 350
Subject: Inclusion of Swimmers with a Disability	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

This policy shall apply only to swimmers with disabilities as defined in Section 105 of the USA Swimming Rules & Regulations, i.e., "a permanent physical or mental impairment that substantially limits one or more major life activities."

1. In competitions other than Niagara LSC championship meets, swimmers with a disability need not have achieved the qualifying time standards. The Meet Referee, with advice from the Disability Chair, shall have the authority to accommodate the swimmer without substantial negative impact on the meet timeline. Examples of such accommodations are:
 - a. Allow the disabled swimmer to compete at a shorter distance than others in the event, e.g., a 50-meter distance within a 100 meter event.
 - b. Seed the disabled swimmer by time rather than age, e.g., an 18-year-old disabled swimmer could be seeded in the 11-12 age group of the same event.
 - c. Being seeded in an outside/ inside lane.
2. In the Niagara LSC Short and Long Course Championship meets, swimmers with a disability shall compete in the meet (gold/silver) for which they have achieved the Niagara LSC Disability Motivational Time Standard and are classified into one of the Three "P's" Classifications. Accommodations may be made as described in 1 above.
3. For the Niagara Short Course Championship, swimmers using Disability Parallel Time Standards can choose to compete at Championships in one of the two options
 - a. Entry qualifications same as able-bodied swimmers, cannot swim an event at Silvers if they have a Gold cut in it.
 - b. If a swimmer has a Niagara Gold Championship cut they can choose to swim those events at Silvers. If they make this choice for even one (1) event they no longer can compete at the Niagara Gold Short Course Championship as either an able-bodied or a disabled athlete.
4. Places and awards for disabled swimmers can only be earned in the swimmer's actual event and/or age group. At the discretion of the meet host, special awards may be given to disabled swimmers.

Updates

Date	By whom	Abstract
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9/16/2024	Executive Committee	A swimmer with a disability time standard for their ability may be 30+ slower than an able-bodied swimmer's time standard. Following the traditional qualification process for Silvers with not being able to swim an event that you have a Gold standard in, this puts swimmers with a disability at a greater disadvantage because their "Gold" event has the possibility of being closer to the time of the field in the able-bodied "Silver" event.
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Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 355
Subject: Niagara LSC Meets	Revised Date: 10/21/2024 Ratified Date: 5/4/2025

Reference: USA Swimming Rule 202.3

The Niagara Technical Planning Committee is responsible for specifying all medals, ribbons and other awards to be given at Niagara LSC meets. Niagara Swimming will procure and pay for awards for Niagara Championship Meet (Power Point, Bronze, Silvers, Golds and LC Champs); meet hosts are responsible for the distribution of those awards. Meet hosts for other Niagara LSC meets are responsible for the procurement, payment and distribution of all specified awards. The Technical Planning Committee will work with the meet host to prepare the meet announcements. The decision for technical components of the meet (non-host site specific components) will be at the discretion of the Technical Planning Committee.

Niagara LSC shall provide the host team of designated meets a stipend, per the published Bid Calendar. The following conditions must be satisfied, unless prior exception granted by the Technical Planning Committee, to receive the support:

- A. The meet format, order of events and other agreed upon deliverables outlined in the Bid Calendar satisfy those of the Technical Planning Committee.
- B. The meet is held on the day(s) in the bid-calendar recommended by the Technical Planning Committee and approved by the Board of Directors (House of Delegates).

Reference: USA Swimming Rule 205.3.1

- A. Age group meets in Niagara LSC shall be designated by ability classifications as gold/silver and use the corresponding time standards established by Niagara LSC.
- B. Qualifying time standards for the Niagara Championship Meets must be updated with any changes and posted to the Niagara website no later than August 31 preceding the championship meets. The Disability Parallel Time Standards are due 30 days after the Niagara Championship Standards are due.

Reference: USA Swimming Rule 205.8

Niagara LSC Championships

- A. Additional entries for first time qualifiers achieved on the weekend prior to a Niagara LSC Championship will be accepted by the meet host, with the meet announcement identifying the deadline for late entries. The entry deadline for all other 'Niagara LSC' designated meets is the deadline stated in the meet announcement.
- B. The Officials Chair is responsible for selecting the Meet Referee for Niagara LSC Championship level meets (SC, LC, and Open Water).

C. Late Entry Provision:

- Any team or athlete missing the initial entry deadline of “Specify entry deadline”, with entries achieved during the entry qualifying period, will be permitted to enter late, subject to the following requirements;
- A Hy-Tek Team Manager entry file (or other method clearly specified) must be submitted to the Meet Entry Chair at [specified address] no later than [Specified Date and Time.]
- Team or entrant must pay a one-time processing fee of \$150 plus \$15 per individual event and \$30 per relay event. (A meet host may elect to charge less but shall not exceed the specified amount of a \$150 fee, \$15 per individual event, and \$30 per relay event).

Updates

Date	By whom	Abstract
5/4/2024	HOD	Awards for PP and Bronze meets added to those meets where LSC will pay for them.
5/4/2024	HOD	Made all time standards due to be posted by 9/30.
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.
10/13/2024	HOD	Added language stipulating the conditions for a host team to receive a stipend from Niagara for hosting.
10/21/2024	Executive Committee	Changed the posting deadline for the Championship Time Standards and added a deadline for the disability parallel time standards.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 360
Subject: Athlete Travel Reimbursement	Revised Date: 8/18/2025 Ratified Date: 10/5/2025

Except as specified below, Niagara LSC shall not reimburse athletes for, or otherwise defray, the cost of travel to participate in competitions, training camps or other activities, all of which are the responsibility of the athlete or his or her family or club.

Northeast IMX Xtreme Zone Meet (limit one per season)	\$75.00
Eastern Zone Open Water Championships	\$100.00
USA Swimming Open Water Nationals	\$250.00
USA Swimming Open Water Junior Nationals	\$200.00
Eastern Zone Short Course Age Group Championships	\$100.00
Eastern Zone Long Course Age Group Championships	\$100.00
Eastern Zone Senior Long Course Championships	\$100.00
Sectional Championships (limit one per season)	\$150.00
International Swim Coaches Association (ISCA) Jr. Nationals, National Club Swimming Association (NCSA) Jr. Nationals, and **Futures Championships (limit one per season)	\$300.00
TYR Pro Series & Winter Speedo Jr. Nationals (limit one per season)	\$375.00
Summer Speedo Jr. Nationals	\$450.00
Winter National Championships	\$450.00
World Aquatics World Cup	\$450.00
US Open	\$500.00
Summer National Championships	\$550.00
Olympic Trials (first event swum)	\$750.00*
Each subsequent day an event is swum	\$250.00*
*If the total amount exceeds the approved budgeted amount, the reimbursement per athlete shall be calculated on a prorated basis.	

Eastern Zone Championships, Sectional Championships, Jr. National, National Championships, and other Trials Class Meets

Niagara LSC shall, upon proper application (see "Important" below), pay a travel allowance in the amount specified below, to a member team in good standing for each athlete who qualifies for, enters, and competes in the Eastern Zone Championships, Sectional Championships, the

Jr. National Championships, National Championships, Olympic Trials or other Trials Class meets.

Fiscal Year = Sept. 1-August 31: Fall=9/1-12/31, Winter=1/1-4/30, Spring/Summer=5/1-8/31

To be eligible for reimbursement the athlete must have competed in at least one individual event at the meet for which reimbursement is being requested.

Time trial events, relays, or relay-only athletes or are not eligible for reimbursement.

If a meet that you are applying for reimbursement takes place within our LSC, the pool address listed on the meet packet must be at least 50 miles from the swimmer's home address which is recorded in the SWIMS database. The 50-mile distance will be calculated using industry standard mapping software (e.g. Google Maps) fastest route.

****If an athlete achieves a Futures qualifying time and is 15 years old or younger as of the start of the Futures meet, the club may petition the Niagara Executive Committee requesting reimbursement at the same level as the Futures meet to attend an alternate, age-appropriate meet during the same summer season.**

NIAGARA LSC CLUB MEMBERSHIP REQUIREMENTS:

- The athlete must be attached to a Niagara club for a minimum 12 months prior to the meet for which reimbursement is being requested. Reimbursement will be governed as follows:
 - After the first twelve (12) months of club membership, 1/3 of the full reimbursement.
 - After twenty-four (24) months of club membership, 2/3 of the full reimbursement.
 - After thirty-six (36) months of club membership, full reimbursement.
- Unattached athletes are not eligible for reimbursement unless they are in the process of transferring from one Niagara LSC club to another Niagara LSC club.

NIAGARA LSC MEET PARTICIPATION REQUIREMENTS:

- There is no limit on the number of reimbursements an athlete may receive during the fiscal year, September 1 through August 31.
- The first reimbursement request during the fiscal year requires that an athlete compete in six (6) individual events from any NIAGARA sponsored LSC meet where the athlete has achieved an official time recorded in the SWIMS national database. The six events must be within twelve (12) months immediately preceding the first day of the meet they are requesting reimbursement for. Those meets include:
 - Niagara Silver Championships
 - Niagara Jr./Sr. Power Point Meet
 - Niagara Winter Classic
 - Niagara LSC Short Course Championships (Gold)
 - Niagara LSC Long Course Championships
 - Niagara Super Circuit Meets

- The second and each subsequent reimbursement request during the fiscal year requires that an athlete compete in three (3) events from any NIAGARA sponsored LSC meet. The three events must be within twelve (12) months immediately preceding the first day of the meet they are requesting.
- Events can only be used once. New events are required for each subsequent reimbursement request.
- Relay swims, time trials, disqualifications, scratches, or no shows will not be accepted.
- A prelim/final event is considered as one (1) event, with an official time in both sessions, unless the athlete does not qualify for finals.

Travel Reimbursement Application Form Instructions:

- Reimbursements will be made to the club by a check made payable to them.
- One (1) single team application needs to be submitted for each meet that is being applied for and it must include the names of every athlete seeking reimbursement.
- The travel reimbursement application must be submitted to the Senior Vice Chair within (30) days of the conclusion of the meet being applied for, but no later than August 20. For meets ending after August 15, an extension may be requested from the treasurer.
- Incomplete travel reimbursement applications will not be accepted.
- Proof of times from the SWIMS database for each swimmer's Niagara participation events and meet qualifying events will be confirmed by the Senior Vice Chair. You do not need to send proof of participation events or meet qualifying events with the travel reimbursement application form.
- If travel occurs within our LSC, applicants must provide the athlete's home address, as it is registered in the SWIMS database, for the meet they are applying for. A distance of fifty (50) miles or further, from the athlete's home to the meet venue, qualifies as travel reimbursement. The 50-mile distance will be calculated using industry standard mapping software (e.g. Google Maps) fastest route.
- The Niagara LSC Senior Vice Chair will check the SWIMS database for proof of competition in the meet they are applying for, proof of Niagara meet participation, and proof of travel distance (when competition is within our LSC) for each swimmer applying for reimbursement before approval is made.

Disability National Championships

Athlete reimbursement for any Disability National Governing Body's Championships will be equivalent to that year's National Championships reimbursement. Only one (1) National Championship reimbursement can be submitted for during the Short Course season and only one (1) National Championship reimbursement can be submitted for during the Long Course season. Athletes applying for reimbursement must meet the following Niagara LSC residency/competition requirements and otherwise comply with the procedures applicable to reimbursement for National Championships participation:

1. Athlete must have competed in at least three (3) Niagara LSC sanctioned meets, one of which must be a Niagara LSC championship meet (LSC Championships), within the year preceding the Disability Championship for which the athlete is requesting funding.

2. For a college swimmer to be eligible for funding, he or she must have competed in at least two (2) Niagara LSC sanctioned meets in the summer preceding the Disability Championship for which the athlete is requesting funding.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.
12/16/2024	Executive Committee	Expanding the criteria to include all Disability National Championships. The limit on the number that can be submitted for is due to the number of Championships offered.
4/21/25	Executive Committee	Adding USA Swimming Open Water Junior National and National to the list of eligible meets for reimbursement. Removed "prorated" verbiage from IM Extreme grams and EZ Open water reimbursement.
8/18/25	Executive Committee	Broke out Eastern Zone Age Group Short Course and Eastern Zone Age Group Long Course meets to make it clear that both meets were eligible for reimbursement.
9/15/25	Executive Committee	Added World Aquatics World Cup for eligible meets for reimbursement

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 370
Subject: Athlete Leadership Event	Revised Date: 5/19/2025 Ratified Date: 10/5/2025

The Niagara Swimming Executive Committee will select attendees to Athlete Leadership Events sponsored by USA Swimming/Eastern Zone. The Niagara Swimming attendee(s) must meet the following requirements unless the event has specific requirements:

- Be 15-18 years of age
- Be an actively competing member of USA Swimming
- Be in good standing with USA Swimming and the Niagara LSC
- Ability to attend the entire event
- Demonstrated interest in the governance process
- Willing to learn and network
- Committed to giving back to their team, LSC, and sport
- Additionally, the selected athlete(s) must submit a report detailing what they learned during the event

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.
5/6/2024	Admin VC	Updated to reflect current practices and allow for event specific guidelines for application.
5/19/2025	Executive Committee	Changed "summit" to "event" to encompass programming, updated criteria removing academic requirement and 10 x 100 interval requirement.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 380
Subject: Athlete Travel (Athletes Traveling with Niagara Swimming)	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

Purpose

Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar.

Definition

Niagara LSC team travel is defined as overnight travel to a swim meet or other Niagara LSC team activity that is planned and supervised by the Niagara LSC.

Section 1 - USA Swimming Required Policies

- These items are Code of Conduct stipulations from the USA Swimming Rulebook.
- A copy of the Niagara LSC travel policy must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the Niagara LSC. (305.5.D)
- Niagara team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)
- When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)

Section 2 - Niagara LSC Required Policies

- During Niagara LSC team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments will be maintained.**
- During overnight Niagara LSC team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 and older, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 and under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they

should be the same gender as the athlete and written consent must be given by the athlete's parents (or legal guardian).

- c. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms unless the other athlete is a sibling or spouse of that particular athlete.
- d. A copy of the Niagara LSC Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- e. Niagara LSC staff will obtain a signed Liability Release and/or Indemnification Form for each athlete.
- f. Niagara LSC staff will carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- g. Curfews will be established by the Niagara LSC staff each day of the trip.
- h. Niagara LSC team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- i. The directions and decisions of Niagara LSC coaches/chaperones are final.
- j. Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the Niagara LSC coach or chaperone.
- k. When visiting public places such as shopping malls, movie theaters, etc. swimmers will stay in groups of no less than three persons. Athletes 12 or younger will be accompanied by a chaperone.
- l. The Niagara LSC Head Coach or his/her designee shall make a written report of Niagara LSC travel policy or Niagara LSC code of conduct violations to the appropriate club, Niagara LSC leadership and the parent or legal guardian of any affected minor athlete.

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

Athlete Name

Coach Name

Athlete Signature

Coach Signature

Date

Date

Parent Name

Other Non-Athlete (Chaperone) Name

Parent Signature

Other Non-Athlete (Chaperone) Signature

Date

Date

I acknowledge receipt and understanding of Niagara Swimming's Travel Policy, and I pledge my full support of, and my personal commitment to live up to, the spirit and the letter of the requirements contained therein.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 390
Subject: Zone Team	Revised Date: 9/16/2024 Ratified Date: 5/4/2025

See Zone P&P linked below.
[Zone Team P & P](#)

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.
11/18/2024	Executive Committee	Approval of Hiring Zone Coaches Process

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 410
Subject: Athlete of the Year Award	Revised Date: 10/5/2025 Ratified Date: 10/5/2025

Policy

The Niagara LSC will award annually at its fall House of Delegates meeting the following awards:

- Male and Female Single Age Group [11, 12, 13, 14, 15] Athletes of the year.
- Male and Female Senior Group [16-18] Athletes of the year.

Eligibility Requirements:

- The athlete must be a currently registered club member of the Niagara LSC during the fiscal year for which the award will be given, September 1st through August 31st.
- Unattached athletes or coaches are not eligible for consideration unless they have transferred to a Niagara LSC club during the fiscal year for which the award will be given.

Quantitative Athlete Evaluation Criteria

- Power Point scores from the athlete's top 3 events in both long course & short course
- IMX Score/Ranking Yards
- IMX Score/Ranking Meters
- Participation & performance in both the short course and long course Niagara LSC Championships
- Zone Qualifications/Performance
- Futures qualifiers/performance
- Speedo Sectional Qualifiers/Performance
- Junior National Qualifiers/Performance
- Senior National Qualifiers/Performance
- Olympic Trial Qualifiers/Performance

Athlete of the Year Selection Procedure

- The Age Group and Senior Group Chairs will each identify at least five male and five female athlete nominees based on the quantitative evaluation criteria as listed above.
- Once all the quantitative evaluation criteria data is available, the Age Group and Senior Group Chairs will meet with their respective committees to discuss each athlete and select their award recipients based on the quantitative evaluation criteria and any qualitative information that may be discussed during the selection process.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.
6/16/2025	Executive Committee	Age group awards single age.
10/5/2025	House of Delegates	Added 15 year old athletes to the single age group list for recognition.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 420
Subject: Coach of the Year Awards	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

The Niagara LSC will award annually at its fall House of Delegates meeting the following awards:

- Age Group [11-14] Coach of the year.
- Senior Group [15-18] Coach of the year.

Eligibility Requirements:

- The coach must be a currently registered club member of the Niagara LSC during the fiscal year for which the award will be given, September 1st through August 31st.
- Unattached coaches are not eligible for consideration unless they have transferred to a Niagara LSC club during the fiscal year for which the award will be given.
- A coach cannot be considered for the same award in consecutive years.

Quantitative Coach Evaluation Criteria

- VCC Yards and Meters Rankings (current and improvement from last year)
- Club Excellence
- Club Recognition
- Olympic Trial Qualifiers/Performance
- Senior National Qualifiers/Performance
- US Open Qualifiers/Performance
- Junior National Qualifiers/Performance
- Futures Qualifiers/Performance
- Speedo Qualifiers/Performance
- Zone Qualifications/Performance
- Senior Zone Qualifiers/Performance

Coach of the Year Selection Procedure

- The Coach Representatives will each identify at least five clubs as nominees for Age Group and Senior Group Coach Awards based on their combined yards and meters Virtual Club Championship scores.

- Once identified, the Coach Representatives will assemble data for the additional quantitative evaluation criteria as listed above.
- Once all the quantitative evaluation criteria data is available, the Coach Representatives will meet with the Age Group and Senior Group Chairs to discuss each club's coaches and select their award recipients based on the quantitative evaluation criteria and any qualitative information that may be discussed during the selection process.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 430
Subject: Volunteer of the Year Award	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

The Niagara LSC will award annually at its fall House of Delegates meeting four (4) Volunteer of the Year Awards, one (1) from each geographical region of the LSC, if possible.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	This is an award that we give out, but was not listed in our Policy and Procedure. Updating policies to reflect how we practice.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 450
Subject: Niagara LSC Breaking Barriers Award	Revised Date: 8/18/2025 Ratified Date: 10/5/2025

Background:

The inclusion of swimmers with disabilities is integral to fostering an inclusive and equitable environment. The efforts of individuals who work tirelessly to advocate, support, and create opportunities for swimmers with disabilities deserve acknowledgment and appreciation. Recognizing these contributions not only celebrates the achievements of these individuals but also inspires others to support inclusivity and equality in the sport of swimming.

Policy:

The Niagara LSC will award the Niagara LSC Breaking Barriers Award annually at its fall House of Delegates meeting honoring one or more individuals who have demonstrated outstanding efforts in promoting the inclusion of swimmers with disabilities.

Eligibility Requirements:

Nominees should meet at least one of the following requirement:

- Have initiated or significantly contributed to programs or policies that promote the inclusion of swimmers with disabilities in the Niagara LSC.
- Have provided exceptional mentorship, training, or advocacy for swimmers with disabilities.
- Have raised awareness and fostered acceptance of swimmers with disabilities within the swimming community.
- Have demonstrated a long-standing commitment to enhancing accessibility and inclusion in swimming.

Nomination Process:

Open nominations will be accepted from the LSC community.

The Disability Committee will review and select recipients based on the established criteria.

Conclusion:

The recognition of individuals who advance the inclusion of swimmers with disabilities aligns with the Niagara LSC's mission. By celebrating these contributions, the LSC demonstrates its commitment to equity, diversity, and the growth of accessible aquatic sports for all.

Updates

Date	By whom	Abstract
7/27/25	Disability Committee	Approved creation of the award and criteria.
8/18/25	Executive Committee	Approved

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 440
Subject: USA Swimming Life Membership Award	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

USA SWIMMING LIFE MEMBERSHIP AWARD ELIGIBILITY CRITERIA

The Executive Committee of Niagara LSC may, from time to time, recognize individuals for outstanding service to the LSC by awarding them Life Membership to USA Swimming.

Eligibility Requirements:

- At least 10 years of service to Niagara LSC and/or USA Swimming
- At the discretion of the Executive Committee.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 470
Subject: LSC Records (Times)	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

Reference: USA Swimming Rule 104.2.6

Niagara LSC shall establish and maintain age group and open records for both short course (yards) and long course (meters).

- A. To be recognized as a Niagara LSC record, a time must be achieved within the Territory by USA Swimming registered swimmers in a properly sanctioned, observed, or approved competition, except that registered Niagara LSC swimmers may have their records recognized if they swam elsewhere in the United States and proper certification of time is submitted.
- B. Separate records will be maintained for residents (i.e., Niagara LSC registered swimmers) and open or non-residents (i.e., swimmers registered with other LSCs) and age groups.
- C. Records must be achieved in accordance with Article 104 of the Technical Rules of USA Swimming and the policies and procedure of Niagara LSC, as in effect at the time.
- D. Age group non-resident records must be achieved in competition of that age group. Age group resident records may be achieved in competition of that age group or in senior or open competition.
- E. Niagara will recognize records which are part of 104.2.2 B (1) and (3) of the USA Swimming Rules as well as the 100-yard Individual Medley, 50 yard butterfly, 50 yard backstroke, and 50 yard breaststroke.
- F. Niagara Records will be matched using times from the SWIMS database using the Record Tools available in the LSC Portal.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 510
Subject: Disclosure	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

Any such person having a financial interest in, or who will derive an inappropriate private benefit from, a proposed expenditure or transaction involving Niagara LSC shall disclose that fact in advance.

See also policy numbers [250](#), [255](#), and [258](#) regarding Conflict of Interest.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 512
Subject: Public Availability of Certain Information	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

NI shall cause to be made available, at a reasonable location and time determined by NI, to any member requesting to see a copy of NI's federal income tax and information returns for each of the last three years, and a copy of the materials submitted by USA Swimming to include NI in USA Swimming's group exemption ruling as required pursuant to IRS Code section 6104 and any similar requirements of applicable state or local laws.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 518
Subject: Budget	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

The budget should be approved as a living document, one with built-in flexibility. The Executive Committee is charged to live within the approved budget.

- By motion of a division committee, budget lines within the control of the committee may be amended in order to best serve the needs of the LSC, provided that the total division budget is not altered. Any such motion must be forwarded to the Finance Vice Chair and Treasurer for implementation. Amendments should be made proactively before expenses occur to show evidence of planning and forethought.
- Should a committee desire a budget increase that cannot be encumbered within its budget lines, it may present a budget amendment request to the Finance Committee for consideration. The Executive Committee must approve any budget amendments that require new funds or moving funds from one division to another.
- All approved budget amendments will be recorded and used in budget planning for the following fiscal year. In addition, they must be reported to the HOD at its next regularly scheduled meeting.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 520
Subject: Expenses	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

Substantiation of Expenses

No Director, Officer, committee member or coordinator shall incur any expenses on behalf of Niagara LSC except which are reasonable or necessary and appropriate, and which are adequately substantiated.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 522
Subject: Purchase Orders	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

Niagara LSC employs a system of purchase orders to substantiate expenditures. Purchase orders shall be in a form specified by the Treasurer from time to time, and the submission of accurate and complete forms (with receipts attached) shall be a precondition to the making of such expenditures. All purchases must have the approval of the Committee Chair responsible for the budget line from which the purchase will be made. Any purchase that exceeds the available budget must be approved by the Executive Committee. In order to avoid late payment penalties, the Finance Vice Chair and General Chair may jointly approve payment if the next regularly scheduled Executive Meeting is after the due date from the vendor.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 525
Subject: Purchasing	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

Purchases in excess of \$250.00 for any single item or series of related items shall require prior approval by a quorum of the responsible committee. If the expenditure is not related to a committee initiative, prior approval by the Finance Committee and/or the Executive Committee shall be required. Whenever possible, Niagara LSC will obtain at least three competitive bids for the services or products in question, with the exception of an existing relationship with a service provider or vendor that has previously been approved by the Executive Committee AND/OR an alternative service provider or vendor offering a competitive service or product within 10% of the previously approved expenditure.

Selection from among the bids shall be made with the best interests of Niagara LSC and factors other than price may be considered. The need for any variance of this policy due to unusual circumstances shall be discussed with the Finance Committee prior to committing to any purchases.

Updates		
Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 528
Subject: Expense Vouchers	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

Niagara LSC employs a system of expense vouchers to substantiate requests for reimbursement. Vouchers shall be in a form specified by the Treasurer, and the submission of accurate and complete vouchers (with receipts attached) shall be a precondition to obtaining reimbursement. All expenses must have the approval of the Committee Chair responsible for the budget line from which the expense will be reimbursed. Any reimbursement that exceeds the available budget must be approved by the Executive Committee prior to reimbursement.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 540
Subject: Travel	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

Purpose

The purpose of this policy is to define the rules and procedures for reimbursing travel expenses incurred by employees, volunteers, executive committee members, and other approved individuals while conducting official business on behalf of Niagara Swimming, Inc..

Scope

This policy applies to all employees, volunteers, executive committee members, and other approved individuals of Niagara Swimming, Inc. who are required to travel for official organization purposes.

General Guidelines

Pre-Approval

All travel must be pre-approved by the Finance Committee. A Travel Authorization Form must be completed and signed before making travel arrangements.

Within LSC Travel - mileage only reimbursements

When the only reimbursement needed is mileage and tolls for travel within the LSC, pre-approval is not necessary. When possible, every effort should be made to carpool when traveling from similar locations. Personal vehicle mileage will be reimbursed at the mileage rate listed in the Niagara Policies and Procedures.

Cost-Effective Travel

Travelers are expected to use the most cost-effective means of transportation and lodging, consistent with the trip's purpose and the traveler's safety and comfort.

Receipts and Documentation

Original receipts and documentation are required for all expenses claimed. Credit card receipt proof of payment will not be accepted as the sole form of receipt. Expense reports must be submitted within 30 days of completing travel.

Travel Expenses Covered

Transportation

Airfare

Economy class airfare will be reimbursed. Travelers are encouraged to book flights in advance to obtain the lowest fare.

Ground Transportation

Reimbursement for taxis, rideshares, public transportation, car rentals, and personal vehicle mileage. Personal vehicle mileage will be reimbursed at the mileage rate listed in the Niagara Policies and Procedures. When a rental car is the most cost effective mode of ground transportation, the cost of a mid-sized rental car is reimbursable. Additional insurance for rental cars is not reimbursable as USA Swimming / Niagara Swimming, Inc. provides coverage (domestic rentals).

Current Mileage Rate

Mileage reimbursement for individuals driving on behalf of Niagara LSC shall be made at the rate of \$0.55 per mile [effective 10-2-2022] plus toll receipts upon submission of a properly completed expense voucher.

Lodging

Lodging expenses will be reimbursed at reasonable, double-occupancy room rates. Travelers should use standard accommodations (e.g., mid-range hotels). Any traveler that wishes to use single occupancy (when traveling as a group), may do so at a 50% reimbursement rate.

Meals

Meal expenses will be reimbursed based on actual cost up to the maximum meal rates as per the [GSA guidelines](#). Alcoholic beverages are not reimbursable. Tips will be reimbursed up to 20% of the before tax total. Where meals are provided at the function or included with the accommodations, no further reimbursement will be provided.

Non-Reimbursable Expenses

- Personal entertainment (e.g., movies, sightseeing tours)
- Alcoholic beverages
- Traffic fines and parking tickets
- Upgrades to air travel or lodging
- Personal care items (e.g., toiletries)
- Expenses for family members or companions
- Unused expenses will not be reimbursed. Travelers may be reimbursed for reasonable travel insurance if purchased.

Procedures

Travel Authorization

Complete and submit a Travel Authorization Form to the Finance Committee for approval. Travel requests should be submitted at least 60 days prior to travel to ensure approval and best fares can be secured.

Booking Travel

Once approved, make travel arrangements using preferred vendors if applicable. Niagara Swimming, Inc. may elect to make travel arrangements directly, especially with group travel.

Expense Reporting

Complete an Expense Report Form, attach all receipts, and submit within 30 days of trip completion.

Approval and Review

All expense reports will be reviewed and approved by the responsible committee chair and verified by the Treasurer and/or Finance Committee. Any discrepancies or non-compliant expenses will be discussed with the traveler.

Exceptions

Any exceptions to this policy must be approved by the Executive Committee in advance.

Pre approval form - at the discretion of the Finance Committee

- Name
- Conference / Workshop / Meet, etc Information and Purpose
- Travel Proposed Plans
 - Lodging
 - Transportation (Air vs. Ground, rental vs. personal)
- Estimated Costs
- Approval to come from Finance Committee

Post Travel Reimbursement - at the discretion of the Finance Committee

- Include printout of conference approval
- Proof of payment must be attached. It needs to show your name with the method of payment (a credit card statement can be attached with personal information blacked out).
- Originals for all receipts must be submitted (no copies).
- We will only reimburse tip amounts up to 20% (any amount above will not be reimbursed).
- A MapQuest/Google map must be attached showing mileage claimed.
- A toll receipt or EZ Pass transaction summary must be attached (not a toll calculator).
- A boarding pass/flight itinerary must be attached for all flights.
- Reimbursements for conference expenses need to have a conference completion certificate attached or a note saying one was not received.
- Itemized receipts (no alcohol on receipt) must be attached for all meals as well as the completed chart below. See <https://www.gsa.gov/travel/plan-book/per-diem-rates> for claim amount guidelines.
- Print Meals & Incidentals (M&IE) Breakdown, and use that breakdown to enter the Max Claim amount below.

	RECEIPT DATE	BREAKFAST			LUNCH			DINNER			TOTAL DAILY REIMBURSEMENT
		Max Claim *	Actual Cost	Claim Amount	Max Claim *	Actual Cost	Claim Amount	Max Claim *	Actual Cost	Claim Amount	
SUNDAY											
MONDAY											
TUESDAY											
WEDNESDAY											
THURSDAY											
FRIDAY											
SATURDAY											
TOTAL WEEK 1											\$

Updates

Date	By whom	Abstract
9/16/2024	Executive	Updated policy including pre-approval requirements, specific reimbursement

	Committee	conditions, and post-travel reporting.
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Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 550
Subject: USA Swimming Foundation	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

Any Niagara club who is in good standing and receives a “Make a Splash” grant from the USA Swimming Foundation is eligible for 10% matching funds up to \$1,500.00 from the Niagara LSC upon written request to the General Chair.

Updates		
Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 560
Subject: Banking	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

Account Signatories

- The following officers and positions will have signatory authority with Niagara Swimming, Inc. accounts:
 - Treasurer
 - General Chair
 - Business Manager

Chart of Accounts

In order to maintain accurate books and quality data, a chart of accounts will be maintained with a detailed description of the purpose of that account. Classifying transactions correctly is critical for the integrity of accounting records. As part of end of year reconciliation, vendor and customer reports should be reviewed comparing transactions from one year to the next.

Payment of Expenses

- The Treasurer is authorized to pay any expense less than \$5,000 that is properly approved, documented, and for which the budget permits using the most appropriate means available. This may include but not limited to written check, online bill pay, or debit card. Any expense of \$5,000 or more must be reviewed and additionally approved by the General Chair prior to making such payment. This secondary approval shall act as a double signature and must be properly documented and maintained with the transaction documentation.
 - Prior to payment to any individual, organization, or corporation for services provided, regardless of the amount paid, a W-9 form shall be provided to the Treasurer. 1099's will be produced for any individual, organization, or corporation as required by IRS guidelines.
- Debit / Credit Cards
 - The General Chair and Treasurer may be issued debit and/or credit cards.
 - Only expenses approved as above may be paid using a debit/credit card with the following exceptions:
 - Expenses incurred during official LSC travel that are pre-authorized by the Executive Committee;
 - Prepayment of travel expenses such as airfare and lodging that is pre-authorized by the Executive Committee;
 - Ordinary expenses less than \$100 such as postage, office supplies, etc.
 - Using a Niagara Swimming debit/credit card for personal purchases is strictly prohibited.
 - Any use of a debit/credit card is to be reported to the Treasurer by email within 24 hours. Supporting documentation of the transaction must be submitted within ten (10) days using the appropriate expense voucher.

- Loss or theft of a debit/credit card is to be reported immediately to the Treasurer and banking institution. In the event of theft, a police report is to be filed.

Payments Received

- Whereas the LSC may receive payments from a variety of sources, the following are general guidelines for handling payments received:
 - The LSC with approval of the Finance and/or Executive Committee may establish credit card processing procedures with a payment processor such that the fees do not exceed an average of 4.5% of transactions including maintenance fees, etc.
 - Checks may be received by the Business Manager. The Business Manager will maintain a detailed check log upon receipt. At least one time every two weeks (corresponding with the LSC payroll date), checks received shall be mailed to the Treasurer for deposit. The Business Manager will reconcile the deposit slip with the check log.
 - Cash should only be accepted as a method of payment for small incidental items such as swim caps or other similar small valued items. A detailed record of cash received should be kept and signed by two individuals. Arrangements should be made with the Treasurer prior to accepting cash for how to deposit into Niagara Swimming accounts.

Reconciliation and Reporting

- Within five (5) days after the end of each month, the Treasurer will reconcile all Niagara Swimming accounts. The Finance Vice Chair will then review and sign the reconciliation within five (5) days thereafter. A report of any discrepancies or unusual transactions is to be made to the Executive Committee.
- To maintain USA Swimming crime insurance coverage and business success, the Finance Committee, under the direction of the Finance Vice Chair, shall review the LSC books at least semi-annually. An audit or review completed by an outside firm may be used as one of these reviews.

Financial Security

- As part of the semi-annual review, the list of account signatories and issued cards shall be verified with all financial institutions.
- Passwords for online account access shall be changed every six months and meet banking industry standard requirements. When available, two-factor authentication shall be used for all online accounts.
- Checkbooks and debit/credit cards shall be stored in a locked secure location such as a locked bank bag. To prevent accidental use for personal expenses, Niagara Swimming debit/credit cards should not be mixed with personal credit cards.
- Voided checks are to be marked void, recorded as void in the accounting software, and then shredded.
- All checks received will be stored in a locked secure location such as a locked bank bag until such time they can be appropriately deposited. Checks deposited using mobile-deposit will be kept as required by the terms of the banking institution after such time they shall be securely shredded.
- A password protected backup of the QuickBooks (or other software in use) file shall be uploaded to the Treasurer's Google Drive weekly.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 562
Subject: Annual Audit	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

An annual audit of the accounts, books and records of NI shall be completed no later than the end of the third month following the end of its fiscal year. The audit, or review, shall be conducted by (i) an independent auditor who shall be a certified public accountant, or (ii) the audit committee. The audit shall cover any federal, state or local income tax return that NI is required to file under the IRS Code or applicable provisions of state or local law, rules or regulations, the Balance Sheet, the Statement of Income and Expenses, check register and bank statements, income receipts, expense vouchers, budgets and such other records as is deemed appropriate. At the conclusion of the audit or review a report shall be prepared, shall be signed by the independent auditor (CPA) or all of the members of the audit committee and the Treasurer, and shall state that the financial records and reports of NI have been examined and fairly represent the financial condition of NI as of the date of the Balance Sheet and for the fiscal period of the Statement of Income and Expense, subject to (i) any qualifications that are consistent with generally accepted auditing practices, if certified by an independent auditor, or (ii) the committee's knowledge, information and belief, if certified by an audit committee.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 565
Subject: Unclaimed Reimbursements and Overpayments	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

Any member team, club, or organization that has a credit with Niagara Swimming, may request a check for that amount to be issued by the Treasurer.

Updates		
Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 570
Subject: Investment	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

See Investment Policy Statement linked below.

2021-06-07 Niagara Swim IPS.pdf

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 590
Subject: Fee Schedule	Revised Date: 2/17/2025 Ratified Date: 10/5/2025

USA Swimming Membership Fees

USA¹ / NI

Club Memberships

\$225² / \$130

With the exception of newly registered clubs, clubs that did not have representation³ at a minimum of one (1) Niagara House of Delegates between September and August of the prior fiscal year will be fined \$100.

Organizational (League) Memberships

\$70 / \$30

Athlete – Premium

\$70 / \$21

Athlete – Season 1 [Oct 1 to Feb 28]

\$40 / \$20

Athlete – Season 2 [April 4 to August 31]

\$40 / \$20

Athlete – Individual Season (150 Days from the date of registration)

\$40 / \$20

Athlete - Flex Membership

\$20 / \$10

Athlete – single meet – open water

\$10 / \$0

Athlete – Outreach

\$5 / \$2

Non-Athlete – Coach

\$70 / \$14

Non-Athlete – Officials

\$70 / \$0

Non-Athlete – Other (non-athletes with frequent/direct contact with athletes)

\$70 / \$0

Non-Athlete – Administrator (members that do not have contact with athletes)

\$30 / \$0

¹ All USA Swimming Membership fees are subject to change by the USA Swimming House of Delegates

² First year clubs \$750

³ Representation - attending club members must have voice and vote to meet the representation requirement.

Sanctioned Meet	\$30 per day
When application is submitted less than five (5) days prior to the meet start	\$60 per day
Sanction fee waived for Silver, Gold and Long Course Niagara Championships	
Approved Meet	\$100 per day
Excludes YMCA and Empire State Games	
Observed Meet	\$100 per day
Excludes High School Invitational, League Championships, Sectional Championships, NYSPHSAA Championship and Collegiate Conference Championships	
Time Trials Sanction	\$30 per day

Entry Fees and Surcharges

Club Meets & NI LSC Meets	Maximum Entry Fees		
	Deck Fee	Individual Entry	Relay Entry
Timed Finals SCY	\$10	\$5	\$15
Timed Finals LCM	\$10	\$6	\$15
Prelim/Finals SCY & LCM	\$10	\$9	\$15
Niagara Surcharges	\$2.50 per athlete entered, except for the meets listed below.		

Exempt from Niagara Surcharge:

- Time Trials that are held in conjunction with a Niagara LSC sanctioned meet
- Approved YMCA meets
- Observed High School Invitational, High School League Championships, High School Sectional Championships, NYSPHSAA Championships and Collegiate Conference Championships

Late Meet Results (> 10 days)	\$50
Late Meet Report, Financial Report, or Surcharge Payment	\$50
Fine for violation of "4 hour rule"	\$ 500

Beginning 1/1/2024, a twenty (20) second with fifteen (15) additional seconds for backstroke heat interval will be used when assessing whether the host appropriately planned for the session to conclude within four (4) hours.

Zone Team Member

Set by Age Group
Committee

“Bounced” Checks

Required to pay Niagara’s
Fee charged by the bank.

Updates

Date	By whom	Abstract
5/4/24	HOD	Removed surcharge waiver for Niagara Championship meets, intent is to provide host clubs with a stipend instead.
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.
2/17/2025	Executive Committee	Added footnote for “representation.” Removed season effective dates from header for USA Swimming Membership fee section.
9/15/2025	Executive Committee	Updated USA Swimming Club Registration Fee per 2024 USA Swimming House of Delegates Meeting

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 610
Subject: Coach Training Reimbursement Program	Revised Date: 9/10/25 Ratified Date: 10/5/2025

Niagara Swimming is dedicated to help clubs provide high quality coaching to their athletes by offering a coach training reimbursement program. The Coach Training Program offers up to \$500 in matching funds to help clubs provide training opportunities for its coaches. The maximum support to any one club during a fiscal year is \$2,000.

To qualify, no less than seven (7) days prior to the training, submit the training for pre-approval to the Coach Representatives. Should a training be denied, an appeal may be made to the Coaches Committee and/or the Executive Committee.

Following the training, submit the following:

- Financial documentation as required by the Finance Committee and/or Treasurer
- Written summary of the experience as directed by the applicable committee chair
- Photo that positively represents the individual(s) at the event

Summaries and photos may be shared with others on the Niagara website and its social media platforms to promote the sport of swimming and the LSC.

Coach training program automatic approval list pending submission meets all criteria in policy number 930.

- ASCA
- ISCA
- USA Swimming

If a request is outside of the above criteria, the request must go to the Executive Committee for approval.

Updates

Date	By whom	Abstract
9/15/25	Executive Committee	Coach training program

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 640
Subject: Non-Athletes Approval for NI Lead Events	Revised Date: 1/20/25 Ratified Date: 10/5/2025

Any non-athlete working with Niagara LSC members either compensated or volunteer during Niagara lead event (not club hosted) shall require a prior approval from the Safety Committee Chair and General Chair as soon as possible prior to the event. With understanding that without prior approval they cannot proceed with the proposed non-athlete workers.

Updates

Date	By whom	Abstract

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 810
Subject: Warm-Up Procedure	Revised Date: 9/16/2024 Ratified Date: 10/13/2024

NI endorses two specific warm-up formats:

- Assigned warm-ups
- Open warm-ups

ASSIGNED WARM-UPS

- Warm-ups where teams are assigned to specific lanes, for specified periods of time, in proportion to the number of their entries. The Assigned warm-up format is the preferred format and it will be used whenever the meet conditions permit.
- During ASSIGNED warm-ups, each team may conduct their own warm-up routine provided that a team certified USA Swimming coach is stationed at the starting block of each lane assigned to the team, and that coach assumes the duties of a Marshal in supervising the warm-up in that lane.

OPEN WARM-UPS

- Warm-ups where there are no team lane assignments and lanes are designated for a specific activity for a specified period of time.
- The appointed marshals shall supervise all warm-up periods. Coaches shall not permit their athletes to enter the pool until the marshals have declared the pool open for warm-up. No entry is permitted across lanes, from the poolside, or from the non-start end of the pool, under any circumstances.
- Marshals shall clear the lane of all swimmers before opening the lane for sprinting. All sprint lanes are one-way only and the swimmer must exit at the opposite end of the pool.
- When separate warm-up facilities are in use, they must be controlled in the same manner as outlined above.
- During OPEN warm-ups, periods are divided equally between general and specific programs. The first half of the warm-up will be dedicated to general warm-up and the last half of the warm-up will be dedicated to specific warm-up. During the general warm-up, no pace work or sprinting will be permitted. During the specific warm-up, the outside lanes will be designated as pace lanes and lanes 2 & 7 of an eight-lane pool, 2 & 5 of a six-lane pool, etc. will be opened for sprinting in accordance with the procedures outlined above.
- The use of kickboards, hand paddles, and similar training devices, are not permitted in open warm-ups.

The meet director or referee may modify the schedule or lane assignments depending on the pool configuration, the number of swimmers, the availability of separate warm-up facilities, etc., as long as USA Swimming and NI safety considerations and equitable treatment of all entered athletes is not compromised. All such changes must be announced and posted throughout the

meet venue. Athletes who act in a manner that is injurious to themselves or others will be disqualified from their next event.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 820
Subject: Job Roles and Descriptions	Revised Date: 9/16/2024 Ratified Date: 10/5/2025

Administrative Vice Chair	89
Senior Vice Chair	91
Age Group Vice Chair	93
Disability Chair	95
Officials Chair	96
Operational Risk Chair	98
Registration Chairperson	99
Meet Sanction Coordinator	100
National Times Verification Officer	101
Safe Sport Chair	102
Technical Planning Chair	104
Treasurer	106
Junior Athlete Representative	107
Senior Athlete Representative	108
Diversity, Equity, and Inclusion Chair	109
General Chair	110
Secretary	111
Finance Vice Chair	112
Senior Coaches Representative	113
Junior Coaches Representative	115
Athlete Wellness Chair	116

Administrative Vice Chair

Reports to: General Chair
Elected on Even Years

Position Summary:

The Administrative Vice Chair shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair. (See Bylaws Section 606.8 (vacancies).) The Administrative Vice Chair shall chair, and have general charge of the business, affairs and property of the division that administers NI business and affairs. The Administrative Vice Chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, committees, etc. The Administrative Vice Chair shall be responsible for the creation and maintenance of NI's Policies and Procedures Manual.

Primary Responsibilities:

- Operational:
 - o Creates and maintains of NI's Policies and Procedures Manual.
 - o Chairs or has general charge of the business, affairs and property of the division that administers NI business and affairs.
 - o Aids in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, committees, etc.
 - o Collects and reconciles LSC meet and financial reports for NI surcharges.
 - o Issues late fees for untimely meet report filing.
 - o Executes on contracts and agreements on behalf of the LSC as defined in the Policies and Procedures as needed.
 - o Addresses escalations from meet directors in partnership with the LSC General Chair
 - o With the LSC General Chair supports the meet calendar bid and sanction process.
 - o Provides oversight of the Administrative Division including:
 - House of Delegates Meetings
 - Bylaws/Legislation/Rules
 - Equipment (including computers)
 - Insurance
 - Legal (General Counsel, if applicable)
 - Meet Sanctions
 - Membership/Registration
 - National Times Verification
 - Personnel
 - Public Relations
 - Publications/Newsletter/Website
 - Policies and Procedures Manual
 - Records/Top 16
 - Secretary
 - Special Events
 - Safe Sport
- Financial:
 - o Reviews and approves LSC payroll as submitted by the Treasurer.

- Committee Membership:
 - o Permanent Committee Member of: Niagara Executive, Finance, Governance, Personnel, Bylaws/Legislation/Rules, Technical Planning
 - o Serve on other committees as needed with direction of NI General Chair

Meeting Requirements:

- NI Monthly Board Meetings - Prepare Reports as needed
- NI HOD Meetings
 - o Prepare Semi-Annual report for posting.
 - o Attend assigned meetings and make reports as necessary.
- USA Swimming Annual Convention and weigh in on items that benefit the NI LSC and attend:
 - o Attend EZ Technical Planning Meeting
 - o Attend EZ General Committee Meetings

Attend USAS sponsored programming that affects general LSC administration and LSC Development

Updates

Date	By whom	Abstract
April 2020		
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)

Senior Vice Chair

Reports to: General Chair
Elected in odd numbered years

Revised: June 2020

Position Summary:

The Senior Vice Chair shall chair and have general charge of the affairs and property of the division that develops and conducts the senior age group swimming program of NI.

Primary Responsibilities:

- Operational:
 - In partnership with NI Age Group Chair:
 - Camps/Clinics
 - Meet Evaluations for NI designated meets
 - Provide feedback on session timelines, facility, family and athlete experience
 - Provide suggestions for additions or changes to the Niagara meet schedule
 - Select athletes for the annual All Greater Niagara Athlete of the Year and Honorable Mention Awards for Fall HOD meeting
 - In conjunction with NI Jr. & Sr. Athlete Representatives:
 - Serve as the liaison to the Athlete Representatives. Assist/mentor them with any LSC questions or concerns
 - Oversee Athlete Representative election to assure they are held in accordance with the Bylaws.
 - Design a recognition method for graduating high school seniors from NI
 - Possibly be assigned as the athlete(s) LSC Supervisor while traveling to the USA Swimming Convention
 - In conjunction with NI Technical Planning Chair:
 - Time Standards
 - Participate in time standards and bid calendar/NI Meet structure meetings and discussions ahead of each season
 - Ensure all athletes of all ages are represented (w/ Age Group Vice Chair)
 - In conjunction with NI Treasurer:
 - Niagara Athlete Travel Reimbursement Program
 - Approve and verify submitted reimbursement requests and then forward them to the NI Treasurer for processing
 - Niagara designated LSC meets
 - NI designated LSC meets are used to qualify for the Niagara Athlete Travel Reimbursement Program. They need to be updated in the Policies & Procedures if modified or changed
 - Provide feedback on Niagara LSC meet timelines, age group adjustments, minimum entry times, etc.
- Financial:

- Prepare Reimbursement Requests for Niagara Athlete Travel and then forward approved requests to Niagara Treasurer for processing
- Pay for flight and/or transportation to USA Swimming Convention and various meetings and then submit receipts for reimbursement
- Committee Membership:
 - Permanent Member of: Niagara Executive, Age Group Development, Senior, Technical Planning, and Athletes Committees
 - Serve on other committees as needed with direction of NI General Chair

Meeting Requirements:

- NI Monthly Board Meetings - Prepare Reports as needed on senior swimming developments
- NI HOD Meetings
 - Prepare Semi-Annual report for posting
 - Attend Coaches meeting
- NI Urgent Meetings
- NI Committee Meetings
- USA Swimming Annual Summit and weigh in on items that benefit the NI LSC and more specifically on Senior Swimming Development and attend (or designee):
 - Attend Eastern Zone Technical Planning meeting
 - Attend Eastern Zone General Committee meetings
 - Attend Senior Development Committee meeting
 - Attend National Team High Performance Plan meeting
 - Attend USA Swimming House of Delegates meetings
- Attend USAS sponsored programming that affects Sr. Swimming and LSC Development

Updates

Date	By whom	Abstract
June 2020		
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.
9/15/25	Executive Committee	Updated to reflect USA Swimming event name and remove Budget Committee Seat

Situations and Rulings (non-policy guidance)

Age Group Vice Chair

Reports to: General Chair

Elected in even numbered years

Position Summary:

The Age Group Vice Chair shall chair and have general charge of the affairs and property of the Division that develops and conducts the age group swimming program of NI.

Primary Responsibilities:

- Operational:
 - In conjunction with NI Disability Coordinator:
 - Represent Disability Swimming on Niagara's Executive Committee
 - Serve on the Disability Swimming Committee, either personally or via a designated member of the Age Group Development Committee
 - In partnership with NI Senior Chair:
 - Camps/Clinics
 - Meet Evaluations for NI designated meets
 - Provide feedback on session timelines, facility, family experience.
 - Provide suggestions for additions or changes to the Niagara meet schedule
 - Meet Management for NI designated meets
 - Provide feedback on meet timelines, age group adjustments, minimum entry times, etc.
 - Meet Sponsorships for NI designated meets
 - As appropriate, seek donations and/or sponsorship from partners such as Speedo, TYR, The Deep End to enhance the athlete and family experience
 - In conjunction with NI Technical Planning Chair:
 - Time Standards
 - Participate in time standards and bid calendar/NI Meet structure meetings and discussions ahead of each season
 - Ensure all athletes of all ages are represented (with Sr. Vice Chair)
 - Upkeep and maintenance of the Niagara Zone Team Policy and Procedure
- Financial:
 - Prepare Reimbursement Requests for general NI matters where expenses are incurred for position
 - Pay for hotel, flight and lodging for various meetings and submit receipts for reimbursement
 - Provide 3 quotes for various items to bid including clothing, transportation and other expenses over \$250
- Committee Membership:
 - Permanent Member of: Niagara Executive, Age Group Development, Budget, and Technical Planning
 - Serve on other committees as needed with direction of NI General Chair

Meeting Requirements:

- NI Monthly Board Meetings - Prepare Reports as needed on AG developments
- NI HOD Meetings
 - Prepare Semi-Annual report for posting
 - Attend Coaches meeting and make reports as necessary

- EZ Meeting held annually as determined by EZ leadership and weigh in on items that benefit the NI LSC and more specifically on Age Group Development and attend:
 - Technical Planning Meeting
 - General Committee Meeting
- USA Swimming Annual Summit and weigh in on items that benefit the NI LSC and more specifically on Age Group Development and attend (or designee):
 - Attend EZ Technical Planning Meeting
 - Attend EZ General Committee Meetings
- Attend USAS sponsored programming that affects Age Group and LSC Development
- Eastern Zone Age Group Swimming Championships:
 - Select EZ LC Zone Team Manager
 - Work with Zone Team Manager to select coaches/staff
 - Ensure Zone Team Manager selects athletes and events
 - Assist with all Zone Team communications
 - See NI ZT P&P Manual for additional information on specific roles and responsibilities

Updates

Date	By whom	Abstract
March 2020		
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.
9/15/25	Executive Committee	Updated to reflect USA Swimming Event Name, Executive Committee Name update, Upkeep Zone Team Policy and Procedures.

Situations and Rulings (non-policy guidance)

Disability Chair

Reports to: Age Group Chair

Committee members appointed shall hold their appointments at the pleasure of the House of Delegates

Position Summary:

The Disability Chair shall chair and have general charge of business, affairs and property of the Disability Committee, which shall be responsible for developing and implementing strategies, policies and programs that create an inclusive environment for athletes with disabilities in the LSC. They shall also act as liaison between inclusive organizations' swimming programs and NI. The Chair shall be tasked with the formation and approval of the disability committee.

Primary Responsibilities:

- Operational Functions:
 - Conduct ongoing evaluation of disability programs
 - Develop proposals and programs to provide inclusion for disability swimmers
 - Aid Clubs in disability program start-up and evaluation
 - Communicate and educate coaches, board members, athletes and officials on new programs and changes to programming and related items to disability swimming
 - Provide Technical Planning language for Meet Announcements for NI sponsored meets
 - Responsible for classifying athletes according to NI LSC Disability Three "P's" Motivational Time Standards
 - Responsibility for amending NI LSC Disability Motivational Time Standards
 - Compose and Chair a committee consisting of at least: one coach member, one parent of a disabled athlete, one club membership chair, one official and one member of the age group committee.
 - Provide meeting minutes for posting from Disability Committee meetings.
 - Ensure Disability athletes have the ability to choose to be seeded either by their time or by age when submitting their entries for Niagara Championship meets.
- Financial Functions:
 - Para officials training reimbursements
 - Disability educational conference fund

Meeting Requirements:

- NI HOD Meetings
 - Prepare Semi-Annual report for posting
- Attend other meetings as required

Updates

Date	By whom	Abstract
March 2020		
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)

Officials Chair

Reports to: General Chair / Board of Directors

Elected by Registered Niagara Officials on even years, for two-year term.

Position Summary:

The Officials' Chair serves as a liaison between the officials who are members of NI, the Board of Directors, the House of Delegates and the National Officials Committee. He / She shall chair the Officials Committee which is responsible for recruiting, training, certifying and supervising officials for NI. The Officials Chair shall be a referee certified by NI and each member of the Officials Committee shall be a certified official of NI.

Primary Responsibilities:

- **OTS:**
 - Create meets, enter Lead Team Officials into meets. Create Activities, enter participants.
 - Retain OTS Security access to appropriate levels and persons.
 - Train New Referees on OTS Meet entry.
 - Review test results, clinic participation and sessions worked for certification and recertification requirements.
 - Extend certifications and send new deck pass to those as certifications change.
 - Review officials' history for advancement requirements, grant move forward, or ask for more participation before advancement go ahead is given.
- **Guidance and Mentoring:**
 - Take questions on rules, certification, certification process, from officials, coaches, board members.
 - Mentor new officials and existing Referees and Starters on how best to mentor their new officials.
 - Attend national USA Swimming Mentoring workshops and teleconferences.
 - Coordination of Clinics, at HOD and throughout the Calendar year.
- **Certification:**
 - Review policies for advancement and propose changes to procedures to best meet the needs of the LSC while maintaining USA Swimming Minimum National Standards.
 - Promote N2 and N3 National Certification to achieve higher "professional" standards for the LSC Officials to benefit themselves and to utilize N2-N3 level officials as mentors.
- **Out and About:**
 - Travel: Officiate at National Level Meets to promote the LSC, interact with fellow officials and create relationships with National Level Mentors to bring to LSC for OQM Level Meets as Evaluators.
 - Possible Travel: Officiate at LSC "Major" Level Meets interact with fellow officials and create relationships with all Officials. Recruit, mentor, retain and support LSC Level Mentors and N2 Evaluators.
 - Possible Travel: Officiate at LSC hosted OQM Meets, interact with fellow officials and create relationships with National Level Mentors to bring to LSC for OQM Level Meets as Evaluators.
- **Administrative/Other:**
 - Continue to discuss, in person and during teleconference with the Officials Committee the "future" of officiating, best practices for teaching clinics, the frequency and availability of clinics across the LSC.
 - Update Officials, Meets, groups, and communications in Team App.
 - Recruit and train Clinic Director- educators for AO, Stroke and Turn, Starter and Referee clinics.
 - Recruit, select, and mentor LSC Championship Meet Referees.
 - Support LSC Championship Meet Referees in selection of Lead Team selection and direction.

- o Select, recruit and work as a liaison to National Evaluators for LSC hosted OQM Meets.
- o Complete Application process for OQM meets hosted within the LSC and submit for approval.
- o Review and approve Officials Travel reimbursement with LSC Treasurer for National Level Meets.
- o Update and review Policy and Procedure (“how to”) documents and publish appropriately.
- o Oversee the purchase and distribution of Name Tags and other recognition “awards”.
- o Nominate select officials for National and LSC awards.
- o Nominate and send appropriate officials to USA Swimming hosted Mentor workshops.
- o Nominate and send appropriate officials to USA Swimming hosted “new” referee workshop.
- o Nominate and recruit officials to attend USA swimming Open Water Clinic

Meeting Requirements:

- Monthly Board Meetings and “Emergency” meetings when called by Board.
- Quarterly National Officials Calls with National Official Committee
- House of Delegates Spring and Fall Meetings.
- Host and Coordinate Quarterly LSC Officials Call or “Go-To Meeting”
- Participate and/or instruct at various Clinics for support and mentoring of Clinic Directors.
- Travel: Attend bi-annual National Officials Chair Meetings
- Travel: Attend Annual Swim Convention with Board
- Possible Travel: Attend National Mentors Workshops held annually
- Possible Travel: Attend Eastern Zone Workshops as requested.

Updates

Date	By whom	Abstract
April 2020		
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)

Operational Risk Chair

Reports to: Senior Vice Chair

Appointed

Position Summary:

The Operational Risk Chair is responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA Swimming safety education information to all Group Members, athletes, coaches and officials of NI.

Primary Responsibilities:

- Develops safety education programs and policies for NI and makes recommendations regarding the same, and the implementation thereof, to the Senior Vice Chair, the Administrative Vice Chair and the Board of Directors.
- Ensures the timely implementation delivery of safety programs within the LSC and monitors compliance
- Partners with other committee Chairs to ensure that their programs, procedures and process have a safety focus.

Meeting Requirements:

- NI Monthly Board Meetings - Prepares a monthly Reports as needed
- NI HOD Meetings
 - Prepare Semi-Annual report for posting
- EZ Meeting held annually as determined by EZ leadership and weigh in on items that benefit the NI LSC and more specifically on safety items and attend:
 - General Committee Meeting
- USA Swimming Annual Convention and weigh in on items that benefit the NI LSC and more specifically on safety items and attend:
 - Attend EZ General Committee Meetings

Updates

Date	By whom	Abstract
March 2020		
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)

Registration Chairperson

Reports to: Administrative Vice Chair

Position Summary:

The registration chairperson has general charge of all registration processes, forms, and policies. These responsibilities are currently assigned to the Niagara Staff position.

Primary Responsibilities:

- Operational Functions:
 - Processes annual registration of athletes, clubs and non-athletes using the SWIMS database within 72 hours of receipt by the LSC Registrar (when properly applied for).
 - Aids in development of LSC policy and procedures pertaining to registration.
 - Provides information about USA Swimming and the LSC to prospective individual and group members through local websites and information packets.
 - Maintains current working knowledge of USA Swimming rules, policies and procedures.
 - Communicates updates regarding registration or rule changes regarding membership to the LSC and BOD.
 - Processes Pre-Meet Reconciliation (if properly received) and Post-Meet Reconciliation.
 - Assists clubs in
 - Ensures that the club database is matched against the SWIMS database anytime during the year.
- Financial Functions:
 - Reconciles registration payment and processing on a monthly basis.
 - Provides deposit summaries to the Treasurer.

Meeting Requirements:

- Attends USA Swimming Registration Workshops as applicable (Zone, Convention, Etc.)
- Should report at least monthly summaries of registration numbers to the BOD either directly or through the Admin VC
- Attends committee meetings as requested by the BOD to provide registration numbers of financial numbers pertaining to registration

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)

Meet Sanction Coordinator

The Meet Sanction Coordinator shall be responsible for meet sanctioning, approval and report processing in accordance with USA Swimming and NI policies and procedures.

The Meet Sanction Coordinator shall be responsible for the preparation and submission of the bid calendar to the Executive Committee prior to each House of Delegates meeting, the receipt and processing of sanction applications, including approved and observed meets, the review of meet announcements for compliance with USA Swimming and NI policies prior to distribution or posting on the NI web site, and the receipt and processing of meet financial reports and payments.

The coordinator shall be appointed by the General Chair with the advice and consent of the House of Delegates.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)

National Times Verification Officer

The National Times Verification Officer shall, in accordance with the USA Swimming Times Policy and Guidelines, be responsible for entering all official times that conform with the requirements stipulated in the Timing Rules section of the Technical Rules, into the SWIMS database for sanctioned meets, approved meets and meets approved for observation within the territory of NI.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)

Safe Sport Chair

Reports to: Administrative Vice Chair

Elected

Position Summary:

The Safe Sport Chair shall be responsible for the implementation and coordination of, and serve as the Niagara LSC liaison for, the Safe Sport Program established by USA Swimming and the U.S. Center for Safe Sport. The Safe Sport Committee Chair shall be a non-athlete member in good standing and shall work with the USA Swimming Safe Sport Staff and the USA Swimming Safe Sport Committee to fully implement the U.S. Center for Safe Sport Code within the Niagara LSC.

Primary Responsibilities:

- Serves as the primary contact for Niagara LSC to coordinate and oversee the implementation of effective safe sport educational programs for all athlete members, their parents, coaches, volunteers and clubs, as provided by USA Swimming.
- Fully trained regarding the complaint reporting structure and refer all reports of a violation of the Minor Athlete Abuse Protection Policies directly to the local club, the General Chair, the USA Swimming Safe Sport Staff, and/or other appropriate authority.
- Participates in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices by conducting Safe Sport Educational Training to all Niagara Clubs when requested.
- Serves as an information resource for Niagara Clubs and membership and will help to identify and connect them with local educational partners and resources.
- Receives feedback and suggestions on the Safe Sport policies and programs from the Niagara Clubs and membership and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport Staff.
- Performs other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members.

Meeting Requirements:

- NI Monthly Board Meetings - Prepares a monthly Reports as needed
- NI HOD Meetings
 - Prepare Semi-Annual report for posting
- EZ Meeting held annually as determined by EZ leadership and weigh in on items that benefit the NI LSC and more specifically on safe sport items and attend:
 - General Committee Meeting
- USA Swimming Annual Convention and weigh in on items that benefit the NI LSC and more specifically on safe sport items and attend:
 - Attend EZ General Committee Meetings

Updates

Date	By whom	Abstract
March 2020		
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)

Technical Planning Chair

Reports to: Age Group and Senior Chairs

Appointed on even years

Position Summary:

The Technical Planning Chair shall chair and have general charge of the business, affairs and property of the technical planning committee. The Technical planning committee is responsible for long-range planning regarding the swimming programs conducted by NI, program development, the continuing review and development of the NI Philosophy and for advising other committees and divisions regarding the implementation of that philosophy in the context in NI's swimming programs.

Primary Responsibilities:

- Operational Functions:
 - o Conduct ongoing evaluations of NI Meets
 - o Develop and propose a Bid calendar to the House of Delegates at least 30 days prior to the HOD.
 - o Develop Time standards for NI designated meets.
 - Time standards for winter meets completed by 10/1.
 - Time standards for Summer Meets by 5/1.
 - o Aid NI designated meet host with direction.
 - o Provide necessary information to the Niagara designated meet host regarding the Meet Announcement.
 - o Provide meeting minutes for posting from Technical planning meetings.
 - o Order awards for NI designated meets to ensure stock for hosts.
 - Winter meets by 11/1
 - Summer meets by 4/1
 - o Chair the Technical Planning committee which shall consist of the following members: Technical planning Chair as the chair, Senior vice Chair, Age group vice chair, Senior Coaches Rep, Senior and Junior Athlete Rep, a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the committee and at least six additional members whom at least fifty percent (50%) shall be coach members.
- Financial Functions:
 - o Technical planning Summit fund

Meeting Requirements:

- NI HOD Meetings
 - o Prepare semiannual reports
- EZ Zone Bi-annual meetings

Updates

Date	By whom	Abstract
March 2020		
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)

Treasurer

Reports to: General Chair

Elected on Even Years

Position Summary:

The Treasurer attends to keeping the financial accounts of the LSC, preparing tax documents, collecting its revenues and paying its bills as approved by the Executive Committee and House of Delegates (HOD).

Primary Responsibilities:

- Maintains accurate accounting books via Quickbooks or other similar software
 - Record deposits and debits (either checks or debit card transactions)
 - Reconcile monthly bank statements
 - Record investment account changes
- Manages banking accounts
 - Online access to those who need it.
- Provides financial reports to BOD for monthly meetings and as requested.
- Maintains corporate records per company policy and/or as required by law including employee documentation.
- Prepares and processes LSC payroll on a timely and compliant basis
- Prepares budget summary sheet for presentation at the month Board and semi-monthly HOD meetings and whenever it may be deemed necessary.
- Reviews and updates LSC Bylaws and Policies and Procedures as necessary.
- Prepare quarterly and annual State, Local and/or Federal tax filings as required by law

Meeting Requirements:

- NI Monthly Board Meetings - Prepares P&L and Budget Reports as needed
- NI HOD Meetings
 - Prepare Semi-Annual report for posting
- EZ Meeting held annually as determined by EZ leadership and weigh in on items that benefit the NI LSC and more specifically on fiscal items and attend:
 - General Committee Meeting
 - Finance Committee Meetings
- USA Swimming Annual Convention (when BOD approved) and weigh in on items that benefit the NI LSC and more specifically on fiscal items and attend:
 - Attend EZ General Committee Meetings
 - Treasure/Finance Track Meetings

Updates

Date	By whom	Abstract
March 2020		
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)

Junior Athlete Representative

Reports to: Senior Athlete Representative

Elected every year

Position Summary:

Represent all Niagara LSC athletes in the governance of the LSC and USA Swimming. Serve as a liaison between athletes within the LSC and the Board of Directors and committees.

Primary Responsibilities:

- Operational Functions:
 - Cooperate with Senior Athlete Representative
 - Manage Niagara Swimming Instagram account
 - Inform athletes about upcoming opportunities, events, etc.
 - Choose attendees for We LEAD and She LEADS Summits
 - Choose Athlete Committee members
 - Lead the Athlete Committee by relaying monthly newsletters, helping each committee member to choose a designated Niagara LSC committee, and determining apparel
 - Take part in at least one Niagara LSC committee
- Financial Functions:
 - Determine Athlete Quad Budget every four years

Meeting Requirements:

- Board of Directors meetings (usually monthly)
 - Report recent information regarding athletes
- Fall and Spring House of Delegates meetings (twice a year)
 - Report an overview of relevant information regarding athletes
 - Present information at Athlete Meeting
- Athlete Committee meetings (occasional)
 - Lead these meetings and present information
- Any LSC Committee meetings (usually monthly per committee)

Updates

Date	By whom	Abstract
June 2020		
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)

Senior Athlete Representative

Reports to: General Chair

Rises from junior athlete representative every year

Position Summary:

Provide an equal and fair representation of all athletes in the Niagara LSC and USA Swimming. Deliver proper leadership, resources, and education of governance to all athletes.

Responsibilities:

- Collaborate with Junior Athlete Representative in representing all athletes
- Assist in running the Niagara swimming Instagram page
- Educate athletes about current events going on within the LSC (i.e. Governance meetings, upcoming opportunities, upcoming meets, etc.)
- Attend LSC committees meetings as required or necessary.
- Choose candidates for summits hosted by USA Swimming.
- Choose candidates for Athlete Committee.
- Develop budget for athletes.
- Attend Fall and Spring HoD meetings (bi-yearly)
 - Present to the club representatives and board members what has happened since last HoD meeting.
- Attend Board of Directors meetings (monthly)
 - Report current events in which we have done in that month.
- Attend Athlete Committee meetings (occasional)
 - Lead athletes in conversation and present motions and ideas.
 - Serve as athlete committee chair. This entails having general charge of the business, affairs, and property of the athlete committee, which shall be responsible for the publication of an athletes' newsletter and shall undertake such other activities (a) delegated to it by the Board of Directors or the General Chair, or (b) undertaken by the Committee as being in the best interest of the Athlete Members, NI, USA Swimming and the sport of Swimming

Updates

Date	By whom	Abstract
July 2020		
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)

Diversity, Equity, and Inclusion Chair

Reports to: General Chair

Appointed

Position Summary:

To promote inclusion and equity while increasing diversity specifically at the club and LSC level.

Primary Responsibilities:

- Operational Functions:
 - Educator, facilitator, and lobbyist supported by the LSC
 - Goals & objectives set should follow or tie into the USA Swimming Business Plan, National DEI Committee or USA Swimming DEI goals.
 - Create or establish goals for the LSC and communicate this to the Board
 - Develop short and long-term projects that tie into the Quad Business Plan, National DEI Committee or USA Swimming DEI goals
 - Create and coordinate community related activities that help promote diversity in the LSC (Diversity Meets, Forums, Summits, Camps, Educational opportunities, Training, etc.)
 - Develop, coordinate and implement strategies, policies and programs that support prospective, new and current LSC membership.
 - Develop mentoring contacts and relationships
 - Communicate information about programs and activities that support D&I
 - Imbed DEI into existing LSC structure and programming
 - Regular communication with Zone Diversity Coordinator
- Financial Functions:
 - Provide input to budget committee regarding DEI or Outreach budget lines

Meeting Requirements:

- Actively participate in Board Meetings
- Deliver regular reports to GC, BOD and HOD
- Run meetings as chair of the Diversity, Equity and Inclusion Committee

Updates

Date	By whom	Abstract
June 2020		
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)

General Chair

The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of NI, and general supervision over its officers and agents; shall call meetings when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in these Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chairs for standing and special committees as may be necessary to permit NI to effectively, efficiently and economically conduct its affairs. The General Chair shall report to the Board of Directors all matters within the General Chair's knowledge that in the interest of NI the Board of Directors should consider.

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)

Secretary

Reports to: Administrative Vice Chair
Elected on Odd Years

Position Summary:

Operates as the custodian of the LSC's official records. This duty involves ensuring the organizational records are maintained according to law and are available upon request by authorized board members or executive committee and House of Delegate members. This includes updating the organization's bylaws and maintaining its articles of incorporation along with keeping accurate and up-to-date records of its membership, board minutes, financial reports and other important documents. The secretary also manages the general communications of the organization's board of directors and its executive committee and staff.

Primary Responsibilities:

- Operational:
 - Scheduling and notifying board members of upcoming meetings
 - Maintaining corporate records and holding members accountable for their tasks.
 - Writing and distributing meeting minutes.
 - Coordinating LSC process documents, forms and position descriptions and ensuring the executive committee members complete their deliverables.
- Financial:
 -
- Committee Membership:
 - Permanent Committee Member of: Niagara Executive, Bylaws/Legislation/Rules
 - Serve on other committees as needed with direction of NI General Chair

Meeting Requirements:

- NI Monthly Board Meetings - Prepare Reports as needed
- NI HOD Meetings
 - Prepare Semi-Annual report for posting
 - Attend assigned meetings and make reports as necessary
- Attend USAS sponsored programming that affects general LSC administration and LSC Development

Updates

Date	By whom	Abstract
December 2022		
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)

Finance Vice Chair

The Finance Vice Chair is the chief financial officer of NI. The Finance Vice Chair shall chair and have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for NI's working capital, funded reserves and endowment funds and the development and implementation of a marketing and fund-raising plan for NI. The Finance Vice Chair shall prepare an annual budget for NI's operations and present the budget for approval by the Board of Directors and the House of Delegates. In addition, the Finance Vice Chair shall cause to be conducted the audit required pursuant to Section 608.5 and shall review, or shall cause to be reviewed, the annual audit report and recommend acceptance and appropriate action, if any, with regard thereto by the Board of Directors and the House of Delegates. The Finance Vice Chair is responsible for the adequacy of NI's system of internal financial and accounting controls. The Finance Vice Chair is the Chair of the Finance and Budget Committees and a member of the Personnel Committee. Together with the Treasurer, the Finance Vice Chair is ultimately responsible for NI's compliance with Section 608.4 (public availability of certain information).

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)

Senior Coaches Representative

Reports to: General Chair

Rises from Junior Coach Representative every year

Position Summary:

The Coach Representatives shall serve as a liaison between the coaches who are members of the LSC and the Board of Directors and House of Delegates. They will have general charge of the business, affairs and property of the Coaches Committee.

Primary Responsibilities:

- Operational Functions:
 - Chair the Coaches Committee
 - Coaches of the year
 - Criteria for Coach of the year
 - Nomination process
 - Selection
 - Recognition Award
 - Running Biannual Coaches meetings for all NI LSC coaches
 - Run election for Junior coaches Representative
 - Facilitating/creating coaches education opportunities
 - Provide feedback and be a sounding board that all NI LSC coaches can reach out to. Bring that feedback to: Technical planning, Age Group Committee, Senior Performance Committee for philosophy, program and meet development.
 - Organizing coaches social at the Spring Championship meet.
- Financial Functions:
 - Prepare budget input for relevant line items.
- Committee Membership
 - Member of Niagara Executive Board of Directors, Age Group Development, Budget, Technical Planning and Coaches Committee.

Meeting Requirements:

- NI Board Meetings – Prepare reports as needed.
- NI HOD Meetings
 - Prepare Semi-Annual report for posting
 - Hold Coaches meeting prior to HOD. Time and Location to be decided by coaches committee.
- EZ meeting held annually as determined by EZ leadership.
- USAS Convention annually

Updates

Date	By whom	Abstract
March 2021		
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)

Junior Coaches Representative

Reports to: General Chair

Position Summary:

The Junior Coach Representatives shall serve as a liaison between the coaches who are members of the LSC and the Board of Directors and House of Delegates. They will work with the Senior Coach Representative.

Primary Responsibilities:

- Operational Functions:
 - Assist Senior Coach Representative
 - Coaches of the year
 - Formulate criteria for Coach of the year
 - Nomination process
 - Selection
 - Recognition Award
 - Facilitating/creating coaches education opportunities
 - Sounding board for all NI LSC coaches to reach out to. Bring that feedback to: Technical planning, Age Group Committee, Senior performance committee for philosophy, program and meet development.
 - Organizing coaches social at the Spring Championship meet.
- Committee Membership
 - Member of: Niagara Executive, Age Group Development, Technical Planning and Coaches Committee.

Meeting Requirements:

- NI Monthly Board Meetings – Prepare reports as needed.
- NI HOD Meetings
 - Prepare Semi-Annual report for posting
 - Hold Coaches meeting prior to HOD. Time and Location to be decided by the Coaches committee.

Updates

Date	By whom	Abstract
March 2021		
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)

Athlete Wellness Chair

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

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 830
Subject: Committees	Revised Date: 9/16/2024 Ratified Date: 10/5/2025

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Coaches Committee

Shall have general charge of the business, affairs and property of the Coaches Committee, which shall undertake such activities (a) delegated to it by the Board of Directors or the General Chair, or (b) undertaken by the committee as being in the best interests of the Coach Members, NI and the sport of swimming.

- **Chair** - The Senior Coach Representative or his/her designee shall be the chair of the committee.
- **Members** - The Committee shall be composed of the Coach Representatives, such additional Coach Members as may be determined by the Coach Representatives Chair, and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee.

Audit Committee

The Audit Committee is authorized to, and it shall be its duty to, (a) conduct an annual examination or review of NI's financial statements, or (b) annually recommend an independent auditor to the Board of Directors to review NI's financial statements, review and negotiate the services to be performed by the independent auditor, receive

and review the audit and other reports submitted by the independent auditor, and (c) submit the audit or its report and make recommendations to the Board of Directors with regard thereto.

Budget Committee

The Budget Committee is authorized and obligated to consult with the officers, committee chairs and coordinators and prepare and present a proposed budget for consideration and approval by the Board of Directors and the House of Delegates. The officers, committee chairs and coordinators shall promptly provide such financial information (current and projected) and budget proposals as the Budget Committee may request. The proposed budget may contain alternatives.

- **Chair** - The chair shall be the Finance Vice-Chair.
- **Members** - The Committee shall be comprised of the General Chair, the Finance Vice-Chair, the Treasurer, the Administrative Vice-Chair, the Senior Athlete Representative, the Senior Coach Representative, the Age Group Vice-Chair, the Senior Vice-Chair and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee.

Finance Committee

The Finance Committee is authorized and obligated to develop, establish where so authorized or recommend to the Board of Directors and supervise the execution of policy regarding the investment of NI's working capital and capital reserves, within the guidelines, if any, established by the Board of Directors or the House of Delegates. The Finance Committee shall also regularly review NI's equipment needs (both operational and office) and the various methods available to finance the acquisition of any needed equipment, make a determination of the best financing method for NI and make recommendations to the Budget Committee and the Board of Directors.

Officials Committee

The Officials Committee is authorized and obligated to recruit, train, test, certify, evaluate, retest, recertify and supervise officials for NI and such other activities as may be necessary or helpful in maintaining a roster of qualified, well-trained and experienced officials of the highest caliber.

- The Committee shall be comprised of the Officials Chair, at least two other members each of whom shall be a certified official of NI and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee.

Safety Committee

The Safety Committee shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA Swimming safety education information to all Group Members, athletes, coaches and officials of NI. The Safety Committee shall develop safety education programs and policies for NI and make recommendations regarding them and their implementation to the applicable division Vice Chair and the Board of Directors. When approved by the Board of Directors, the Safety Committee shall be responsible for the coordination of their implementation by the Club Members. The Safety Committee Chair, with the assistance of the committee members, shall prepare and transmit the reports required pursuant to Section 608.7.

Technical Planning Committee

The Technical Planning Committee is responsible for developing and coordinating an overall swimming program for all levels of swimming in NI, including Age Group and Senior programs, and for long-range planning for the swimming programs conducted by NI.

- **Members** - The Committee shall be comprised of the Technical Planning Committee Chair, the General Chair, the Administrative Vice-Chair, the Senior Vice-Chair, the Age Group Vice-Chair, the Coach Representatives, a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee and at least six additional members of whom at least fifty percent (50%) shall be Coach Members.

Bylaws/Legislation/Rules Committee

The Bylaws/Legislation/Rules Committee shall be responsible for review and recommendation as to any changes proposed to these Bylaws, the NI Certificate of Incorporation or other corporate documents, and rules, policies and procedures of NI, particularly as to (a) form, (b) consistency with existing Bylaws, corporate documents and rules, policies and procedures of both NI and USA Swimming, and (c) integration of such proposals into existing documents. This committee shall assist the Administrative Vice Chair in maintaining any Policies and Procedures Manual for NI.

- **Chair** - The chair shall be appointed by the General Chair with the advice and consent of the Administrative Vice-Chair.
- **Members** - The Committee shall be the Bylaws/Legislation/Rules Committee Chair and not less than two other members who shall be appointed by the Board of Directors and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee.

Diversity, Equity, and Inclusion Committee

The Diversity, Equity, and Inclusion Committee shall be responsible for developing, coordinating, enhancing and implementing swimming programs for the economically disadvantaged populations in NI

- The Committee shall be composed of the Diversity Committee Chair, at least four additional members, of which at least three shall be Coach and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee. To the extent reasonably practicable, the composition of the Diversity Committee shall include residents of each of NI's four regions (namely, Buffalo, Rochester, Syracuse and the Southern Tier).

Safe Sport Committee

The purpose of the NI Safe Sport Committee is to ensure implementation of the USA Swimming's Safe Sport policies, guidelines, educational programs, reporting and adjudication procedures which are intended to help provide as safe, healthy and positive environment as possible for all USA Swimming members.

- The Committee shall be comprised of the Safe Sport Committee Chair and at least four additional members, of whom at least one shall be a Coach Member, at least two shall be at-large non-athlete members and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee.

The Safe Sport Committee will:

- Coordinate and oversee the implementation of effective ongoing educational programs for all athlete members, their parents, coaches, volunteers and local clubs as provided by USA Swimming;
- Be the primary contact for the club members in Niagara to share information about what USA Swimming and other LSCs are doing regarding Safe Sport policies and programs; and to collect, develop and disseminate information on LSC best practices;
- Serve as an information resource for clubs by, among other things, helping to identify and connect them with local educational partners and resources;
- Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members; and
- Be available to work on special projects, educational programs and assignments as needed.

Age Group Committee (14 and Under)

- Chair - The chair shall be the Age Group Vice-Chair.
- Members - The Committee shall be comprised of the Age Group Vice-Chair, the Senior Vice-Chair and at least four additional members, of whom at least one shall be a Coach Member, at least two shall be at-large non-athlete members and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee.

The responsibilities of the Age Group Committee are:

- Selection of the NI Zone Team athletes for both the Short and Long Course Meets.
- Conduct ongoing evaluations of the local and national age group programs.
- Develop proposals and programs to provide for the long-range planning and encouragement age group swimming.
- Encourage the development of programs that promote participation of age group swimmers.
- Oversee recognition for age group swimmers.
- Communicate with and provide education and direction to all NI coaches for age group swimming.
- Provide input to technical planning for the structure of LSC competitions, LSC Championships, and Zone meets.
- Provide assistance in transitioning athletes from age group to senior level.
- Promote inclusion of open water at all levels including LSC competitions, LSC Championships, and Zone meets.

Senior Committee (15 and Older)

- Chair - The chair shall be the Senior Vice-Chair.
- Members - The Committee shall be comprised of the Senior Vice-Chair, the Age Group Vice-Chair and at least four additional members, of whom at least one shall be a Coach Member, at least two shall be at-large non-athlete members and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee.

The responsibilities of the Senior Committee are:

- Conduct ongoing evaluations of the local and national senior swimming programs.
- Develop proposals and programs to provide for the long range planning and encouragement senior level swimming.
- Encourage the development of programs that promote participation of senior swimmers.
- Oversee recognition for senior swimmers.
- Communicate with and provide education and direction to all NI coaches for senior swimming.
- Provide input to technical planning for the structure of LSC competitions, LSC Championships, and Zone meets.
- Provide assistance in transitioning athletes from Age Group to National Team.

- Promote inclusion of open water at all levels including LSC competitions, LSC Championships, and Zone meets.

Personnel Committee

The Personnel Committee is authorized and obligated to negotiate and set wages, compensation and other terms of employment of NI staff (whether employees or independent contractors) within established, budgetary guidelines and policies and to review and approve the scope of duties delegated to the staff.

- Chair - The chair shall be the General Chair.
- Members - The Committee shall be composed of the General Chair, the Administrative Vice-Chair, the Finance Vice-Chair, and a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee.

Disability Committee

- The chair shall be appointed by the General Chair with the advice and consent of the Administrative Vice-Chair.
- The members of the Disability Committee shall be the NI Disability Chair, who shall serve as chair, and a minimum of four (4) others. Required to have a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the committee. Required members are the Niagara Junior and Senior Athlete Reps. Recommended at least one (1) member being a Coach Member, one (1) a parent of a disabled athlete, one (1) Membership Chair, and one (1) Official.

The responsibilities of the Disability Committee are:

- Report to Age Group Chair.
- Conduct ongoing evaluation of disability programs.
- Develop proposals and programs to provide inclusion for disability swimmers.
- Aid Clubs in disability program start-up and evaluation.
- Communicate and educate coaches, board members, athletes and officials on new Programs and changes to programming and related items to disability swimming.
- Provide Technical Planning language for Meet Announcements for NI sponsored meets.
- Responsible for classifying athletes according to NI LSC Disability Three "P's" Motivational time standards.
- Responsibility for amending NI LSC Disability Motivational Time standards.
- Disability athletes may choose to be seeded either by their time or by age when submitting their entries for Niagara Championship meets.

Athlete Committee

A group of athletes of equal distribution of areas, ages, and genders throughout the LSC whose goal is better the LSC from the athlete perspective. This committee also will increase the amount of athlete representation within our LSC governance.

Athlete Wellness Committee

The Niagara LSC considers the physical, emotional, and mental wellbeing of its athletes, coaches, officials, and other stakeholders to be of paramount importance. The Athlete Wellness Committee strives to equip these community members with the skills, resources, and tools they need to become inspired, empowered, aware, brave,

resilient, and mindful. The committee is responsible for gathering and presenting subject matter resources and developing wellness programming for all NI community members

- A. CHAIR - The chair of the Athlete Wellness Committee shall be appointed by the General Chair with the advice and consent of the NI Executive Board of Directors.
- B. MEMBERS - The Committee shall be selected by the Athlete Wellness Chair and shall be comprised of at least five (5) members representing athletes, coaches, and volunteers, with a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee. Members shall serve one-year terms.
- C. QUORUM - A quorum for any meeting of the Athlete Wellness Committee shall consist of a majority of its voting members. For all other meetings, a quorum shall consist of those members present and voting.

The duties of the Athlete Wellness Committee are:

- 1. To research and make available to Niagara members a variety of resources on related mental health topics
- 2. To maintain the Athlete Wellness portion of the Niagara LSC website
- 3. To provide educational and training opportunities for LSC members, as appropriate
- 4. To serve as a resource and point of contact for NI members to address wellness concerns or initiative ideas
- 5. To work with the Athlete Representatives and Athlete Committee in communications on Niagara wellness resources and initiatives
- 6. To meet at a regularly determined interval to set committee priorities and discuss/document committee progress

Updates

Date	By whom	Abstract
9/16/2024	Executive Committee	Formatting and Numbering, no changes in policy.
9/15/25	Executive Committee	Updating ages of athletes assigned to Age Group and Senior

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 946
Subject: Officials Background Check Reimbursement	Revised Date: 9/1/2025 Ratified Date: n/a

This policy is a policy of the Officials Committee of Niagara Swimming and is included in the Niagara P&P for reference.

Niagara Swimming recognizes the time and expense our volunteer officials provide to the LSC and its members.

USA Swimming requires all officials to be non-athlete members in good standing, which includes a background check to be completed every two years. The background check is completed through the USA Swimming website using a vendor chosen by USA Swimming. Niagara Swimming has no control over the cost of the background check.

Niagara Swimming will reimburse the official or their club if the background check was paid for by the club (directly or indirectly) the amount that exceeds the fee charged by the USA Swimming vendor. Niagara Swimming will only reimburse the background check fees for officials a member club does not otherwise employ (for example paid coaches that also have official certification).

A reimbursement process will be at the discretion of the Officials Chair along with the Niagara Treasurer.

This policy takes effect immediately and retroactively applies to any background checks conducted on or after 9/1/2025.

Updates

Date	By whom	Abstract
12/4/2024	Officials Committee	New Policy - reimburse only cost in excess of one court fee.
6/2025	Officials Committee	Revised policy to reimburse amount in excess to vendor fee (all court fees) beginning with background checks conducted on or after 9/1/2025.

Situations and Rulings (non-policy guidance)



Policy & Procedure	Policy Number: 950
Subject: Coach Training Reimbursement for Adaptive Education	Revised Date: 12/22/24 Ratified Date: 10/5/2025

This policy is a policy of the Disability Committee of Niagara Swimming and is included in the Niagara P&P for reference.

Coach Training Reimbursement for Adaptive Education.
Up to \$500 per coach per Niagara fiscal year
Must be a Niagara Coach in good standing
Prior approval from the Disability Committee for reimbursement
Receipts are required
Reimbursement goes to the club

Types of training covered:
Coaching clinics
Attending a parallel swimming meet with a swimmer
Online training

As part of the reimbursement process, the following is required:

- Financial documentation as required by the Finance Committee and/or Treasurer
- Written summary of the experience as directed by the applicable committee chair
- Photo that positively represents the individual(s) at the event

Summaries and photos may be shared with others on the Niagara website and its social media platforms to promote the sport of swimming and the LSC.

This policy takes effect starting 1/1/2025.

Updates

Date	By whom	Abstract
9/16/25	Executive Committee	Updated non-athlete Reimbursement policy

Situations and Rulings (non-policy guidance)