

# USMS POLICIES

## (RETAIN AS NOW WORDED)

### I. OBJECTIVES OF USMS PROGRAMS

- #1 12/75 The masters swimming program is 1) physical fitness, 2) fellowship, and 3) competition.
- #2 10/82 (P-12a) Greater emphasis needs to be placed upon the USMS Objective of encouraging and promoting physical fitness and health.
- #3 10/82 (P-12b) In addition, emphasis also needs to be placed upon encouraging positive socialization, self concept, and psychological well-being among adult swimmers.

### II. GOALS OF USMS PROGRAMS

- #4 10/82 (P-12c) USMS should provide support to LMSCs, clubs, and other groups to insure that the above objectives are met.

### III. CODE OF REGULATIONS OF THE USMS COMMITTEE

#### III.A. MEMBERSHIP

#### III.B. HOUSE OF DELEGATES

#### III.C. MEETINGS OF THE HOUSE OF DELEGATES

- #5 10/82 No voting by proxy.
- #6 9/84 It was approved that USMS continue to hold its convention with USS, but with at least one day overlap.
- #7 9/84 The USMS Annual Convention continue to be planned and coordinated with USS Convention until advantages currently shared change.

#### III.D. OFFICERS

- #8 10/83 The President has authority to investigate such associations [those who fail to hold annual meetings], and if necessary, to appoint a local Chairman who will insure carrying out of proper procedures.
- #9 10/82 All Policies and Procedures will be maintained by the Secretary.
- #10 11/84 USMS Secretary serves as Secretary to the Executive Officers during the year. The National Office serves as secretary to the zone chairmen and committee chairmen during the year. All requests from the zone and committee chairmen for time-consuming jobs requires the approval of the National President. Any special request for services by an LMSC officer similarly requires such approval.

#### III.E. BOARD OF DIRECTORS

### III.F. EXECUTIVE COMMITTEE

- #11 9/84 The Executive Committee will set job descriptions for the Corporate Secretary and Registrar; to define a job description for Executive Secretary, establish approximate costs for such contractual position, disseminate information by February 15 [1985] with authority to engage such contractor May 1 [1985]. The Corporate Secretary, Dorothy Donnelly, was appointed to act as Interim Executive Secretary on a cost-only basis until this position is filled.
- #12 10/82 (P-4a) The Executive Committee will be consistent in its efforts to evaluate all the USMS activities in terms of impact, efficiency, and cost effectiveness.
- #13 10/82 (P-5a) All requests for access to or use of masters swimmers for non-research purposes shall be made to the President, referred to the Sports Medicine and Research Committee for review and recommendation, and acted upon by the Executive Committee to insure consistency with USMS objectives.

### III.G. COMMITTEES

- #14 3/84 Each [committee] chairman may feel free to request assistance of others outside the committee appointments, of course; but bear in mind that voting privilege in committees rests with the official appointees, particularly for those committees whose membership is set by the code.
- #15 10/82 (P-4b) All standing and ad hoc committees will submit, to the President, at least 60 days before the Annual Convention, a brief written report of achievements, impacts, and recommendations. Exceptions for some Committees are defined by provisions of USMS Rules.

#### III.G.1 FINANCE

- #16 9/84 A sub-committee of the Finance Committee will be formed to assist the Treasurer on investment policy.
- #17 10/83 (P-2a) 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.
- #18 10/83 (P-2b) An annual accounting of actual expenses will be made by the Chairperson of each committee.
- #19 10/82 (P-7a, P-7b) Memorial gifts and awards are encouraged which are appropriate and consistent with the purposes of USMS. Proposals for such gifts and awards will be made to the President and acted upon by the Executive Committee.

#### III.G.2 SPORTS MEDICINE AND RESEARCH

- #20 10/82 (P-5a) All requests for access to or use of masters swimmers for non-research purposes shall be made to the President, referred to the Sports Medicine and Research Committee for review and recommendation, and acted upon by the Executive Committee to insure consistency with USMS objectives.

#### III.G.3 RULES

#### III.G.4 RECORDS

#### III.G.5 TABULATION

- #21 9/82 Consensus that Top Ten listings be proof read and reviewed before printing.

- #22 ?/83 If you [top ten/records chairman] are not the person who is issuing the sanctions, ask your sanctions chairman to send you a copy of each sanction issued. In that way you can know what meets to expect and to check if you don't receive a copy from the meet chairman in a reasonable time after completion of a meet.
- #23 ?/82 All non-registered, non-association, "pending", and foreign swimmers must be identified on meet results.
- #24 ? Walter Reid, 18401 32nd Avenue E, Tacoma WA 98446 has agreed, on an experimental basis to keep top ten and records for times swim in 25 meter pools.
- #25 ? 25 meter times will continue to be tabulated as a short course event. Unofficial short course meter top ten. It will not be eligible for separate records. It will not be eligible for All American.
- #26 ? Send your relay results to Bert Peterson, 2051 NE 137th, Portland OR 97230. Remember that relays will be done as a top twenty starting this year.
- #27 11/84 Meet results must be prepared as described in "How to Prepare Meet Results". (In order - free, back, brst, fly, IM. 50s, 100s, ... 1650. Women, women's and mixed relays, men, men's relays. Symbols = \*, +, # for foreign, non-registered, and out-of-association swimmer respectively.

### III.G.6 CHAMPIONSHIP

- #28 10/83 (P-4a) 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.
- #29 9/84 Championship Committee to study choosing of team awards, redesign of championship medals, and containment of size of championships.

### III.G.7 NOMINATING

### III.G.8 MEMBERSHIP/REGISTRATION

- #30 ? Each registered masters club will receive a copy of the rules.
- #31 9/84 Any increase in dues will be voted a year in advance.
- #32 9/84 The National Registrar must be notified of transfers.
- #33 9/84 LMSC dues were raised to \$10 to include a subscription to Swim Master.
- #34 10/83 Registration year changed to November 1 - October 31 with new registrations accepted on August 1.
- #35 10/83 Rule books to be mailed first class.
- #36 ?/82 Swimmers are considered to be officially registered when their registration has been accepted by the National Registrar. The National Registrar will notify the local registrar within two (2) weeks from receipt of registration form and registration fees if there is any problem with a registration.

### III.G.9 LEGISLATION

### III.G.10 PLANNING

- #37 9/84 New ad-hoc committee on development of coaching personnel to develop information on and strategies for increasing the number, quality, image, and effectiveness of masters (adult) coaches.

- #38 9/84 New ad-hoc committee on long-term capital development to develop information on the long-term needs and goals for new swimming facilities, renovation of older facilities, and strategies for planning, financing, and managing these facilities for the benefit of masters (adult) swimmers. Also involved will be the investigation of sources of corporate funds to achieve these goals.
- #39 10/83 (A-2a) A plan be developed for instructional clinics dealing with subjects such as: stroke mechanics, workouts, physiological aspects, nutrition, strength training, etc., to assist LMSCs in organizing clinics for swimmers with diverse interests and abilities.
- #40 10/82 (P-10a) USMS will encourage more masters swimmers to become qualified as officials for USMS and USS meets.
- #41 10/82 (P-10b) Zone Representatives, LMSCs and clubs are encouraged to develop a program of clinics and other activities in cooperation with USS personnel that will increase the number of qualified officials.

### III.G.11 INTERNATIONAL

- #42 9/84 Tina Martin proposed a reception for international competitors at USMS national championships.
- #43 10/83 (P-7a) USMS will actively encourage and promote masters swimming on an international basis.

### III.G.12 LONG DISTANCE

- #44 9/84 Dave Gray requested that any national USMS publication include LDS news.
- #45 9/84 Long distance swimming committee disapproved dual awards for a single performance.

### III.G.13 ZONE

### III.G.14 OTHER

#### III.G.14.A MARKETING

- #46 10/82 (P-3a) Sponsorship at all levels of USMS should be consistent with the objectives of USMS and in particular promoting physical fitness.
- #47 10/82 (P-3b) Financial and other types of sponsors are needed on a continuing basis.
- #48 10/82 (P-3c) Sponsorships should be high quality, relatively few in number, and non-conflicting.
- #49 10/82 (P-3d) Arrangements between USMS and sponsors will be finalized in writing to include mutual benefits, expectations, and evaluation of impacts.
- #50 10/82 (P-11a) Requests for use of the USMS logo or other forms of USMS identification in marketing or other promotional activities must be submitted in writing to the President and approved in advance.

#### III.G.14.B PUBLICATIONS

- #51 9/84 Policy established not to finance publications that are commercially viable.
- #52 10/83 (P-5a) USMS should establish a publication series on technical and public relations subjects to include the following: Rules, Policies, and Procedures; Handbooks, Guides; Brochures; Special Publications.

- #53 10/83 (P-5b) 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.
- #54 10/83 (P-5c) A list of the series should be prepared for distribution to members and appropriate magazines, etc.
- #55 10/83 (P-5d) Advertising in USMS publications is appropriate as a means of supporting publications.
- #56 10/83 (P-4a) 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.
- #57 10/83 (P-5a) Alternatives for distribution, sales, and a repository for USMS publications should be explored.
- #58 10/83 (P-5f) 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.

### III.G.14.C RANSOM ARTHUR AWARD

### III.H FINANCIAL

- #59 9/84 Finance Committee assigned account numbers, with reimbursements to be made quarterly, with a minimum request of \$25, and accepted only from a Chairperson or member of the Executive Committee.

### III.I INDEMNIFICATION

- #60 10/83 The Treasurer of each LMSC is covered under officers liability insurance.

### III.J DISSOLUTION

### III.K APPEALS

### III.L AMENDMENTS

- #61 9/84 New ad hoc committee on policy and procedures to research and organize all past actions of USMS which may constitute operating and management policies and procedures of the organization.
- #62 10/83 (P3-a) New policies and procedures may be established only by the Board of Directors or Board of Governors.
- #63 10/83 (P3-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.
- #64 10/82 (P-1a) USMS Policies and Procedures covering action on all important matters and decisions not covered by USMS Rules will be established and maintained by date and subject matter.
- #65 10/82 (P-1b) All Policies and Procedures will be maintained by the Secretary.

## IV. ATHLETES AND ATHLETIC EVENTS

### IV.A MEMBERSHIP OF ATHLETES

## IV.B SANCTIONS

- #66 10/82 (P-10c) Meet Directors are responsible for securing a full complement of qualified officials for all sanctioned meets and maintaining consistency in the enforcement and interpretation of USS and USMS rules.
- #67 ? As you know, if the Y wishes to hold a CLOSED sanctioned meet it can have non-USMS members swim in that meet as long as they are Y members. If the meet is not closed, then only USMS members may swim in the meet.
- #68 11/84 Do not print up or distribute any meet information until sanction has been granted.

## IV.C CONDITIONS

## IV.D COMPETITIONS OUTSIDE THE U.S.

- #69 9/82 When competing abroad, the USMS Registration Card is also an authorized Travel Permit, required in foreign countries.

## IV.E REPRESENTATION

## V. RULES FOR MASTERS SWIMMING

## V.A ELIGIBILITY

- #70 10/83 (P-8a) USMS should actively encourage handicapped, disease-compromised, low-fit, and aging adults to participate in masters swimming training programs, competition, and other activities.

## V.B AGE GROUPS

- #71 10/82 (P-8a) The Board and USMS recognized the importance and need of officially including the 19-24 age group as an official age-group because of the large number of swimmers involved and the potential contribution and impact this age group can make to masters swimming.

## V.C AGE DETERMINING DATE

## V.D ENTRY FEES

## V.E SWIMMING RULES

- #72 10/83 (P-9a) 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 remove barriers to accessibility.
- #73 10/83 (P-9b) Meet officials are encouraged to describe the accessibility of parking, lockerroom, and swimming pool facilities in meet announcements.
- #74 10/83 (P-9c) Meet officials are encouraged to request in meet announcements that handicapped masters swimmers describe any special requirements for their participation in masters swim meets before the day(s) of the meet.
- #75 10/83 (P-10a) 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.

#76 10/83 (P-10b) Meet officials should be allowed flexibility in interpreting USMS swimming rules as needed to accomodate 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.

V.F TIMES

V.G EVENTS

V.H NATIONAL CHAMPIONSHIP MEETS

V.I SWIMMING RECORDS

V.J MSI CHAMPIONSHIP MEETS

V.K NATIONAL RECOGNITION OF ACHIEVEMENT

#77 10/82 Masters All American Patches and Certificates will be awarded to Masters Long Distance Champions.

#78 9/82 Official championship medals should be awarded to winners of Masters Long Distance events.

#79 10/81 National meet managers have the option to purchase any chains, ribbons, or packaging for the official medal; this will be part of the meet cost.

V.L MEDICAL EXAMINATION

V.M MEDICAL EQUIPMENT

VI. OTHER

V.I.A RELATIONSHIP OF USMS TO OTHER ORGANIZATIONS

#80 ?/80 The draft contract with USS provides for liaison between our respective boards of directors. It also provides us with a voting member to the USS Board of Delegates.

#81 ? Chairman Haartz reported that in the Board of Directors' meeting, Ross Wales, President of USS, has extended an invitation to us to have an ex-officio member at their Board of Directors meetings and that our Board of Directors has reciprocated in kind.

#82 ? That there be a \$0.05 per registration fee taken out of the National Committee's share and donated to support the Swimming Hall of Fame.

#83 10/82 (P-12d) Consideration should be given to cooperating with other agencies and groups, such as the President's Council on Physical Fitness, American Red Cross, YM and YWCAs, etc. in meeting USMS objectives.

V.I.B LMSC FUNCTIONS

#84 10/83 The President has authority to investigate such associations [those who fail to hold annual meetings], and if necessary, to appoint a local Chairman who will insure carrying out of proper procedures.

#85 9/82 Metropolitan LMSC request to change their designation to "Big Apple Masters" conditionally approved, pending receipt of minutes of LMSC Board Meeting requesting such change. It was noted that the district name will not be changed in the USS Directory; however, the designation will be Metropolitan (a/k/a Big Apple Masters). ((Secretary's note: minutes of the 10/7/82 LMSC meeting received; resolution to change designation unanimously adopted.))

- #86 10/82 (P-2a) LMSCs and local clubs will have the major responsibility for developing and maintaining their programs with the support of USMS which will provide general goals and guidelines consistent with maximum flexibility.
- #87 10/82 (P-2b) Guides and other printed information of successfully operating LMSC's and local clubs will be used and provided by USMS as models for those seeking assistance.
- #88 10/82 (P-3a) LMSCs and clubs are encouraged to involve sponsors as may be appropriate at the local level.
- #89 10/82 (P-8b) LMSCs and clubs are encouraged to include the 19-24 age group in their membership and activities.
- #90 10/82 (P-9a) Regional meets are an option for a zone or association/LMSC and are intended to provide greater opportunity, participation, and competition for swimmers within the area.

#### VI.C CONTRACTUAL ARRANGEMENTS

- #91 10/83 (P-1a) USMS will move to establish and 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.
- #92 9/84 The Executive Committee consider establishing job descriptions for all officers, contractors, and any other management personnel deemed necessary by the Executive Committee.

#### VI.D SPONSORSHIPS

#### VI.E MISCELLANEOUS

- #93 10/82 (P-6a) To insure one-time use of a mailing list of USMS swimmers or clubs, USMS will perform the actual mailing of approved materials provided by a client.
- #94 10/82 (P-6b) The client must supply label-ready and stamped materials, pay costs of material and labor and an additional fee, if appropriate.