

POLICIES

Recommended by USMS Planning Committee
and
Adopted by USMS Board of Governors
October 1, 1983.

P-1 USMS Management Services

- a. USMS will move to establish and/^{or} contract for a centralized management service that will provide essential functions such as: registration, information retrieval, response and distribution, accounting, and other activities needed to serve efficiently and effectively the growing membership of USMS.

P-2 Budget Support for All Committees

- a. An annual budget allocation and disbursement be made to accommodate reasonable and necessary expenses, such as postage, copying, phone calls, etc., incurred by all committees.
- b. An annual accounting of actual expenses will be made by the Chairperson of each committee.

P-3 Policies and Procedures

- a. New policies and procedures may be established only by the Board of Directors or the Board of Governors.
- b. Existing policies and procedures may be modified by a majority vote of the Executive Committee. Such modifications will be reviewed and approved by the Board of Directors or Board of Governors at its next meeting.

P-4 Championship Meets

- a. Those items in the current USMS Rules or adopted in the future which pertain to the policies and procedures for the organization, conduct, evaluation, etc., of championship meets should be published in a USMS handbook or guide.

P-5 Publications

- a. USMS should establish a publication series on technical and public relation subjects to include the following:
 - Rules
 - Policies and Procedures
 - Handbooks
 - Guides
 - Brochures
 - Special Publications

- b. Publications of the series should be developed according to the broad needs of USMS and numbered consistently, edited and printed professionally, reviewed and updated as appropriate, budgeted, and priced, if necessary.
- c. A list of the series should be prepared for distribution to members and appropriate magazines, etc.
- d. Advertising in USMS publications is appropriate as a means of supporting publication costs.
- e. Alternatives for distribution, sales and a repository for USMS publications should be explored.
- f. Establish a Publication Committee. The Publication Committee shall consist of a chairperson appointed by the President, representatives from each zone, and other members as may be appropriate. The Committee will develop and coordinate all USMS publications.

P-6 Official USMS Publications

- a. A written statement of mutual minimal expectations will be established between USMS and its official publications, i.e., Swim Master, Swim-Swim, etc. by the USMS Publications Committee.
- b. These expectations will be reviewed and updated as needed.

P-7 International Masters Swimming

- a. USMS will actively encourage and promote masters swimming on an international basis.

P-8 Adapted Swimming

- a. USMS should actively encourage handicapped, disease-compromised, low-fit, and aging adults to participate in masters swimming training programs, competition, and other activities.
- b. USMS should continue to recommend a medical/physical exam for adults prior to their participation in masters swimming and at regular intervals. Furthermore, USMS should recommend the nature of such a medical exam for adults of various ages.
- c. The Sports Medicine and Research Committee should endeavor to solicit, support, and publicize physiological and psychosocial research on aging competitive and fitness swimmers.

P-9 Accessibility for Adapted Swimmers

- a. Masters swimming clubs and swimming meet officials are encouraged to use pools which are accessible to adapted and aged swimmers for both training and competition, and are encouraged to help to remove barriers to accessibility.

- b. Meet officials are encouraged to describe the accessibility of parking, locker room, and swimming pool facilities in meet announcements.
- c. Meet officials are encouraged to request in meet announcements that adapted masters swimmers describe any special requirements for their participation in masters swim meets before the day(s) of the meet.
- d. Masters swimmers, clubs and officials are urged to make input into the planning and design of new pools and modification of existing pools that will insure or improve accessibility.

P-10 Rules Changes to Accommodate Handicapped Swimmers

- a. Since it is important to the personal success of the handicapped swimmer to perform within the rules as much as possible, and since it is impossible to legislate rule changes to accommodate the unique needs of all handicapped swimmers who participate in USMS competition, it is recommended that no specific rule changes be adopted to accommodate handicapped swimmers.
- b. Meet officials should be allowed flexibility in interpreting USMS swimming rules as needed to accommodate handicapped swimmers. (USMS will provide an Adapted Swimming Handbook to each LMSC which includes guidelines to aid meet officials should modification of the rules become necessary.)

RESPONSIBILITIES OF ZONE REPRESENTATIVES

I. Some suggested tasks

- A. Develop a mailing list of LMSC officers and clubs in your zone. Request that they send copies of their newsletters, minutes of meetings, and other pertinent correspondence to help keep you informed.
- B. Request meet schedules from the same individuals, compile these schedules into a master meet schedule for the zone, and disseminate the master zone schedule to the LMSCs, SwimMaster, and SwimSwim. Start a short course schedule now, update it in January or February, and then prepare a long course meet schedule.
- C. Follow-up on suggestions made at the USMS convention.
1. Determine which LMSCs in your zone are presently electing officers. Those who don't hold elections should be strongly encouraged to do so.
 2. Encourage LMSCs to submit information on tax-exempt status to USMS.
 3. Try to determine what publicity or marketing needs exist in your zone and report these needs to the Marketing Committee.
 4. Some have suggested that USMS develop a conversion formula, Top Ten, and/or records for 25 meter pools. How important is this issue to LMSCs in your zone?
 5. Nominate masters swimmers for committee memberships. Send suggestions to Mike Laux with copy to Dot Donnelly. These suggestions are needed now. Committees include:

Historian	Ransom Arthur Award
All American	Convention/Hospitality
Legal	Insurance
Marketing	Long Distance Swimming
Medical/Research	International
Top Ten/Records	Finance
Championship Meet	Long Range Planning
Registration	Zone
Rules	Legislation
- D. Obtain copies of USMS brochures from Dot Donnelly. (Brochures come packaged in boxes of 2500.) When distributing brochures ask LMSCs or clubs to add their name and address in the space provided.