POLICY AND PROCEDURES MANUAL OF THE ARIZONA LOCAL MASTERS SWIMMING COMMITTEE

Preamble

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1. Administration
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2. Financial
   2.1 Reimbursable Expenses - any reimbursable expense must be pre-approved according to the following schedule:
      $0-$500 – AZ LMSC Chair
      $501 - $1000 – AZ LMSC Officers
      $1001 and greater – AZ LMSC Board
      The Chair may not approve his/her own expense. In such cases the Vice Chair will approve the Chair's expense. An itemized receipt must be submitted to the treasurer for reimbursement.
3. Elections
   3.1 Elections Committee - The Chairman will form an Elections Committee with the approval of the Board in the third quarter of an election year.
   3.2 Composition - The Elections Committee will be comprised of at least three members in good standing of AZ LMSC who are not running for elected office.
   3.3 Responsibilities - The Elections Committee will be responsible for all aspects of the election. This includes but is not limited to presenting the Call for Candidates, evaluating candidates’ qualifications, putting forth an election ballot, tabulating and verifying votes, and announcing the winners at the annual meeting. The Elections Committee is responsible for selecting an appropriate means of voting in accordance with these policies and procedures.
   3.4 Nominations - The Elections Committee will accept nominations during a 21 day period commencing 28 days prior to elections.
3.5 Ballots - Ballots will contain a list of candidates with a brief bio written by the candidate and approved by the Elections Committee. The ballot will clearly state the position for which each member is running.

3.6 Voting – Voting will commence no less than 60 days prior to the annual meeting. Elections will be open for 14 days. Members will be sent two notices. Voting will be by one of the following means:

3.6.1. Electronic - Electronic ballot listing the position and candidates for each office or;

3.6.2. Paper - Paper ballot listing the position and candidates for each office, and;

3.6.3. Downloadable - A downloadable, electronic version of the paper ballot listing the position and candidates for each office on the AZ LMSC website.

3.7 Tabulation of Results - At least two (2) members of the Elections Committee will meet physically to tabulate and verify the results. The Registrar will provide a current list of members in good standing of the AZ LMSC to the Elections Committee. The Elections Committee shall ensure the integrity of the vote. RESULTS MUST BE TABULATED AND SUBMITTED TO THE SECRETARY FOR CERTIFICATION NO MORE THAN 14 DAYS AFTER CLOSE OF ELECTIONS. Ballots (electronic and paper) will be retained for 60 days after the election closes.

3.8 Certification and Posting of Results - The Secretary shall certify the results of the elections from the Elections Committee no more than 7 days after receiving the results from the committee. The Secretary will contact all candidates and notify them of results prior to posting them on the LMSC website.

3.9 Protests and Appeal - Any candidate will have the option to appeal the results of the election but must file a notice with the Board within fourteen (14) days of receiving notice of the elections results.

3.10 Board Notification - At the Annual Meeting, the Secretary will report the results of the elections to the Board.

3.11 Duration of Committee - The Elections Committee for the current election cycle is an ad hoc committee and will be dissolved after an election has been certified.

4. Grievance

4.1 Grounds for Grievances - Any individual member of the LMSC and/or any Club member of the LMSC may bring a complaint on any matter for which grievances may be heard under Article 4. Specifically, complaints may be brought alleging unsporting conduct, defined in Article 4 as:

4.1.1. Violation of the opportunity to participate, as set forth in Article 4.

4.1.2. Discrimination in violation of Article 5 of the Rules of USMS.

4.1.3. Any act of fraud, deception or dishonesty in connection with any USMS related activity.

4.1.4. Any nonconsensual physical contact, obscene language or gesture, or other threatening language or conduct directed toward meet personnel, in connection with a USMS event.
4.1.5. Any act, conduct or omission that is detrimental to the image or reputation of USMS, an LMSC, or the sport of swimming.

4.2 Complaint Procedure

4.2.1. A complaint shall consist of a concise statement of the behavior or circumstance involved, shall be in writing, and signed by the person responsible for making the complaint. The complaint shall clearly identify the person or entity making the complaint and the person or entity against whom the complaint is made. The complaint shall be directed only to the Grievance Chair.

4.2.2. Upon receipt of a complaint, the Grievance Chair shall first make a determination whether the subject matter involves an issue for which a grievance may be brought under Article 4 and involves a person or entity which is part of the LMSC. If the Grievance Chair determines that the complaint does not meet such criteria, the Grievance Chair shall dismiss the complaint and notice of same shall be transmitted to the party bringing the complaint and to the Chair of the LMSC.

4.2.3. If the Grievance Chair does not dismiss the complaint, the Grievance Chair shall transmit a copy of the complaint to all other parties involved. The parties to any controversy shall be the USMS member or entity that makes the complaint, the USMS member or entity that is the subject of a complaint, and, if appropriate, the LMSC. In the event there are multiple parties or varying interests, any interested person may ask the Grievance Chair to (or the Chair may of its own volition) realign the parties according to their interest in the matter.

4.2.4. The parties other than the complaining party shall have the right to make a written reply, which shall consist of a concise statement of any matter of defense to the complaint, and which shall be made within twenty days from the date the copy of the complaint is transmitted by the Grievance Chair. Replies shall be in writing and signed by the person responsible for making the reply. The Grievance Chair shall advise all parties in writing of their hearing rights under these guidelines, as well as their appeal rights under Article 4. The Grievance Chair, for reasonable grounds, including excusable neglect, may extend any time limit.

4.3 Mediation or Resolution by the Grievance Chair

4.3.1. After all parties have transmitted written statements to the Grievance Chair (or if the time for same has passed without a statement being transmitted), the Chair shall attempt to resolve the controversy by mediation. The method of mediation shall be at the discretion of the Chair. Methods of mediation may include (without limitation) in-person contact, telephone contact, or communication by writing or e-mail. If mediation is successful, the agreement shall be reduced to writing, signed by the parties, and transmitted to the LMSC Chair.

4.3.2. If a party who is the subject of a complaint fails to make a reply, but other parties have replied, then the Grievance Chair may proceed to mediation under this section, or to a hearing under the following section.
4.3.3. If no party who is the subject of a complaint makes a reply, then the Grievance Chair may act on the complaint as filed, or may take evidence or information from any source. The Grievance Chair shall make such findings as appear to be justified and reasonable to resolve the controversy. Findings shall be reduced to writing and transmitted to the parties and to the LMSC Chair.

4.4 Hearing Procedure

4.4.1. If no agreement can be reached, the Grievance Chair shall convene a hearing panel to resolve the controversy. The Grievance Chair shall designate three members of the LMSC to act as a panel to resolve the grievance and all matters related thereto. The Chair shall preside over the hearing and give counsel to the panel concerning procedural matters and USMS rules, but shall have no vote.

4.4.2. The hearing panel shall take such statements and evidence as it deems necessary to resolve the controversy, and shall, wherever possible, take evidence from all persons identified by a party as having material information. A party to the controversy shall be responsible for making any such witness or evidence available. If the panel deems it necessary to hear testimony, then the Chair may appoint one member to take such evidence and report to the panel. Any cost of production of evidence shall be advanced by the party on whose behalf such evidence is taken.

4.4.3. Upon completion of presentation of evidence, the hearing panel shall, by majority vote, resolve the controversy in the form of a written decision. The decision, including any dissent, shall be reduced to writing and transmitted to all parties and the LMSC Chair. If the hearing panel does not dismiss the complaint, it may deny membership in the LMSC, censure, place on probation, suspend, fine or expel from LMSC membership any member or any person participating in the affairs of USMS who has engaged in any unsporting conduct set forth in Article 4. If a person is expelled from the LMSC, such action shall be transmitted by the Grievance Chair to the National Board of Review for further action, if any, it deems necessary.

4.4.4. Upon rendering of a final decision, the Grievance Chair shall notify all parties in writing of their right to appeal to the National Board of Review under Article 4. The LMSC may stay the imposition of any penalty pending appeal to the National Board of Review.

5. Swim Meets

5.1 Non-Championship

5.2 Championship

5.2.1. All State Championship meets shall have point scoring through 10 places using a points system consistent with Nationals and the rule book, rule 103.19.3A (e.g., Individual Events: 11-9-8-7-6-5-4-3-2-1. Relays: 22-18-16-14-12-10-8-6-4-2). If a meet is hosted in an 8 lane format, the Meet Director may choose at their discretion to use the 8 lane scoring format (e.g., Individual events: 9-7-6-5-4-3-2-1, Relays: 18-14-12-10-8-6-4-2).

5.3 National Meet Bids
6. Open Water Events
   6.1 Competition
   6.2 Training

7. Clinics
   7.1 Swimmers
   7.2 Coaches
   7.3 Officials

8. Board Meetings
   8.1 Proxy Vote - the AZ LMSC will allow at large members to designate a proxy to vote on their behalf at AZ LMSC Board Meetings. Before a proxy can vote they must be approved by a simple majority of the AZ LMSC officers. In a tie, the past chair will cast a vote. Approval can happen during the board meeting the proxy is attending. The at large member must provide a hard copy or electronic authorization for the proxy to vote on their behalf. This letter will be entered into the minutes by the Secretary. The proxy’s term begins at approval and expires at the adjournment of the meeting.

9. Social Events
   9.1 tbd

10. Asset Management
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    10.2 Management
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    11.2 Reimbursement
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12. Public Documents
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    12.2 Policy and Procedure
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Appendix D – Licenses
Adobe Acrobat Professional

Appendix E – Passwords and Accounts

Appendix F – List of Official Documents

Appendix G – List of LMSC Assets