

Policy and Procedures Manual of the Arizona Local Masters Swimming Committee

1. Administration

1.1

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

6.1.1 The Event Director should complete the USMS application, found at the USMS website. The Event Director is encouraged to get assistance from the AZ LMSC OW Chair.

6.1.2 The Event Director should send the application to the AZ LMSC Sanctions Chair and work with the chair to make any changes/updates/etc. prior to submitting to USMS.

- 6.1.3 The event must be sanctioned by the United States Masters Swimming (USMS) and fulfill all requirements. It is the event director's responsibility to ensure that qualified officials (USMS Rule Book, section 103) are appropriately briefed and qualified to fairly and impartially enforce USMS Rules of Competition (USMS Rule Book, sections 101 & 102). For open water events, rules can be found in section 3 of the rule book (USMS Rule Book, section 3).

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

10.1 Acquisition

10.2 Management

10.3 Disposal

11. Conventions and Travel

11.1 Selection

11.2 Reimbursement

11.3 Conduct

11.4 Reporting

12. Public Documents

12.1 Bylaws

12.2 Policy and Procedure

12.3 Meeting Minutes

13. Awards and Honors

13.1 Gruender Award

13.2 Coach of the Year Award

14. Communications

14.1 Website

14.2 Social Media

14.3 Newsletter

14.4 Email

15. Other LMSC Committee Chairs

15.1 Top Ten Recorder

15.1.1 After every sanctioned or recognized meet in the LMSC the Top 10 recorder will go thru all results to verify that all entrants in the meet are USMS registered and their registration number matches what is on file with USMS. Load all results onto USMS.

15.1.2 Verifies or assists the meet director with pool measurement requirements, especially those with a bulkhead, and adds this information into the USMS data base.

15.1.3 Submits all Top 10 reports for each season, SCY, SCM and LCM by the required due dates for each course, this includes split request forms.

15.1.4 Works with meet directors along with USMS to make sure that all USMS and FINA record applications are complete and submitted on time.

15.2 Registrar

15.2.1 Is the only AZLMSC member with access to the USMS membership and registration systems.

15.2.2 Processes paper registrations, club and workout group registrations and updates transfers for AZLMSC membership

15.2.3 Prints and mails membership cards when requested, validates USMS membership for local events and swim meets.

15.2.4 Sends out "blasts" to the membership as requested by the board.

15.3 Long Distance and Open Water Chair-Standards and Responsibilities

15.3.1. Ensuring that AZ-USMS sanctioned and recognized OW events within the AZLMSC boundaries are conducted in accordance with USMS rules and regulations.

15.3.2 Work with potential OW event directors in their application for USMS sanctioning.

15.3.2 Work with AZLMSC Treasurer and event director on the contract outlining the two parties financial and other responsibilities.

15.3.3 Work with the event director to ensure officials are qualified.

15.3.4 Ensure marketing of the event through the AZLMSC website and USMS website.

15.3.5 Ensure results are sent to USMS and posted on AZLMSC website.

15.4 Coaches Chair- Standards and Responsibilities

15.4.1 The AZLMSC coaches chair will provide support and maintain relationships with each of the coaches within the LMSC. They will identify opportunities to invest resources facilitating the growth and retention of clubs, workout groups and members.

15.4.2 The coaches chair should help coaches to grow, retain members and help coaches achieve Gold Club designation while promoting 100% USMS membership of all its club or workout group members.

15.4.3 The chair encourages participation in current USMS marketing initiatives and events (e.g. Fitness Series, Try Masters Swimming Month, Go-the-Distance, USMS Nationals).

15.4.4 The chair will encourage coaches to continue their coaching education through USMS coaches clinics and certifications.

15.4.5 The coaches chair attends at least 80% of the LMSC Board Meetings and conveys information on new clubs or coaches. The chair must be a USMS certified coach and be currently coaching a AZLMSC team.

15.5 Officials Chair- Standards and Responsibilities

15.5.1 Implementing policies and procedures to ensure that AZ-USMS sanctioned and recognized meets within the AZLMSC boundaries are conducted uniformly and in accordance with USMS rules and regulations.

15.5.2 Advising Meet Directors on the appropriate number of officials for specific meets, based on the number of swimmers, venue, and type of meet.

15.5.3 Assisting in locating Meet Referees or other key official's for AZ-LMSC sanctioned competitions.

15.5.4 Assisting Meet Directors in obtaining a sufficient number of qualified officials for scheduled meets.

15.5.5 Many more responsibilities are listed on the entire 2-page job description

15.6 Fitness Chair- Standards and Responsibilities

15.6.1 Keeping the LMSC current on the Fitness Series events, virtual swims and various fitness activities proposed by the National Office throughout each year.

15.6.2 Attend at least four Board of Director meetings throughout the year

15.6.3 Encourage team participation in the Fitness Series Challenge

15.6.4 Be willing to attend Convention and become part of the National Fitness Committee, acting as a liaison between the National Office and our LMSC.

15.6.5 Identify teams which may need assistance in hosting National Fitness Series and help them get registered as a participating program

15.7 Webmaster

15.7.1 The AZ LMSC Webmaster is a volunteer position with the following responsibilities that must be performed in a timely manner.

15.7.2 Maintaining the website

15.7.3 Uploading to the website all pertinent meet forms, meet results, open water results, fitness events, agendas, reports, and minutes related to AZ LMSC meetings.

15.7.4 Keeping up with any changes that the AZ LMSC wishes to make to the website, including announcements of USMS meets and open water events and any other items of interest to our members.

15.7.5 In addition, the account information on accessing the website must be shared with the AZ LMSC Chair.

Appendix A – Fee Schedule

LMSC Membership Fee

Club Fee

Meets

Open Water Events

Clinics

Appendix B – Supplier List

Appendix C – Paid Contractors

Registrar

AZLMSC compensates the Registrar a small portion of the USMS Registration fee per member for their service; (currently, 2004-2020) \$2.00 per registration.

Web Designer

Outside Legal Counsel

Appendix D – Licenses

Adobe Acrobat Professional

Appendix E – Passwords and Accounts

Appendix F – List of Official Documents

Appendix G – List of LMSC Assets