

# **USMS Long Distance Committee Operating Guidelines (June 2005)**

## **1.0 Purpose**

The purpose of this document is to put into writing the practices, policies and procedures of the Long Distance Committee to ensure the continuity of process from year-to-year. This provides committee members, chairs of standing committees, and the Executive Committee with background and insight into the committee.

This document in no way supersedes USMS articles of incorporation, USMS code, or any procedures and protocols defined in the USMS LMSC Handbook. Any discrepancies are accidental and shall be corrected in subsequent document revisions.

## **2.0 Definition**

In accordance with 507.3.11 of the USMS Rule Book, the Long Distance Committee shall consist of the Chair and no more than sixteen additional voting members, with at least one member from each of the eight zones. The chair shall serve as the USMS liaison to the USA Swimming Open Water Committee. The committee shall solicit and review bid proposals and select the sites for the long distance championship events. The committee shall work in a coordinating and advisory capacity with event hosts and make recommendations to enhance the quality of long distance championship events. The committee may initiate and shall consider proposed rule changes and shall report the committee's recommendations at the annual meeting of the House of Delegates, in accordance with the provisions of Part 6. The committee shall maintain records and select the All-American Long Distance and Long Distance All-Star Teams. The committee may interpret and render opinions regarding any provision of the rules and regulations of USMS within the committee's jurisdiction as defined in article 601.1.

## **3.0 Organization**

Members of the Long Distance Committee shall be appointed in accordance with Article 507.3.11 of the 2004 USMS Rule Book. Permanent assignments include: Awards, All Americans, All Stars, Records, Convention Secretary and Historian. Other assignments and subcommittees "as needed" include but are not limited to: Operating Guidelines, ISHOF, World Championships, OW Manual, and Swim Safety.

## **4.0 Responsibilities**

4.1 Conduct meetings at the USMS annual convention.

4.2 Solicit bids and award contracts for the Long Distance National Championship events.

4.2.1 Bid application forms shall be emailed to LMSC chairmen, editors

and Long Distance representatives in addition to all of the previous year's hosts. An announcement of bid solicitation shall be made on the USMS web site and in the USMS official publication.

- 4.2.2 Only representatives of established organizations may submit bid applications.
- 4.2.3 The area award system for OW events shall be followed in accordance with Article 305.3.5 of the USMS Rules. "In area" bids shall receive preference over "out of area" bids.
- 4.2.4 Bids shall be submitted at least 30 days prior to the annual convention with timely bids receiving preference over untimely bids. Event hosts with successful experience may receive preference.
- 4.2.5 A prerequisite for hosting the One Hour Postal Swim is the successful running of a previous National Championship or the equivalent.

4.3 Ensure that the USMS Long Distance National Championship events are conducted properly.

- 4.3.1 A packet of information shall be emailed to the event Host containing the following four files: a) contract outlining the terms necessary for proper conduct of the event. b) timelines for all championship events during the given year. c) championship guidelines. d) championship forms (awards, All American/Records, evaluation, safety, etc.).
- 4.3.2 An **Open Water Manual** will be available to all open water championship meet directors via the USMS web site. Other resources available on the web site include **Open Water Clinic Manual, National Postal Championship Guidelines, and Long Distance Championship Guidelines.**
- 4.3.2 Events shall be conducted as "bid" unless extenuating circumstances require a change to be approved by the LD Chair.
- 4.3.3 The Long Distance National Championship banner will be displayed at open water events.
- 4.3.4 The Chair shall serve as the event Host's liaison to the Long Distance Committee.
- 4.3.6 A member of the LD Committee shall evaluate each event.
- 4.3.7 Event merchandise shall include the year, USMS National Championship wording, open water or postal wording, and an appropriate design.
- 4.3.5 A calendar of LD events shall be maintained on the USMS web site.

4.4. Select a Long Distance All-American Team in accordance with 305.11 of the USMS Rule Book.

- 4.4.1 An Excel form for recording All-American swimmers shall be included in the Championship Forms file provided to the event hosts for completion and emailing to the chair.

- 4.4.2 The All-American Team shall be organized by age group and gender.
  - 4.4.3 The USMS registrations of the All-American Team members shall be verified by the National Office.
  - 4.4.4 The list of All-Americans shall be published in the USMS national publication. The National Office shall send letters of congratulation to the All-American Team.
  - 4.4.5 All-Americans may purchase a certificate and patch from the National Office.
- 4.5 Select a Long Distance All-Star Team in accordance with 305.12 of the USMS Rule Book.
- 4.5.1 The Chair appoints an All-Star tabulator and an All-Star coordinator.
  - 4.5.2 The All-Star tabulator accumulates all of the championship event results into a scoring spreadsheet and sends the finalized list to the Chair and the All-Star coordinator.
  - 4.5.3 The All-Star coordinator arranges with: a) the National Office to send certificates and letters of congratulation to the All-Star team and b) the USMS sponsor to send a gift to each of the All-Stars.
  - 4.5.4 Space permitting, the list of LD All-Stars shall be published in the USMS national publication.
- 4.6 Administer the Long Distance Postal Series Challenge.
- 4.6.1 The Chair appoints a Postal Series coordinator.
  - 4.6.2 Using the official results, the coordinator identifies the swimmers who completed all five postal championships in a given calendar year and sends the list to the National Office.
  - 4.6.3 Based on this list, the National Office sends a postal participation patch and congratulatory letter to each of the winners.
  - 4.6.4 Space permitting, the list shall be published in the USMS national publication.
- 4.7 Maintain a supply of championship medals and patches for use by Event Hosts.
- 4.7.1 In an effort to reduce the cost of awards, purchases shall be for at least a two-year supply.
  - 4.7.2 Long Distance National Championship medals shall be made available to championship event hosts.
  - 4.7.3 Event Hosts are required to award the National Championship patch to all first place finishers.
- 4.8 Maintain Records for Long Distance Swimming in accordance with Article 306 of the USMS Rule Book. A separate and complete awards procedure manual is available.
- 4.8.1 A form for recording records will be included in the Championship Forms file for completion and submission to the chair.
  - 4.8.2 Once verified, the records shall be posted to the USMS web site

and published in the USMS Rule Book.

- 4.9 Provide and update an Open Water Manual to aid race directors in planning and organizing events. The Manual shall be available on the USMS Web site and shall contain a chapter about organizing Cable swims and other LD events.
- 4.10 Solicit and suggest changes to the Long Distance section of the USMS Rules.
  - 4.10.1 Proposed rule changes shall be submitted to the Chair by an LMSC, a standing committee, the Zone Committee, the Board of Directors, or the Executive Committee in accordance with “Article 601: Amendments.”
  - 4.10.2 The Chair shall provide the proposed rule changes to the National Office for distribution to delegates of the annual convention.
  - 4.10.3 To limit discussion at convention, the Chair shall email the proposed rule changes to the committee members for discussion prior to the annual convention.
  - 4.10.4 At the convention, the committee will provide the House of Delegates with one of three specific recommendations for each properly submitted proposal: 1) Recommended as written. These amendments require 50% approval in Rules (or even numbered) years and 90% approval in non-Rules years to be adopted. 2) Recommended as amended – Same requirements as (1) to be adopted. 3) Not recommended – These require a 66.7% majority vote against the committee’s recommendation to be adopted.
- 4.11 Oversee the preparation of minutes of all actions/recommendations of the committee and present them to the Convention Committee for distribution to all HOD members.
- 4.12 Present the committee’s recommendations to the HOD and invite approval of the committee’s recommendations. Items that are not controversial are approved en masse; any item that a HOD member wishes to discuss further is “pulled” and considered for approval separately.
- 4.13 After the convention, work with the National Office and the Publications Committee chair to ensure that all adopted amendments appear properly in the USMS Rule Book.

#### **Appendix A:**

##### **Sample Proposed Changes to USMS Long Distance**

L-1 **201.1.4.B** p. 55 Long Distance

**201.1.4.B Liability release**—All registration forms shall contain the exact language of the liability release according to article 203.1. The language ~~may~~ shall not be modified in any way.

**Rationale:** *Housekeeping. The mandatory “shall” should be used to be consistent.*

202.1 **SANCTIONED EVENTS**—Times achieved at sanctioned events by U.S. citizens are considered for USMS national records and Top Ten times.

202.2 **RECOGNIZED EVENTS**—Times achieved at recognized events by U.S. citizens may be considered for USMS national records and Top Ten times if...

**Rationale:** *Eligibility for USMS national records, All-American and Top Ten times should be restricted to USMS-registered, U.S. citizens. Foreign countries have the equivalent restrictions, and American swimmers should be afforded equal “protection” under USMS rules.*

**Other articles, which would be affected by this change, include:**

Rules Committee: 105.1.2 p. 46

105.2.1 p. 46

105.3.1 p. 46

105.4.1 p. 47

Long Distance Committee: 305.11 p. 67

**Appendix B:**

**Glossary of Terms**

Term	Definition
Amendment – NON-Emergency	Amendments that are proposed in Rules Years (even-numbered years), and whose passage is NOT determined to be critical to maintaining the integrity and safety of USMS. These amendments are not presented to the House for a vote.
Amendment – NOT Recommended	Amendments that are proposed in Long Distance Years (odd-numbered years), and whose passage is not recommended by the committee. These amendments are presented to the House and require 66.7% approval to be adopted.
Amendment – Recommended	Amendments that are proposed and whose passage is recommended by the committee. These amendments are presented to the House and require 50% approval in Long Distance Years and 90% approval in Rules Years to be adopted.
Amendment Sponsor	An individual representing the LMSC, standing committee, or Board of Directors, which proposed the amendment
Emergency Amendment	Amendments that are proposed in Rules Years, and whose passage is critical to maintaining the integrity, safety, or fairness of USMS. These amendments are presented to the House and require 90% approval to be adopted.
Housekeeping Amendment	Amendments that correct errors of grammar and punctuation, without changing the substance of the code. Any amendment that can be construed as changing the intent of the code cannot be housekeeping. Example changing “Will” to “Shall” is housekeeping, but changing “Should” to “Shall” is

Term	Definition
	substantive.
Majority or Simple Majority	More than 50% of committee members, excluding the chair, present and voting. In the event of a tie, the chair shall be allowed to cast the deciding vote. If the chair abstains (declines to vote), the motion is defeated, since it did not receive more than 50%.
Quorum	The number of members of the committee that when duly assembled is legally competent to transact business. The presence of a majority (majority (9 or more) of committee members shall constitute a quorum for a committee meeting.
Substantive Amendment	Amendments that change the substance of the code.

4th revision: May, 2005