

Maryland Swimming, Inc.
Legislation Committee
Bylaw Proposals

The Legislation Committee has reviewed the LSC's current Bylaws and has prepared recommended revisions/amendments for submission to the House of Delegates. Once approved by the House of Delegates, we must submit our proposed amended Bylaws to the National Rules and Regulations for final approval.

The Committee's recommended revisions/amendments fall into 9 categories and are submitted by category.

1. Model bylaws: Pursuant to Part Six of the USS Rules & Regulations, each LSC is required to adopt a set of model bylaws. Some flexibility is permitted but certain provisions and text is mandatory. These changes reflect a correction of our current Bylaws to match the text required by the national model. None of these alter the way we currently operate.

A. Add reference to "coordinator(s)" as option to committee chairs throughout:

- | | | |
|----|------------|--|
| 1 | 4.4.10 | Add "or coordinators" |
| 2 | 4.14 | Add "and coordinators" |
| 3 | 6.7.3 | Add "coordinator" |
| 4 | 7.2.1 | Add "AND COORDINATORS" |
| 5 | 7.2.1C | Add "and all other coordinators" and "or coordinators" |
| 6 | 7.5 | Add - "and, when applicable, coordinators" |
| 7 | 7.5.2 | Add "coordinator" |
| 8 | 7.5.3 | Add "coordinator or" |
| 9 | 7.5.4 | Add "coordinator" |
| 10 | 7.6 | Add "and coordinators" |
| 11 | 7.17 | Add "coordinator or" |
| 12 | 7.18 | Add "or a coordinator" |
| 13 | 7.19 | Add "or a coordinator" |
| 14 | 10.4.7A(6) | Add "coordinator" |
| 15 | 10.4.7A(9) | Add "coordinator" |
| 16 | 12.3 | Add "coordinator," |

B. Replace text to conform to model:

- | | |
|-----|--|
| 6.1 | Replace -- "The elected officers/committee chairman are:" with "The officers, committee chairman and coordinators who shall be elected by the House of Delegates are:" |
|-----|--|

C. Add text to conform to model:

- 1 2.1.1B Add "who are all"
- 2 2.2.3 Add "Active"
- 3 10.4.1E Add "Call regular or special meetings of the Board of Review."
- 4 10.4.1G Separate paragraph into 2 separate items - F and G

D. Correct titles per model:

- 1 5.1.3 Change to Senior Vice-chairman
- 2 5.1.4 Change to Age Group Vice-chairman

2. Technical references: There are numerous incorrect technical references throughout our current Bylaws. These corrections will only serve to clarify the correlation of requirements and procedures and will not alter our current operations.

- 1 1.4 Part Seven to Part Six; add “of the USS Code)”
- 2 2.1.3 Section 10.4.6.C to Section 10.4.7C
- 3 4.4.2 Section 6.7.13.D to Section 6.7.10
- 4 4.4.10 Section 10.4.6C to Section 10.4.7.C
- 5 4.8.1 Section 6.6.4, 6.6.7, and 6.6.8 to Section 6.3, 6.6, and 6.9
- 6 5.4.10 Section 10.4.6C to Section 10.4.7C
- 7 5.14 Section 5.17 to Section 5.15
- 8 6.7.3 Section 10.3.12 to Section 8.3
- 9 7.1 Section 6.6 to Section 6.7
- 10 7.2.1A Section 6.7 to Section 6.6
- 11 10.3.13D Section 10.5.2 to Section 10.9
- 12 10.6.1A Section 10.4.5 to Section 10.4.6
- 13 10.6.1B Section 10.2.13A to Section 10.3.12A

3. Spelling and grammar: We have identified several grammatical, spelling or punctuation errors. None are significant or will alter the meaning or intent of the original section.

- 1 1.1 Add “United States Swimming – “
- 2 1.3 Add) after George's and correct grammar
- 3 4.3.4 Add line break between 4.3.4 and 4.3.5
- 4 5.6 Add space after (CLOSED)
- 5 6.1.9 Coach representative to representatives
- 6 6.2 To reflect correction from singular to plural for athlete and coach representatives
- 7 6.2 Add) after "will be elected by the Athletes"
- 8 6.7.3G Add ; at end of line

9	6.7.9	Coach representative to representatives
10	6.10.3	Change "the other" to "another"
11	10.2.3	Delete "See Section 10.2.3"
12	10.4.4	Add commas
13	10.4.7A(1)	Replace : with ;
14	10.4.7A(7)	"inconsistences" to "inconsistencies"
15	10.5.1D	Delete second "the"
16	10.5.1D	Change to Presiding Officer
17	10.6.2E	Change to Business Days
18	16.2.11	“contests” to “context”
19	16.2.31	Add " before Local Swimming Committee"

4. Position titles from Chairman to Coordinator: Pursuant to the national model bylaws: *LSC functions, duties and powers which are to be assigned to neither an officer nor a true committee (i.e., one that actually has two or more members) shall be assigned to a "Coordinator" rather than continuing the fictional term "Committee".*

Changes to position titles from Chairman to Coordinator are being recommended to those positions we have been advised (at the recommendation of the current “chairman”) are handled by a single coordinator. This will also include any title changes based on a change in procedure, such as OVC to NTV Coordinator.

1	3.7.3	Change OVC to NTV
2	5.1.12	Change to Records Coordinator
3	5.1.19	Change to National Times Coordinator
4	5.1.20	Change to Equipment Coordinator
5	5.1.23	Change to Outreach Coordinator
6	7.1	Change OVCs to National Times
7	16.1.5D	Chairman to Coordinator

5. Consolidated positions: There are several positions we have already consolidated. We propose to reflect the consolidation and conform to our current practices:

- A. Registration Chairman & Membership Chairman: Membership/Registration Coordinator
 - 1 2.1.1 Membership Chairman to Membership/Registration Coordinator
 - 2 2.1.2 Membership Chairman to Membership/Registration Coordinator
 - 3 5.1.9 Membership Chairman to Membership/Registration Coordinator

- | | | |
|------|--|---|
| 4 | 6.1.8 | Registration Chairman to Membership/Registration Coordinator |
| 5 | 6.6.3 | Registration Chairman to Membership/Registration Coordinator |
| 6 | 7.2.1A(1) | Registration Chairman to Membership/Registration Coordinator |
| 7 | 7.2.2A | Registration Chairman to Membership/Registration Coordinator |
| 8 | 7.4.4 | Registration Chairman to Membership/Registration Coordinator |
| 9 | 8.6 | Registration/Membership Chairman to Membership/Registration Coordinator |
| 10 | 8.9 | Registration Chairman to Membership/Registration Coordinator |
| 11 | 16.1.5D | Registration Chairman to Membership/Registration Coordinator |
|
 | | |
| B. | Technical Planning Chairman & Sanction Chairman: Technical Planning/Sanctions Chairman | |
| 1 | 5.1.10 | Technical Planning/Sanctions Chairman |
| 2 | 5.1.17 | Delete Sanction Chair - incorporated into Technical Planning |
| 3 | 6.1.7 | Technical Planning/Sanctions Chairman |
| 4 | 6.6.3 | Technical Planning to Technical Planning/Sanctions Chairman |
| 5 | 6.7.7 | Technical Planning to Technical Planning/Sanctions Chairman |
| 6 | 7.1.4 | Technical Planning to Technical Planning/Sanctions Chairman |

6. Correct and standardize position titles: Several positions are incorrectly (per model bylaws) referenced and/or inconsistently listed. This proposal will standardize the references, which, in most cases, adds a hyphen, changes a letter to lower case, etc.

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|---|---------|-------------------------|
| 1 | 6.7.4 | Change to Vice-chairman |
| 2 | 6.7.5 | Change to Vice-chairman |
| 3 | 6.7.6 | Change to Vice-chairman |
| 4 | 6.7.10A | Change to Vice-chairman |
| 5 | 6.9.1 | Change to Vice-chairman |
| 6 | 7.2.2A | Change to Vice-chairman |
| 7 | 7.3.2 | Change to Vice-chairman |

8	7.4.4	Change to Vice-chairman
9	7.4.8	Change to Vice-chairman
10	8.6	Change to Vice-chairman
11	10.3.10	Change to Vice-chairman
12	10.3.13C	Change to Vice-chairman
13	10.3.13D	Change to Vice-chairman
14	10.6.1B	Change to Vice-chairman
15	10.6.2C	Change to Vice-chairman

7. Inconsistencies: Correction of inconsistent and sometime contradictory requirements. For example, under 4.1.3 the athlete representatives are elected by the athletes, however 4.8.3 states they are elected by the House of Delegates. Our proposals will address these contradictions and recommend revisions to follow our current practices.

1	4.8.3	Delete "Athlete Representatives"	Athlete Reps are elected by Athletes not HOD per 4.1.3
2	6.9.2	Delete Board of Directors	Board does not elect athletes/coach reps
3	6.9.2	Add Athletes Committee or Coaches Committee	To reflect committee election of reps.
4	7.2.1A(2)	Delete section	Position is an officer per 6.1, should not be duplicated in non-officer section
5	7.2.2B	Delete section	Position is an officer per 6.1, should not be duplicated in non-officer section
6	10.6.2C	Delete "regular"	Not a defined term

8. Conform to current practices: Covers a wide variety of topics and will be submitted as separate items. For example, the elimination of the requirement for a September House of Delegates meeting.

1	2.1.2E	Insert: Life Members - A Life Member is an individual who is a life member of USS and who resides, formerly resided or participated in the sport of swimming in the Territory and who is in good standing as member of MSI and USS.	To include definition since positions do, and have, exist in MSI but excluded in this section.
2	2.2.3	Add "or Coach Member"	Permits coaches to be Club Safety Coordinators

3	16.2.30	Correct technical reference to Section 2.1.2E	With insertion of description under 2.1.2, reference needs to be corrected.
4	4.5	Delete "...in the month of September or"	We no longer hold September meetings
5	7.1.1	Delete "manual"	Policies and procedures are maintained but not in a manual
6	7.1.1	Delete Swimguide/Parents Manual	Not maintained
7	16.2.28	Add Seasonal Athlete Members	Reflects seasonal members
8	16.2.33	Add definition for "NTV"	To include definition
9	16.2.35	Delete Policies and Procedures Manual	Don't maintain manual
10	16.2.51	Add definition for "voice"	To include definition

9. New Proposals: Several sections have been identified for actual changes to our current operating structure. These include a clarification on Coach Representative elections, requirements for the Chairman of the Officials Committee, etc. Several of these motions are being made by Committees and the Legislation Committee has no comment on the proposal.

- A. Add At-Large Board Members: We have had several At-Large Board members over the past few years, but the Bylaws do not clearly authorize the position(s), the mechanism for election or duties. The following recommendations use model text to include the position.
- | | | | |
|---|--------|---|---|
| 1 | 5.1.25 | Add At-Large Board Members elected by HOD | Positions are referenced throughout bylaws and have been appointed for several years. |
| 2 | 5.2 | Add At-Large Board positions | Model text for position |
| 3 | 5.4.3 | Add duty to Board | Model text |
| 4 | 6.7.10 | Add At-Large duties | Model text |
- B. Increase Coach Reps to 2 and designates "senior" and "junior" positions.

- 4.1.4 Replace text with: Two Coach Representatives shall be elected, in even numbered years for a two-year term, or until a successor is elected. The positions should be designated as the Senior Coach Representative and the Junior Coach Representative with the requirements for both being determined by the Coach Members. The election of the Coach Representatives shall be conducted during MSI's Short Course swimming championship or at a meeting time called by the Senior Coach Representative or the Board of Directors, and determined by a majority of the Coach Members in good standing present and voting or, failing that, at a time and place and in a manner designated by the Board of Directors. Conforms to current practice of 2 coach reps with "senior" and "junior" designations.
- C. Coach Rep designations as delegates to USS House of Delegates: The current text is inconsistent and doesn't match how we currently operate. These changes clarify the preference.
- 1 6.7.10A Add "senior" Identifies delegate preference - optional model text
- 2 6.7.10D Add "senior" and "then the other Coach Representative shall attend, and if neither Coach Representative is able to attend" Preference falls to other coach rep before giving authority to General Chair - optional model text
- D. Delete Board position: There are several committees currently not being used, however, the Legislation Committee is only active when assigned a specific task. As such, we do not believe the Chairman needs a separate Board position.
- 5.1.24 Delete Legislation Committee Chairman at Board position When position needed, current Board member can fill Chair position
- E. Modifies description of Officials Committee to include requirements for Officials Chairman.
- 7.3.6 Replace description with: The Official Committee shall consist of the Officials Chairman, who shall serve as the chairman, and a minimum of two other members who are certified MSI officials. The Officials Chairman shall hold a current certification of Referee within MSI and should have a minimum of 2 years of experience as a MSI Referee. To add certification requirements for Chairman

10. Housekeeping Revisions: The Legislation Committee requests approval to revise the Bylaws in order to renumber any sections, or correct any technical references, effected by the approved amendments. This authority will be limited to only those items directly effected by the amendments and will not cover any additional issues that may be discovered separate from the HOD approval.

**As of June 16,
2004
Registration Report**

Year Round Athletes Registered

2004 – 3355

2003 – 3485

Down 130

Seasonal Athletes Registered

2004 – 1309

2003 – 1307

Outreach Athletes Registered

2004 – 1

2003 – 1

Clubs registered

2004 – 33

2003 – 33

Non Athletes Registered

Current Coach Members – 173

Officials – 127

Current Other – 124 - (Meet Directors, Safety Marshals, Board Members,
Coaches with expired certifications)

5 Largest Clubs - 38% of the athletes and 50% of the Officials!

CAA – 340 athletes – 7 Officials

NBAC – 296 athletes – 14 Officials

NAAC – 233 athletes – 13 Officials

RAC – 228 athletes – 16 Officials

MAC – 188 athletes – 10 Officials

- Required attendance at Pre -2005 Registration LSC Meeting, for every team's appointed Team Registrar* – dates TBD
*No HEAD COACHES – for any team with more than 10 registered swimmers!!
- Registration manual signoff requirement for every team – date TBD
- Required attendance for designated clubs at a USA Club Education Clinic – TBD
MSI Executive Session to be held – need date, and the clubs need to be notified.

- Final set of Coaches articles from Michael Brooks mailed out last week. Will this continue in the fall?
- Final 2004 1st Year swimmer packets mailed - to be continued again for 2005.
- First of 2 marketing postcards to be sent to registered Seasonal Swimmers, in process of being printed – will be mailed end of July. Second one to be mailed end of August.
- Up to date Team Roster will be emailed to every Team Registrar on Jan. 1st to cross reference and catch any missed renewals.
- Should I continue to email, on the 1st of each month and on the 15th of each month, the list of credentials expiring over the next 30-60 days?

Pat Kaplan
Registration Coordinator

Maryland Swimming, Inc
House of Delegates Meeting
June 19, 2004

Officials Chairman Report

1. 147 Certified Officials as of 06/18/04
 - a. Stroke and Turn – 105
 - b. Starter – 26
 - c. Referee – 27
2. New Officials
 - a. Stroke and Turn – 20, 4 apprentices approved to complete their tests
 - b. Starter – 8, 2 apprentices approved to complete their tests
 - c. Referee – 3, 2 apprentices approved to complete their tests
3. Highlights of National Committee Meetings
 - a. The co-Chairs attended the October 2003 workshop in Colorado Springs, CO. Topics discussed included:
 - i. Athlete Support – Officials providing positive experience to swimmers and benefit the competition in general.
 - ii. Communications – between National and LSCs, between LSCs, reciprocity.
 - iii. Training and testing – suggestions for uniform training, discussion on the benefits of uniform testing, suggestions for on-line test utilization.
 - iv. Minimum Standards – requirements for all officials as mandated by USA Swimming.
 - b. The Chair attended a May 2004 workshop in Dallas, TX to discuss the following topics:
 - i. Main focused was on training of Officials – Objective of USA Swimming Officials is to be Consistent, Equitable Fair & be Professional
 - ii. Consider using senior officials as mentors to further teach and train new or Officials who continue to move into new assignments, highly recommended when a new Referee is working their first meet
 - iii. Reviewed philosophy of how to be professional as an official, and discussed what we need to do to recruit new & retain officials
 - iv. New location for officials test & new tests – tests will be the same, multiple choice & true false however the questions will vary form test to test using a pool of questions
 - v. Rule changes are expected after Worlds in 2005
4. Officials participating at National Championship level meets:
 - a. World Cup – 3 to 4 deck officials
 - b. Spring Nationals – 2 to 3 deck officials, 1 assigned official
 - c. U.S. Open – 2 to 3 deck officials
 - d. Disability Championships – 3 deck officials

- e. Olympic Trials – 2 deck officials
- 5. Number of officials who supported MD All Star Championships Meet
 - a. Stroke and Turn – Minimum of 8 per session
 - b. Starter – 2 per each session
 - c. Referee – 4 on Friday sessions, 5 remaining sessions
 - d. Total of 31 Officials worked the meet
(Thursday's timed final session excluded)
- 6. Clinics were held throughout the state in addition to the initial early season get together at McDonogh on September 28th. The clinics were offered to enlist new officials as well as provide opportunity for all to meet the annual requirement.
 - a. Stroke and Turn – 8
 - b. Starter - 4
- 7. Official's Committee submitted recommendation to modify Bylaws regarding the composition of the Committee and minimum requirements for the Chairman and potential involvement of non-official members.
- 8. The Referee Handbook was developed and provided to all current and new apprentice referees. The Handbook is a repository for documents and information referees may want or need to have handy during competition. Referees have the flexibility to set it up per their personal preference.
- 9. The committee made changes to the MSI Scratch Rule cleaning up incorrect language but primarily clarifying the application of declared false starts and positive check-in situations.
- 10. Beginning to plan annual Official's Clinic, date, location and time to be announced. Plan is to schedule additional clinics early throughout the upcoming year, working in clinics with meets showing positive results.
- 11. Clubs that wish to hold meets that do not meet the requirement of officials, have been requested to identify 2 potential dates for scheduling clinics when bidding on a meet.

Section 6.1 Records

Section 6.1.1 MSI recognizes short course yard and long course meter times in accordance with USA Swimming recognized events and age groups.

Section 6.1.2 For purposes of MSI records, MSI recognizes official times achieved by MSI member athletes and teams participating in USS or FINA sanctioned competitions or in USS approved competitions or in USS observed swims, within or without the LSC boundaries. MSI records may only be established by USS registered swimmers that are representing a MSI/USA registered team. All relay teams must be composed of USS members of the same club representing a MSI/USA registered team.

Section 6.1.3 Any swimmer or relay team establishing a new LSC record within the LSC should report that performance to the Records Coordinator via the MSI records form provided by MSI along with “proof of performance” (via mail or e-mail). Proof of performance consists of the official results of the event/meet. The results of all MSI sanctioned and approved meets, which are posted on the MSI web site, will be reviewed by the Records Coordinator for new records. These officially posted results will constitute “proof of performance” for in-LSC meets.

Section 6.1.4 In the case of USS meets outside of the MSI LSC, the athletes representative must report that performance via the MSI Records form and forward this form (via mail or e-mail) along with “proof of performance” signed by the designated meet official(s) to the MSI records coordinator within 30 days. For relays, this must include the names and order of each relay swimmer. If the meet is outside the MSI LSC and is a sanctioned or approved meet by another USS LSC/team, forwarding a copy of the meet results (via mail or e-mail) or notifying the Records Coordinator where the results can be found on-line, will constitute “proof of performance”.

Section 6.1.5 National Age Group records - Per USS Rules, the athlete or athlete’s representative must submit to the Records Coordinator the following: MSI Records Reporting form, official meet results of the event the record was established in and the primary printout from the automatic timing system all signed by the designated meet official(s). These forms must then be forwarded to the MSI Records Coordinator within 14 days for review, signature and submission to the National Age Group Records Coordinator.

GUIDELINES FOR MARSHALLS

Marshals must be current members of USA Swimming

USA Swimming Rulebook:

102.18 MARSHALS – Shall wear identifying attire and enforce warm-up procedures and maintain order in the swimming venue. The marshal shall have full authority to warn or order to cease and desist, and, with the concurrence of the Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.

Responsibilities of Marshals include:

Marshals should arrive at the swim venue at least fifteen(15) minutes prior to the beginning of warm-ups. They should check in with the referee to receive instructions, i.e. where they will be positioned, special safety concerns for the meet, etc.

The head marshal should have a whistle. Marshals should be easily identifiable by a distinctive article of attire. (Hat, jacket, vest, etc.)

Warm-down areas must be marshaled throughout the meet.

Marshal must not leave the area until coverage is provided or until excused by the referee.

Marshals duties include:

Making sure that swimmers behave in a safe manner. (No running, abusive behavior, etc.)

During general warm-ups, make sure that swimmers enter the water feet first from the starting end and only ease into the water. Swimmers should be NOT entering from the opposite end or sides of the pool during warm-ups. **ABSOLUTELY NO DIVING!!!!!!**

Be alert to dangerously overcrowded warm-ups and alert the meet referee or manager.

Notify the coach of any swimmer who is behaving/acting in an unsafe manner.

Use appropriate language. **NO POWER TRIPS, PLEASE.**

Make sure lanes are cleared before sprint lanes begin.

Your role is to help maintain a safe environment. **PLEASE, PAY ATTENTION!**

Who can be a Marshal?

- * An adult who is a current USA swimming member
- * A designated official who is not performing other duties at the same time
- * A designated lifeguard who is not performing other duties at the same time

PROPOSED RULE CHANGES – OPEN WATER EVENTS

Section 1.1.2 Seasonal membership is available for athletes and clubs.

Section 1.1.3 Open Water – A, single meet, USA Swimming open water membership is available for individuals wishing to compete in an open water event.

ARTICLE 6 OPEN WATER

When conducting open water events, the host club shall recognize and strictly comply with all articles of Part VII, Open Water Swimming, of the current USS Rules and Regulations. In addition to the rules set forth in the MSI Rules & Regulations, the following rules shall apply. When there is a conflict, the rules stated in this Article shall prevail.

Section 6.1 Insurance. A full description of the event venue location (including address when possible) must be added to the USS General Liability policy of the host team.

Section 6.2 Meet Notice. All open water events shall comply with Part VII of the current edition of the USS Rules and Regulations. In addition to identifying the Safety Director, the meet notice shall describe the safety plan in detail.

Section 6.3 Entry Fees.

Section 6.3.1 MSI authorizes individual entry fees to range from \$20.00 to \$60.00.

Section 6.3.2 The fee due MSI will be determined by completing the Open Water Meet Expense Accounting Form.

Section 6.4 Entry Forms. Entry forms are required to be submitted in a format which is compatible with the approved timing system being used at the meet. Liability waiver forms shall be signed by individual participants (or parent/legal guardian if competitor is under 18 years of age) and received by the host team prior to the competition.

Section 6.5 Time Limitations. Time limitations shall be established by the meet director. Suggested limit is twice the time of the first place finisher in each event distance.

Section 6.6 Open Water Championship. MSI may conduct an open water age group championship.

Section 6.7 Event Limits. Swimmers are limited to one event per day.

Section 6.8 Officials. All events shall have officials as required in Article 706 of the current edition of the USS Rules and Regulations.

Section 6.9 Equipment/Timing Systems. All clubs will utilize timing systems as approved by the MSI Technical Chair/Committee.

PROPOSED MEET PROCEDURE CHANGES – OPEN WATER

VI. OPEN WATER EVENTS

A. In addition to the information in the template meet notice, open water event meet notices shall also include the following:

- 1) Detailed description of the proposed race course. Include maps if appropriate.
- 2) Average water temperature on meet day.
- 3) Description of the body of water (e.g., lake, river, ocean).
- 4) Average current/tidal conditions.
- 5) Name of organization(s) providing safety.
- 6) Description of the safety plan.
- 7) Items included with the meet entry fee (e.g., meet shirt, cap)
- 8) Attire requirements (e.g., cap, wetsuit restriction).
- 9) Liability waiver statement and signature form.

B. It is the responsibility of the host club to obtain any permits required to utilize the selected venue. Written permission to use the venue on meet day must be made available to the Technical Planning Chairman upon request.

C. Meet results from an open water event must be provided electronically to the webmaster within 7 business days of the conclusion of the meet, in a format that is compatible to the webmaster and the timing system used for the meet.



MARYLAND SWIMMING, INC.
OPEN WATER MEET EXPENSE ACCOUNTING FORM

Meet Name:	
Date of Meet:	
Host Club:	
Location:	

Competitor Count		
1	Total # Competitors	
2	# USA Registered Competitors	
3	Divide Line 2 by line 1	%

Entry Fee Recap (Count USA Swimmers Only)						
4	# of on time entries		X	\$	=	
5	# of late entries		X	\$	=	
6	Total entry fees (add lines 4 + 5)					\$

Open Water Expenses		
Enter gross expenses for the following items unique to open water events. Blanks are left in case your event suffers unexpectedly large expenses not normally affiliated with pool meets. Do not include access, permit, or insurance fees. Do not include postage, advertising, copying awards or other misc. administrative cost normally associated with hosting a pool meet.		
7	Meet Packet (e.g. shirt, cap, refreshments)	\$
8	Electronic Timing Rental or Service Gross Cost	\$
9	Transportation of Competitors (to start or finish)	\$
10	Safety	\$
11	Other:	\$
12	Other:	\$
13	Other:	\$
14	Other:	\$
15	Gross Open Water Expenses (add lines 7 – 14)	\$
16	Net USA Swimming Open Water Expenses (multiply line 15 x line 3)	\$

Net Open Water Entry Fee Income		
17	Subtract line 16 from line 6	\$

Maryland Swimming Fees		
18	Meet Fee Surcharge (multiple line 17 X 20%)	\$
19	Sanction Fee	\$
TOTAL FEES DUE MARYLAND SWIMMING (Add line 18 & 19)		\$

I hereby state that this completed form is an accurate accounting for this meet.			
Form prepared by:			
Name:		Date:	
Signature:		Phone #:	
Mailing Address:			
Note: See Section VI of the Maryland Swimming Meet Procedures for additional information that must be submitted with this form.			