

**Michigan Swimming, Inc.**  
RESOLUTION OF THE BOARD OF DIRECTORS  
November 18, 2020

WHEREAS, the Centers for Disease Control and Prevention are responding to the ongoing outbreak of the respiratory disease named “SARS-CoV-2” and the disease it causes named “COVID-19” (“the Ongoing Pandemic”);

WHEREAS, the United States Government, the Government of the State of Michigan, and local municipal governments have issued orders, administrative rules, guidelines, and other instruments carrying the weight of law to control the Ongoing Pandemic;

WHEREAS, on November 15, 2020, the Michigan Department of Health and Human Services (“MDHHS”), the principal public health agency in the state of Michigan, issued an epidemic order dated November 18, 2020 which generally prohibited gatherings in a non-residential setting subject to limited exception (“the November 18, 2020 Epidemic Order”);

WHEREAS, the November 18, 2020 Epidemic Order explicitly prohibited gatherings for the purpose of organized sports except when very stringent mitigation measures were met;

WHEREAS, Michigan Swimming, Inc. is a domestic non-profit corporation incorporated in the state of Michigan (“the Corporation”);

WHEREAS, the Corporation maintains its unequivocal commitment to the health and safety of all its members, the communities in which its members operate, and the community of the state of Michigan;

WHEREAS, the Corporation is responsible for issuing sanctions and approvals for competitive swimming events on behalf of USA Swimming, Inc. within the geographical boundaries of the state of Michigan;

WHEREAS, the Corporation is authorized to impose restrictions on sanctions and approvals for competitive swimming events within the geographical boundaries of the state of Michigan;

WHEREAS, the Michigan Swimming, Inc. Board of Directors (“the Board of Directors”) is authorized by the Michigan Swimming, Inc. Corporate Bylaws (“the Corporate Bylaws”)

and the laws of the state of Michigan to act for, by, and on behalf of the Corporation generally;

WHEREAS, the Board of Directors is explicitly authorized by the Corporate Bylaws to "establish and direct policies, procedures, and programs" for the Corporation;

WHEREAS, the Corporation established the Michigan Swimming, Inc. COVID-19 Select Committee of the Board of Directors ("the Select Committee") in the early days of the Ongoing Pandemic and delegated to it, among other things, general and broad responsibility and authority to manage the Corporation's response to the Ongoing Pandemic;

WHEREAS, the Select Committee took the following actions under its authority in response to the November 18, 2020 Epidemic Order ("the Select Committee's Actions"):

ACTION 1. Michigan Swimming, Inc. hereby rescinds and revokes all sanctions and approvals granted for competitions to be conducted between the dates of November 18, 2020 and December 8, 2020, inclusive;

ACTION 2. Michigan Swimming, Inc. temporarily indefinitely halts issuing any and all sanctions or approvals for competitions to be conducted at any point in time pending review of sanction and approval requirements;

ACTION 3. The Chairman of the Michigan Swimming, Inc. Board of Directors, acting in his official capacity, shall have any and all necessary authority to issue additional orders, proclamations, or directives to carry out the foregoing.

WHEREAS, the Select Committee's Actions were duly constituted and became effective on November 18, 2020 at 12:01am Eastern Time;

WHEREAS, the Board of Directors recognizes the importance of treating all of its members fairly, maintaining to the extent reasonably possible a level playing field, and ensuring equitable access to competitive opportunities for its members;

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors hereby affirms in whole the Select Committee's Actions and reconstitutes them as if those actions were its own;

FURTHER RESOLVED, the Board of Directors places a strict prohibition on issuing any and all sanctions, approvals, or observations for any competitive swimming event to take

place within the Corporation's jurisdiction between November 18, 2020 and December 8, 2020, inclusive, with no exception;

FURTHER RESOLVED, the Board of Directors approves Michigan Swimming, Inc. Policy COVID-004, effective immediately;

FURTHER RESOLVED, the Board of Directors lifts the suspension of the sanction and approval process imposed by the Select Committee's Actions provided any sanction or approval sought is for a competitive swimming event to take place no earlier than December 9, 2020 and complies with Michigan Swimming, Inc. Policy COVID-004;

FURTHER RESOLVED, the Board of Directors explicitly authorizes the Select Committee to extend the strict prohibition on issuing any and all sanctions, approvals, or observations for any competitive swimming event to take place within the Corporation's jurisdiction as it deems necessary to comply with any and all orders, administrative rules, guidelines, and other instruments carrying the weight of law issued by the United States Government, the Government of the State of Michigan, and local municipal governments to control the Ongoing Pandemic;

FURTHER RESOLVED, that any action by the Select Committee under the previous paragraph shall be duly constituted as if it were an action of the Board of Directors itself;

FURTHER RESOLVED, that nothing in this resolution is intended to restrict the authority of the Select Committee in any way, shape, or form.

# **Michigan Swimming, Inc.**

Policy COVID-004

Temporary Sanctioned & Approved Competition Requirements  
December 2020 and January 2021

## **Effective Date and Duration**

The LSC-level moratorium on issuing sanctions and approvals for competitions was lifted effective as of September 1, 2020 at 12:01am ET.

The text of this policy is effective as of November 19, 2020 at 12:01am ET.

Single-club intrasquad and multi-club virtual sanctioned or approved competitions under this policy are permitted to take place effective immediately.

Multi-club, single-facility off the published schedule sanctioned or approved competitions under this policy are permitted to take place effective immediately.

Upon the effective date written above, the previous policy issued for the same purpose dated October 20, 2020 is hereby rescinded.

This policy remains in full force and effect until such time as determined by the Michigan Swimming, Inc. Board of Directors and/or the Michigan Swimming, Inc. COVID-19 Select Committee of the Board of Directors.

## **Order of Precedence**

This policy is supplementary to and modifies the Michigan Swimming, Inc. Rules & Procedures. The text of this policy supersedes provisions in the Michigan Swimming, Inc. Rules & Procedures only to the extent that the text of this policy and the Michigan Swimming, Inc. Rules & Procedures expressly conflict. However, nothing in this policy shall be interpreted as invalidating the Michigan Swimming, Inc. Rules & Procedures as a whole, and provisions of the Michigan Swimming, Inc. Rules & Procedures will continue to govern insofar as they do not expressly conflict with this policy. Furthermore, for the avoidance of doubt, any amendments or other changes made to any provisions of the Michigan Swimming, Inc. Rules & Procedures under this policy shall be interpreted to have the full force and effect on any other relevant provisions of the Michigan Swimming, Inc. Rules & Procedures, which reference or rely on such amended or changed provisions.

Further, this policy is supplementary to but does not modify current or future versions of the USA Swimming Rulebook. All provisions of the USA Swimming Rulebook remain in full force and effect, including all technical and administrative rules.

Further, nothing in this policy shall be construed to take precedence over any federal, state, or local law, order, administrative rule, or guideline.

## **Permitted Competition Formats**

The following shall be the only permissible competition formats eligible to receive sanction or approval by Michigan Swimming:

- Single-Club Intrasquad Competition/Time Trial
  - A competition at one (1) facility consisting of athletes and coaches from one (1) club.
- Multi-Club Virtual Competition (additional information [here](#) and [here](#))
  - A competition at more than one (1) facility consisting of athletes and coaches from one (1) or more clubs; competition must take place on the same dates at all facilities.
  - Athletes and coaches from no more than one (1) club are permitted at any one (1) facility at any given time.
  - One (1) club shall be designated as the “host” and shall have the responsibilities so designated in this policy.
  - Results are collected by each participating club at each facility used and are forwarded to the host club for final processing.
- Multi-Club, Single-Facility Off the Published Schedule Competitions
  - A competition at one (1) facility consisting of athletes and coaches from more than one (1) club.

Any competition format not listed above is expressly prohibited and shall not be eligible for sanction or approval by Michigan Swimming.

## **Non-Compliance**

All athlete, non-athlete, and club members of Michigan Swimming and all athlete, non-athlete and club members of another LSC that participate in activities within Michigan Swimming’s jurisdiction are required to maintain compliance with this policy at all times. Further, club members are responsible for ensuring all non-members who enter a facility at which a sanctioned or approved competition takes place maintain compliance with this policy. Failure to maintain compliance with this policy will result in disciplinary action by the Michigan Swimming, Inc. Board of Directors.

## **Modification to Policy**

The Michigan Swimming, Inc. Board of Directors and/or the Michigan Swimming, Inc. COVID-19 Select Committee of the Board of Directors reserve the right to modify this policy at any time, for any reason, with or without advance notice, in its sole discretion, without the opportunity for appeal. Further, the aforementioned bodies reserve the right to revoke any sanction or approval granted under this policy for any reason it deems in the best interest of public health, at any time, with or without advance notice, in its sole discretion, without the opportunity for appeal.

## **Applicable to All Permitted Sanctioned and Approved Competitions**

### **COVID-19 Supplemental Sanction Requirements**

Each club hosting (or participating in, if multi-club virtual) sanctioned or approved competition under this policy must submit a “COVID-19 LSC Supplemental Sanction Requirements” document to Michigan Swimming in advance of any sanctioned or approved competition for each facility to be used for such purpose. The required components include, but are not limited to:

1. A statement setting forth the local protocols and requirements
2. An attestation that the club will strictly adhere to all local, state, and federal protocols and requirements
3. A plan for spectator ingress and egress
4. The planned number of individuals gathering in the following spaces, along with protocols to ensure any capacity limitations are strictly enforced:
  - Pool Deck (broken out by athletes, coaches, officials, and volunteers as well as in total)
  - Spectator Seating Area
  - Gym/Open Area (if applicable)
  - Any Other Publicly-Accessible Area
5. A statement setting forth the safe sport considerations to ensure parents or legal guardians have access to and/or the opportunity to observe and interrupt any interaction between a minor athlete and an applicable adult
6. An acknowledgement that the meet will be pre-seeded and no deck entries will be accepted except as specified in this policy, and a certification that entries will not be changed once the facility’s pre-seeded backup is submitted to Michigan Swimming
7. A statement detailing a plan for maintaining documentation required for contact tracing
8. A statement detailing a plan for screening all individuals seeking ingress to the facility for COVID-19 (e.g. symptom checks, health questionnaires, testing documentation, etc.)

All “COVID-19 LSC Supplemental Sanction Requirements” documents will be attached to the meet information packet and must be made immediately available to any individual who requests a copy.

Further, host clubs must include the following exact language in all meet information, announcements, and heat sheets (including emphasis where added):

*An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease*

*Control and Prevention, senior citizens and individuals with underlying medical conditions are especially vulnerable.*

*USA Swimming, Inc. or Michigan Swimming, Inc. cannot prevent you (or your child(ren)) from becoming exposed to, contracting, or spreading COVID-19 while participating in USA Swimming or Michigan Swimming sanctioned events. It is not possible to prevent against the presence of the disease. Therefore, if you choose to participate in a USA Swimming or Michigan Swimming sanctioned event, you may be exposing yourself to and/or increasing your risk of contracting or spreading COVID-19.*

**BY ATTENDING OR PARTICIPATING IN THIS COMPETITION, YOU VOLUNTARILY ASSUME ALL RISKS ASSOCIATED WITH EXPOSURE TO COVID-19 AND FOREVER RELEASE AND HOLD HARMLESS USA SWIMMING AND MICHIGAN SWIMMING, INC. AND EACH OF THEIR OFFICERS, DIRECTORS, AGENTS, EMPLOYEES OR OTHER REPRESENTATIVES FROM ANY LIABILITY OR CLAIMS INCLUDING FOR PERSONAL INJURIES, DEATH, DISEASE OR PROPERTY LOSSES, OR ANY OTHER LOSS, INCLUDING BUT NOT LIMITED TO CLAIMS OF NEGLIGENCE AND GIVE UP ANY CLAIMS YOU MAY HAVE TO SEEK DAMAGES, WHETHER KNOWN OR UNKNOWN, FORESEEN OR UNFORESEEN, IN CONNECTION WITH EXPOSURE, INFECTION, AND/OR SPREAD OF COVID-19 RELATED TO PARTICIPATION IN THIS COMPETITION.**

Further, host clubs must include assumption of risk disclaimer language in all meet information, announcements, and heat sheets. The following is assumption of risk disclaimer language posted by Disney prior to the reopening of Disney Springs. This language is provided as an EXAMPLE ONLY. The meet host must provide its own language reviewed by local legal counsel:

*"We have taken enhanced health and safety measures – for you, our other guests, and cast members. You must follow all posted instructions while visiting Walt Disney World Resort. An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and guests with underlying medical conditions are especially vulnerable. By visiting Walt Disney World Resort, you voluntarily assume all risks related to exposure to COVID-19."*

## **Requirement for Indemnification and Waiver**

Each club hosting (or participating in, if multi-club virtual) sanctioned or approved competition under this policy must sign a document that substantively does the following:

1. Acknowledges the document is submitted in consideration of Michigan Swimming, Inc. agreeing to sanction or approve a competitive swimming event so listed the document, AND
2. Acknowledges that the club is solely responsible for its own knowledge of, and will ensure compliance with, all applicable state, local, and federal laws, orders, guidelines, and other instruments carrying the weight of law related to participant safety and preventing the spread of COVID-19, and that Michigan Swimming, Inc. will not provide any guidance as to the foregoing, AND
3. Contains the text, “[Legal Club Name] acknowledges that any gathering of individuals increases the risk that any one individual attending the gathering could pass COVID-19 to other attendees. [Legal Club Name] therefore agrees to indemnify and forever hold Michigan Swimming, Inc., its officers, employees, and agents harmless from all injuries, claims, demands, and suits arising out of any diagnosis of COVID-19 by any attendee alleged to have arisen as a result of that attendee’s presence at [Legal Club Name]’s event” where “[Legal Club Name]” shall be replaced with the legal name of the entity which will be hosting a sanctioned or approved competition.

Michigan Swimming, Inc. may, but is not obligated to, provide a template document for clubs to use to satisfy the above requirements.

Michigan Swimming, Inc. reserves the right, in its sole judgement, to determine the sufficiency or adequacy of any document submitted to it for the purpose of satisfying the requirements stated above. Michigan Swimming, Inc. reserves the right, in its sole judgement, to reject any document submitted to it for the purposes of satisfying the above requirements if it does not determine the submitted document to be sufficient.

Michigan Swimming, Inc. shall not grant a sanction or approval to any club or other entity that does not comply with the above under any circumstances. There shall be no exceptions.

## **Registration of Competition Facilities**

All clubs partaking in sanctioned or approved competition must register all facilities used for such competition with Michigan Swimming prior to competition taking place.

## **Requirement to Pre-Seed and Not Accept Deck Entries**

All sanctioned and approved competitions conducted under this policy shall be pre-seeded and shall not accept deck entries. Once a pre-seeded backup has been transmitted to the Michigan Swimming Office, no entry changes may be made under any circumstances except to scratch an athlete from an event or to resolve an issue arising

from the pre-meet recon process or to change events for an athlete already entered in a specific session or to enter an athlete not currently entered in a specific session so long as the athlete's entries are forwarded via e-mail to the Michigan Swimming Office by the end of the session in which the athlete was entered.

### **Dissemination of Meet Information & Results**

Michigan Swimming will not disseminate meet information packets or entry files for sanctioned or approved competitions to clubs; host clubs will be responsible for inviting other clubs, if applicable. Michigan Swimming will post results from each sanctioned or approved competition on its website after the results have been processed.

### **Minimum Required Number of Officials**

Specific minimum required numbers of officials for each permitted competition are outlined in each permitted competition's respective section of this policy.

Michigan Swimming will not require a Deck Referee at any sanctioned or approved competition and therefore will not pay for a Deck Referee at any sanctioned or approved competition.

Rule 102.10 of the USA Swimming Rulebook takes precedence over this policy and the Michigan Swimming, Inc. Rules & Procedures in all instances of conflict.

### **Timing Requirements**

Timing rules, including but not limited to Rule 102.24 of the USA Swimming Rulebook, apply in their entirety as written.

If a team is unable to follow local, state, or federal laws, orders, administrative rules, or guidelines while also complying with the timing requirements set forth in the USA Swimming Rulebook, such a team will be denied a sanction or approval by Michigan Swimming. Non-sanctioned competitions are available in these instances.

## **Applicable to Single-Club Intrasquad Sanctioned and Approved Competitions**

### **Additional Responsibilities of the Host Club**

In addition to the responsibilities ordinarily assigned to the host club in the Michigan Swimming, Inc. Rules & Procedures, the following shall additionally be the responsibility of the host club:

1. Complete the “COVID-19 LSC Supplemental Sanction Requirements” document and submit to Michigan Swimming.
2. Designate a non-athlete member to serve as the “COVID-19 Coordinator” and be responsible for ensuring all protocols outlined in the club’s “COVID-19 LSC Supplemental Sanction Requirements” document are properly-developed and strictly enforced.

### **Meet Entry Fees & Surcharges**

Single-club intrasquad competitions shall be “Tier Two” competitions for the purpose of meet entry fees. All entry fees shall be determined in the meet information packet and be paid to the club operating the facility at which an athlete competes. Michigan Swimming will not collect its regular portion of gross meet entry fees for single-club intrasquad competitions.

Michigan Swimming will not impose its regular athlete surcharge for single-club intrasquad competitions; clubs are expressly prohibited from collecting this athlete surcharge.

Facility surcharges, if required, shall be facility-specific and be paid directly to the facility at which an athlete competes. Michigan Swimming, Inc. reserves the right to audit to the extent required any team charging a facility surcharge to ensure it has been paid directly to the applicable facility.

### **Minimum Required Number of Officials ([reference](#))**

The following will be the minimum required number of officials that must be present at the facility being used for single-club intrasquad competition:

- 1 Referee (serving as both the Meet Referee and Deck Referee)
- 1 Starter
- 1 Administrative Official **OR** 1 Stroke & Turn Judge (only if the Referee is also certified as an Administrative Official and is serving in that capacity)

## **Revised Pre-Meet Activities Timeline**

To provide flexibility necessary with rapidly-changing circumstances, the following shall be the pre-meet process and relevant deadlines for sanctioned and approved single-club intrasquad competitions:

### **1. Fourteen (14) Days Prior to First Day of Competition**

- a. Submit the completed meet information packet and Meet Manager file to Michigan Swimming for review and processing ([sanctions@miswim.org](mailto:sanctions@miswim.org)).

### **2. Ten (10) Days Prior to First Day of Competition**

- a. Michigan Swimming will return its preliminary sanctioning or approval decision and any necessary changes to the meet information packet or Meet Manager file. This decision will not be final, and host clubs will not receive a sanction or approval number, until any required revisions to the "COVID-19 LSC Supplemental Sanction Requirements" documents are received by Michigan Swimming.
- b. Entries open and should be submitted in accordance with procedures outlined in the meet information packet.

### **3. Five (5) Days Prior to First Day of Competition**

- a. Entries close and are considered final; no changes may be made after this point except to scratch an athlete from an event or resolve an issue arising from the pre-meet recon process.
- b. Host clubs must submit a final list of all facilities being used by participating clubs to Michigan Swimming. If a facility is requiring a facility surcharge, the host club must inform Michigan Swimming of the details at this point in the process.
- c. An updated "COVID-19 LSC Supplemental Sanction Requirements" document must be submitted to Michigan Swimming by this point. Failure to do so will result in automatic denial of sanction or approval.

### **4. Three (3) Days Prior to First Day of Competition**

- a. Submit the pre-seeded Meet Manager backup to Michigan Swimming for pre-meet recon processing. Michigan Swimming will return pre-meet recon reports to the host club.

The Meet Sanctioning Chair or his/her designee has the authority to modify this timeline or make exceptions on a case-by-case basis in his/her discretion, subject to appeal to the Chairman of the Board of Directors of Michigan Swimming, Inc. An appeal decision issued by the Chairman of the Board of Directors shall be final and binding upon all parties in all instances and shall not establish binding precedent under any circumstances.

## **Revised Post-Meet Activities Timeline**

To provide flexibility necessary with rapidly-changing circumstances, the following shall be the post-meet process and relevant deadlines for sanctioned and approved single-club virtual competitions:

### **1. Seventy-Two (72) Hours After Competition**

- a. Submit the complete results file to Michigan Swimming for review and processing ([results@miswim.org](mailto:results@miswim.org)).

Michigan Swimming will not require a meet financial report or officials' pay summary for single-club intrasquad competitions. Michigan Swimming reserves the right to request this documentation at a later date in the event it is necessary during the ordinary course of business.

The Meet Sanctioning Chair or his/her designee has the authority to modify this timeline or make exceptions on a case-by-case basis in his/her discretion, subject to appeal to the Chairman of the Board of Directors of Michigan Swimming, Inc. An appeal decision issued by the Chairman of the Board of Directors shall be final and binding upon all parties in all instances and shall not establish binding precedent under any circumstances.

## **Applicable to Multi-Club Virtual Sanctioned and Approved Competitions**

### **Additional Responsibilities of the Host Club**

In addition to the responsibilities ordinarily assigned to the host club in the Michigan Swimming, Inc. Rules & Procedures, the following shall additionally be the responsibility of the host club:

1. Collect from all participating clubs the “COVID-19 LSC Supplemental Sanction Requirements” document and transmit all received documents to Michigan Swimming at once.
2. Collect from all participating clubs the seeded pre-meet backups and transmit all received pre-meet backups to Michigan Swimming at once for pre-meet recon processing.
3. Combine results received from participating clubs into a single Meet Manager file and transmit to Michigan Swimming for processing.

### **Additional Responsibilities of Participating Clubs**

In addition to the responsibilities ordinarily assigned to any club (including the host club) partaking in sanctioned or approved competition in the Michigan Swimming, Inc. Rules & Procedures, the following shall additionally be the responsibility of each participating club:

1. Complete the “COVID-19 LSC Supplemental Sanction Requirements” document and submit to the host club for transmission to Michigan Swimming.
2. Designate a non-athlete member to serve as the “COVID-19 Coordinator” and be responsible for ensuring all protocols outlined in the club’s “COVID-19 LSC Supplemental Sanction Requirements” document are properly-developed and strictly enforced.
3. Secure officials for each location used, maintaining at least the minimum number of required officials as stipulated by Rule 102.10 in the USA Swimming Rulebook.
4. Prepare a seeded pre-meet backup for each location used and forward those pre-meet backups to the host club. After this is transmitted to the host club, no entry changes can be made under any circumstances except to scratch an athlete from an event or to resolve an issue arising from the pre-meet recon process.
5. Collect results at each facility used by the club and forward those results to the host club at the conclusion of the competition.

## **Meet Entry Fees & Surcharges**

Multi-club virtual competitions shall be “Tier Two” competitions for the purpose of meet entry fees. All entry fees shall be determined by the host club in the meet information packet and be paid to the club operating the facility at which an athlete competes. Michigan Swimming will not collect its regular portion of gross meet entry fees for multi-club virtual competitions.

Michigan Swimming will not impose its regular athlete surcharge for multi-club virtual competitions; clubs are expressly prohibited from collecting this athlete surcharge.

Facility surcharges, if required, shall be facility-specific and be paid directly to the facility at which an athlete competes. Michigan Swimming, Inc. reserves the right to audit to the extent required any team charging a facility surcharge to ensure it has been paid directly to the applicable facility.

## **Minimum Required Number of Officials ([reference](#))**

The following will be the minimum required number of officials that must be present at the facility being used for multi-club intrasquad competition:

- 1 Referee (serving as both the Meet Referee and Deck Referee)
- 1 Starter
- 1 Administrative Official **OR** 1 Stroke & Turn Judge (only if the Referee is also certified as an Administrative Official and is serving in that capacity)

## **Timing Requirements**

For multi-club virtual competitions which use more than one (1) facility, the primary, secondary, and tertiary timing systems must be consistent across all facilities (e.g. if an automatic timing system is used as the primary timing system in one facility, it must be used as the primary timing system in all facilities). Failure to use the timing system across all facilities will nullify all results from all facilities used in the competition.

## **Revised Pre-Meet Activities Timeline**

To provide flexibility necessary with rapidly-changing circumstances, the following shall be the pre-meet process and relevant deadlines for sanctioned and approved multi-club virtual competitions:

### **1. Fourteen (14) Days Prior to First Day of Competition**

- b. Submit the completed meet information packet and Meet Manager file to Michigan Swimming for review and processing ([sanctions@miswim.org](mailto:sanctions@miswim.org)).

### **2. Ten (10) Days Prior to First Day of Competition**

- c. Michigan Swimming will return its preliminary sanctioning or approval decision and any necessary changes to the meet information packet or Meet Manager file. This decision will not be final, and host clubs will not receive a sanction or approval number, until all participating clubs' "COVID-19 LSC Supplemental Sanction Requirements" documents are received by Michigan Swimming.
- d. Host clubs may begin circulating the meet information packet and entry file to interested clubs.
- e. Entries open and should be submitted in accordance with procedures outlined in the meet information packet.

### **3. Five (5) Days Prior to First Day of Competition**

- f. Entries close and are considered final; no changes may be made after this point except to scratch an athlete from an event or resolve an issue arising from the pre-meet recon process.
- g. Host clubs must submit a final list of all facilities being used by participating clubs to Michigan Swimming. If a facility is requiring a facility surcharge, the host club must inform Michigan Swimming of the details at this point in the process.
- h. All "COVID-19 LSC Supplemental Sanction Requirements" documents from all participating clubs must be submitted to Michigan Swimming by this point. Failure to do so will result in automatic denial of sanction or approval.

### **4. Three (3) Days Prior to First Day of Competition**

- i. Submit the all pre-seeded Meet Manager backups to Michigan Swimming for pre-meet recon processing. Michigan Swimming will return pre-meet recon reports to be distributed by the host club to the appropriate participating clubs, if necessary.

The Meet Sanctioning Chair or his/her designee has the authority to modify this timeline or make exceptions on a case-by-case basis in his/her discretion, subject to appeal to the Chairman of the Board of Directors of Michigan Swimming, Inc. An appeal decision issued by the Chairman of the Board of Directors shall be final and binding upon all parties in all instances and shall not establish binding precedent under any circumstances.

## **Revised Post-Meet Activities Timeline**

To provide flexibility necessary with rapidly-changing circumstances, the following shall be the post-meet process and relevant deadlines for sanctioned and approved multi-club virtual competitions:

### **1. Seventy-Two (72) Hours After Competition**

- a. Submit the complete, combined (if applicable) results file to Michigan Swimming for review and processing ([results@miswim.org](mailto:results@miswim.org)).

Michigan Swimming will not require a meet financial report or officials' pay summary for multi-club virtual competitions. Michigan Swimming reserves the right to request this documentation at a later date in the event it is necessary during the ordinary course of business.

The Meet Sanctioning Chair or his/her designee has the authority to modify this timeline or make exceptions on a case-by-case basis in his/her discretion, subject to appeal to the Chairman of the Board of Directors of Michigan Swimming, Inc. An appeal decision issued by the Chairman of the Board of Directors shall be final and binding upon all parties in all instances and shall not establish binding precedent under any circumstances.

## **Applicable to Multi-Club, Single-Facility Off the Published Schedule Sanctioned and Approved Competitions**

### **Additional Responsibilities of the Host Club**

In addition to the responsibilities ordinarily assigned to the host club in the Michigan Swimming, Inc. Rules & Procedures, the following shall additionally be the responsibility of the host club:

1. Complete the “COVID-19 LSC Supplemental Sanction Requirements” document and submit to Michigan Swimming.
2. Designate a non-athlete member to serve as the “COVID-19 Coordinator” and be responsible for ensuring all protocols outlined in the club’s “COVID-19 LSC Supplemental Sanction Requirements” document are properly-developed and strictly enforced.

### **Meet Entry Fees & Surcharges**

Multi-club, single-facility off the published schedule competitions shall adhere to the meet entry fee schedule as detailed in the Michigan Swimming, Inc. Rules & Procedures.

Michigan Swimming will collect both its regular portion of gross meet entry fees and its regular athlete surcharge for multi-club, single-facility off the published schedule competitions. A meet financial summary and officials’ pay summary are required.

Facility surcharges, if required, shall be facility-specific and be paid directly to the facility at which an athlete competes. Michigan Swimming, Inc. reserves the right to audit to the extent required any team charging a facility surcharge to ensure it has been paid directly to the applicable facility.

### **Minimum Required Number of Officials**

The following will be the minimum required number of officials that must be present at the facility being used for a multi-club, single-facility off the published schedule competition:

- 1 Referee (serving as both the Meet Referee and Deck Referee)
- 1 Administrative Official (who may not serve in any other capacity)
- 1 Starter (who may also serve as a Stroke & Turn Judge)
- 1 Place Judge (who may also serve as a Stroke & Turn Judge)
- 2 Stroke & Turn Judges (who may also be the Starter and the Place Judge)

### **On-Deck Separation of Individuals from Different Clubs**

All host clubs must include, and enforce, a detailed plan in the meet information packet for minimizing, to the maximum extent possible, interaction between individuals registered to different clubs to reduce potential cross-club transmission of COVID-19.

### **Pre- and Post-Meet Activities Timeline**

All pre- and post-meet activities must be conducted in accordance with the regular timeline for any off the published schedule competition as outlined in the Michigan Swimming, Inc. Rules & Procedures.

The Meet Sanctioning Chair or his/her designee has the authority to modify this timeline or make exceptions on a case-by-case basis in his/her discretion, subject to appeal to the Chairman of the Board of Directors of Michigan Swimming, Inc. An appeal decision issued by the Chairman of the Board of Directors shall be final and binding upon all parties in all instances and shall not establish binding precedent under any circumstances.