

Arizona Local Masters Swimming Committee (AZLMSC)
Policies and Procedures
Adopted October 8, 2025

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Arizona Local Masters Swimming Committee (AZLMSC)

Policies and Procedures

Article I: Definitions

For the purposes of these Policies and Procedures, the following terms are defined:

- a) United States Masters Swimming, Inc. (USMS): The governing organization for Masters swimming in the United States.
 - b) Arizona Local Masters Swimming Committee (AZLMSC): A division of USMS with governing and supervisory responsibilities within the geographic territory of the State of Arizona (national designation: "AZ" and "48").
 - c) Board of Directors: The AZLMSC Members with voting privileges, as defined in Article IV of the Bylaws.
 - d) Executive Committee: Officers elected by the AZLMSC Membership, responsible for conducting essential and emergency business.
 - e) Club: An organization or group that is permanent in nature, a member of USMS, and that actively promotes and/or participates in Masters Swimming.
 - f) Workout Group: A subordinate organization (subgroup) of a USMS-registered club.
 - g) Member: An individual currently registered with USMS and AZLMSC for the current registration year.
 - h) Delegate: Those individuals who are chosen by the AZLMSC Board of Directors, to represent the organization to USMS.
 - i) Quorum: A quorum consists of 50% + 1 (fifty percent plus one) of the Board of Directors or membership.
 - j) Committee: A group of AZLMSC members appointed for a specific purpose.
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Article II: Reimbursement

- a) Travel expenses to and from a designated site, such as a National Convention or Relay, will be reimbursed as follows:
 - Method of transportation:
 - Coach airfare with a maximum of one checked bag
 - Use of personal vehicle driven to a site reimbursed at a rate of 70% of the current IRS standard mileage rate (2025 IRS standard rate is 70 cents per mile), not to exceed cost of coach airfare to and from the site
 - No reimbursement for lodging required en route
 - Home airport transportation or parking
 - Meal expenses:

- Meals while in transit to and from the meeting
 - Where meals are provided by the conference, no meal expense would be reimbursed
 - Where meals are not provided, expectation is for meals to be what is typically consumed while not traveling (ex: no surf n turf, tomahawk steak)
 - No reimbursement for alcoholic beverages
 - No reimbursement for food/beverage not considered a meal
 - Exceptions may be made by the chair or treasurer for individual circumstances. Exceptions not granted may be brought to the board for resolution.
 - Reimbursement request must be made within 30 days after the meeting
 - Should expenses for travel be pre-paid and travel not taken, the participant will reimburse LMSC for the expense incurred within 30 days of the event
- b) Office Supplies
- Board and Committee members are generally expected to provide routine office supplies needed for their volunteer duties. However, if a member must purchase higher-cost items used exclusively for club business, the Treasurer may request documentation and, at their discretion, authorize reimbursement

Article III: Elections

- a) Elections Committee: the Chair will establish an Elections Committee with Board approval during the third quarter of an election year.
- b) Composition: the Elections Committee will consist of at least three (3) AZLMSC members in good standing who are not seeking an elected office.
- c) Responsibilities: The Election Committee oversees all the aspects of the election process. Duties included, but are not limited to:
- Issuing the Call for Candidates
 - Reviewing and confirming candidate eligibility
 - Selecting a voting method consistent with these policies and procedures
 - Preparing and distributing the ballot
 - Tabulating and verifying votes
 - Announcing election results at the Annual Meeting
- d) Nominations: Nominations will be accepted beginning 60 days prior to the determined deadline and closing 30 days prior to the determined deadline (e.g., September through mid-October).
- e) Candidate Biographies: Candidate biographies, written by the candidates and approved by the Elections Committee, will be posted on the AZ LMSC website. Biographies must clearly identify the position each candidate is seeking. There will be no candidate information listed on the ballot itself.
- f) Voting:

- Per the Bylaws, the Association may conduct membership votes by electronic means, including but not limited to secure web-based platforms, email or other electronic transmission.
 - Will take place 30 days prior to the final voting date (e.g., November 1st through November 31st) and accepted until midnight of the night before the meeting (e.g., if the meeting is on the 17th, the deadline is midnight of the 16th).
- g) Tabulation of Results: Votes shall be tabulated immediately following the close of voting. Election results must be emailed to members and/or posted on the AZ LMSC website within **forty-eight (48) hours** of the election.
- h) Acclamation: If there is only **one candidate for each open position**, the members present at the Election Meeting may vote to approve the entire slate **by acclamation**.
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Article IV: Committee / Chairs

The following is a list of standing committees / chairs including responsibilities of each committee / chair. The AZLMSC website includes a current list of committees / chairs.

- a) Awards and Recognition Committee:
- Promote recognition of volunteer efforts within their LMSC.
 - The following steps will be taken for any nomination made a National Award:
 - Acceptance of proposed nominations for national award recipients in acknowledgment of AZLMSC achievements and contribution.
 - Submit proposed nomination to the Chair for review and approval by the executive board
 - If approved, the nomination will be submitted on behalf of AZLMSC
 - If not approved, the nomination can be submitted by the individual submitting the nomination
 - Appoint members to the Awards and Recognition Committee on an ad hoc basis.
 - [Awards and Recognition Volunteer Role Description – U.S. Masters Swimming](#)
- b) Coaches Committee:
- Supporting and developing Masters swim coaches across the state of Arizona. Our goal is to enhance the quality of coaching available to AZLMSC members and to promote best practices in adult swim training. Through our work, we aim to empower coaches and provide the best possible experience for all Arizona Masters swimmers. Responsibilities include:
 - Organizing and promoting coach education and development opportunities, including USMS coach certification.
 - Facilitating communication among Masters coaches within AZLMSC.
 - Supporting club development and coach mentorship.
 - Assist USMS certified coaches become AZLMSC members.
 - Assisting in the planning and execution of clinics, training days, and other athlete-focused events.

- Representing coaches' perspectives in AZLMSC decision-making and strategic planning.
 - [Coaches Volunteer Role Description – U.S. Masters Swimming](#)
- c) Communications Committee:
- Provide communications to the LMSC members, volunteers and coaches within their LMSC.
 - Oversee the webmasters and content specialists.
 - [Communications Volunteer Role Description – U.S. Masters Swimming](#)
 - Web Administration Committee:
 - Responsible for the design, maintenance, site security and updating the AZLMSC website.
 - Work with AZLMSC chairs to maintain the website
 - Assist with technical issues from board members and membership
- d) Diversity and Inclusion Committee:
- Promote Masters Swimming as an activity open to all adults.
 - Work with underserved populations and swimmers that may not have traditionally participated in Masters Swimming.
 - [Diversity and Inclusion Volunteer Role Description – U.S. Masters Swimming](#)
- e) Membership Coordinator:
- Coordinate swimmer and club registrations for the LMSC with the USMS National Office
 - Resource for swimmers, clubs, meet directors and LMSC officers regarding membership inquiries and rosters.
 - Processes paper registrations, club and workout group registrations and updates transfers for AZLMSC membership
 - Prints and mails membership cards when requested
 - Validates USMS membership for local events and swim meets
 - Sends out communication “blasts” to the membership as requested by the board
 - [Membership Coordinator Volunteer Role Description – U.S. Masters Swimming](#)
- f) Officials Committee:
- Assist meet directors and local officials with USMS events.
 - Provide guidance to volunteers wanting to be officials and promotes official training within the LMSC.
 - [Officials Chair Volunteer Role Description – U.S. Masters Swimming](#)
- g) Open Water Committee:
- Support event hosts
 - Ensure sanctioned open water events are operate under USMS and LMSC guidelines in a safe manner.
 - Promote USMS Postal events within the LMSC.
 - [Open Water Chair Volunteer Role Description – U.S. Masters Swimming](#)

- h) Safety Committee:
 - Review and report safety procedures and equipment at swim meets and other USMS sanctioned events.
 - Establish a minimum safety requirement checklist for each event to ensure that the basic safety needs of the members are being met.
 - [Safety Chair Volunteer Role Description – U.S. Masters Swimming](#)
 - i) Sanctions Committee:
 - Coordinate and approve the sanction or recognition of USMS pool and open water competitions
 - [Sanctions Committee Volunteer Role Description – U.S. Masters Swimming](#)
 - j) State Records Chair:
 - Update the individual and relay records for AZLMSC after USMS has published the Top 10 times for the course which currently occurs in March for SCM, August for SCY, and December for LCM.
 - k) Top Ten Recorders Chair:
 - Accountable for accurate record keeping and tabulations of all swims for all events by USMS members.
 - [Top Ten Recorders Volunteer Role Description – U.S. Masters Swimming](#)
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Article V: Grievances

- a) Grounds for Grievances: Any individual member and/or club of the LMSC may file a grievance for the following reasons:
 - Denial of participation rights (per Article 4 of USMS Rules)
 - Discrimination (per Article 5 of USMS Rules)
 - Fraud, deception, or dishonesty related to USMS activities
 - Nonconsensual physical contact, obscene gestures or language, or threats directed at anyone
 - Conduct detrimental to the reputation of USMS, the LMSC, or the sport of swimming
- b) Complaint Submission: Complaints must be in writing, signed and submitted solely to the Grievance Chair (the chair maybe the LMSC chair or appointed by the executive board)
 - The complaint must clearly identify all parties involved and include a concise description of the issue.
 - The Grievance Chair will determine if the grievance may be brought under Article 4, of the USMS Rules, and involves a person or entity which is part of the LMSC.
 - If not valid, the complaint will be dismissed, with written notice to the complainant and LMSC Chair.
 - If valid, a copy will be sent to all parties involved.
 - Respondents have twenty (20) days to provide a written, signed reply the Grievance Chair.

- The Grievance Chair will inform all parties of their rights to a hearing and appeal, and may extend deadlines for good cause

c) Mediation

- The Grievance Chair will first attempt resolution through mediation. This may be done via in-person meetings, phone calls, or via Zoom or similar service. If the Grievance Chair isn't qualified to mediate, the Chair will reach out to the LMSC chair for assistance.
- If mediation is successful, the agreement will be documented, signed by all parties, and submitted to the AZLMSC Chair
- If no response is received from the respondent, but other parties have replied, the Grievance Chair may:
 - Proceed with mediation, or
 - Initiate hearing

d) Hearing Procedure:

- If no resolution is reached through mediation, a hearing panel will be convened.
 - The Grievance Chair will appoint a three (3) member panel and oversee the hearing but will not vote.
- The panel may gather statements and evidence as needed. Each party is responsible for providing access to any witnesses or documentation.
- The panel's decision will be determined by majority vote, documented in writing, and shared with all parties and the AZLMSC Chair.
- If misconduct is confirmed, the Grievance board shares the recommended penalties to the executive board. The penalties may include:
 - Censure
 - Probation
 - Suspension
 - Fines
 - Expulsion from AZLMSC membership
- Expulsions must be referred to the USMS National Board of Review.
- All parties will be informed in writing of their right to appeal to the National Board of Review. Penalties may be postponed pending the outcome of an appeal.

Article VI: Assets

- a) Assets of the AZLMSC are to be inventoried along with costs thereof. The Treasurer shall be responsible for estimating the expected life of those assets to prepare for replacement.
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Article VII: Nominations for USMS Events

- a) AZLMSC will be notified by USMS how many delegates are allotted to a national event such as Relay and the Annual Meeting.
 - b) AZLMSC chair will send an email to the membership requesting letters from applicants to attend a national event.
 - c) The executive board will review and determine which applicants have been approved to attend the national event
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Article VIII: Amendments

- a) These Policies and Procedures may be amended by a majority vote of the Board of Directors of the AZLMSC.
- b) Amendment proposals must be in writing and consistent with USMS and AZLMSC rules, regulations, and purposes.