



Wisconsin Swimming Website Guidelines

Mission:

The Wisconsin Swimming website will provide timely and accurate information, on a continuous basis, that is relevant to Wisconsin Swimming athletes, coaches, volunteers and families. In addition, the website will serve to promote and publicize Wisconsin Swimming and the sport of competitive swimming to the public.

Governance:

A Webmaster will be appointed by the General Chair and will receive a stipend, which will be determined by the Board of Directors of Wisconsin Swimming. The Webmaster will post material that is in compliance with the guidelines stated here, within 48-72 hours, or within reason. When needed, the Webmaster will seek guidance from the General Chair, the Administrative Chair or Board of Directors, regarding material that does not fall within these guidelines. In addition, website content must be in compliance with the USA Swimming Privacy Policy (Section 13 of the USA Swimming Policy Manual-Privacy Policy).

Part A: The following guidelines will be used by the Webmaster to determine what content can be posted on the website, without additional consultation. These guidelines include, but are not limited to:

1. The Wisconsin Swimming competition schedule, including meet information and event files, as approved by the House of Delegates (as well as other meets sanctioned by Wisconsin Swimming).
2. Wisconsin Swimming Policies and Procedures, By-laws, organizational structure, Committees and Committee members.
3. Announcements, agendas, meeting minutes, and related forms, ballots and registration materials for the Board of Directors, House of Delegates, and Wisconsin Swimming committees.
4. Links to websites for Wisconsin Swimming Clubs, USA Swimming, Zones C, WIAA and Badger State Games, and other swimming related organizations likely to be of interest to the Wisconsin Swimming community.
5. Significant Rules and Regulations changes and interpretations issued by USA Swimming and FINA.
6. Meet results after their release by the Meet Director.

7. Meet information, Time Standards, sanction changes, Psych sheets, session timelines and Meet Apparel links for the LSC Regional and LSC Championship meets, and for Zone level meets and above.
8. Records after approval by the Records Chair.
9. Information about significant Honors, Awards and Accomplishments, administered by Wisconsin Swimming, USA Swimming or other recognized swimming related organization, and achieved by Wisconsin Swimming athletes, coaches and non-athlete members.
10. Information about Wisconsin Swimming club events that are likely to be of interest to the Wisconsin Swimming Community (such as charity events, equipment sales, etc.).
11. Listing of coaching vacancies within Wisconsin Swimming, including Wisconsin High Schools, as well as for other LSCs, YMCA, and NCAA.
12. Summaries of Wisconsin Swimming athlete achievements for all Wisconsin Swimming athletes attending Junior National level meets and above. The summary will be provided by the Athlete Representative, a parent volunteer or Coach, selected by the Senior Chair. The author may be granted a \$25 stipend.
13. Summary of the Zone meet, submitted by the Head Coach or designee.
14. Swim camps hosted by the LSC or a Wisconsin Swimming club in good standing.
15. Archival access to useful historical information.
16. Rosters of Officials and information pertinent to the recruitment, training, certification and recertification of Officials.
17. Logos and material required by Wisconsin Swimming contracts, such as for zones apparel.

Part B: Additional consultation will be required, before posting, for the following content:

1. Swim camp announcements from outside the LSC, or from within the LSC but not hosted by a Wisconsin Swimming club in good standing (\$100 posting fee).
2. Advertisement for swimming or swim meet related services such as photographers, medal engravers, food/beverage concessions, retail stores, etc (\$100 posting fee).
3. Payment of the posting fee must be received prior to posting.
4. All such advertisements as listed in this section will run for a maximum of 2 months, and may be renewed for the same fee.
5. Any new content substantially different from the guidelines in Part A, at the discretion of the Webmaster.

Approved: Wisconsin Swimming Board of Directors

Date: 1/26/2010