



UNITED STATES MASTERS SWIMMING, INC.

RESOLUTION REGARDING USMS POLICIES AND PROCEDURES

BE IT RESOLVED: That the USMS House of Delegates hereby reaffirms and ratifies the attached listing of Policies and Procedures as being the only recognized and approved Policies and Procedures of USMS as of 9/20/86.

To provide for the orderly, timely and thoughtful development of USMS Policies and Procedures, all additions to this approved listing may be made only at a duly constituted general meeting of the House of Delegates in the following manner:

1. If the policy falls within the province of one of the USMS Standing Committees, the policy must have the prior approval of that Committee.
2. The maker of the motion to adopt a new policy or procedure must state the intent to propose such an addition.
3. Having been duly seconded, the motion must be approved by a simple majority of those present and voting provided that the number of those voting in favor is equal to at least one-third of the total membership of the House of Delegates, or 45 affirmative votes, whichever is the greater number.
4. Unless adopted unanimously, the hand count of the affirmative and negative votes must be recorded by the Secretary.

USMS POLICIES AND PROCEDURES

September 1986

ADMINISTRATION

1. USMS policies and procedures covering action on all important matters and decisions not covered by USMS Rules/Code will be established and maintained by date and subject matter. All policies and procedures will be maintained by the Secretary.
2. 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.
3. The Executive Committee shall consider establishing job descriptions for all officers, contractors, and any other management personnel deemed necessary by the Executive Committee.
4. The Executive Committee will be consistent in its efforts to evaluate all the USMS activities in terms of impact, efficiency, and cost effectiveness.
5. Consideration should be given to cooperating with other agencies and groups, such as the President's Council on Physical Fitness, American Red Cross, YMCAs and YWCAs, AAU, etc. in meeting USMS objectives.
6. The USMS Annual Meeting shall be planned and coordinated with the USS Annual Meeting, and shall be scheduled with at least one day overlap with the USS Annual Meeting, until advantages currently shared change.
7. Zone Representatives, LMSCs, and clubs are encouraged to develop instructional clinics dealing with subjects such as: officiating, stroke mechanics, workouts, physiological and psychological aspects of training and competition, nutrition, strength training, etc..
8. USMS will encourage more masters swimmers to become qualified as officials for USMS and USS meets.
9. USMS will actively encourage and promote masters swimming on an international basis.
10. All standing and ad hoc committees will submit a brief written report of achievements, impacts, and recommendations to the President at least 30 days before the Annual Convention.
11. Each committee chairperson may request assistance of others outside the committee appointments; however, voting privilege in committees rests with the official appointees, particularly for those committees whose membership is set by the code.
12. Sponsorship at all levels of USMS should be consistent with the objectives of USMS and in particular promoting physical fitness. Sponsorships should be of high quality, relatively few in number, and non-conflicting. Arrangements between USMS and sponsors will be finalized in writing to include mutual benefits, expectations, and evaluation of impacts.
13. 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.

FINANCIAL

14. An annual budget allocation and disbursement shall be made to accommodate reasonable and necessary expenses (such as postage, copying, telephone) to all committees. An annual accounting of actual expenses will be made by the Chairperson of each committee.

15. Any increase in national registration fees will be voted a year in advance.
16. Reimbursements to the four elected officers of USMS shall include: (a) reasonable expenses incurred for travel and lodging at USMS Annual Meetings; and (b) one-half travel expenses of the President (or Vice President in absence of President) to both the Short Course and Long Course Championships.
17. The Treasurer and Registrar shall be bonded for \$100,000.
18. The Treasurer of each LMSC is covered under officer's liability insurance.
19. USMS will donate \$0.05 per athlete registration to the International Swimming Hall of Fame.
20. Fees associated with all publications, mailing lists, etc. shall be established by the appropriate USMS committee with approval by the Executive Committee.
21. Memorial gifts and awards are encouraged which are appropriate and consistent with USMS purposes and goals. Proposals for such gifts and awards will be made to the President and acted upon by the Executive Committee.

REGISTRATION

22. When competing abroad, the USMS Registration Card is also an authorized Travel Permit, required in foreign countries.
23. All non-registered, non-LMSC, "pending", and foreign swimmers must be identified on meet results.
24. Each registered masters club will receive a copy of the USMS rules.
25. Rule books shall be mailed to clubs and USMS officers via first class mail.

PUBLICATIONS

26. USMS should establish a publication series on technical and public relations subjects to include the following: rules, policies and procedures, handbooks, guides, brochures, and special publications. Publications in the series should be developed according to the broad needs of USMS, and shall be numbered consistently, edited and printed professionally, reviewed and updated as appropriate, budgeted, and priced if necessary. A list of the series should be prepared for distribution to members and appropriate magazines, etc. Advertising in USMS publications is appropriate as a means of supporting publications. Alternatives for distribution, sales, and a repository for USMS publications should be explored. Publications which are commercially viable shall not be financed by USMS.

LONG DISTANCE

27. National USMS publications shall include long distance swimming news.
28. Dual awards for a single performance shall not be permitted in long distance swimming events.
29. Masters All American patches will be awarded to masters long distance champions.

LMSCs

30. LMSCs and 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.
31. Guides and other printed information of successfully operating LMSCs and clubs will be used and provided by USMS as models for those seeking assistance.

32. LMSCs and clubs are encouraged to involve sponsors as appropriate at the local level.
33. LMSCs and clubs are encouraged to include the 19-24 age group in their membership and activities.
34. Regional meets are an option for a zone or LMSC, and are intended to provide greater opportunity, participation, and competition for swimmers within the area.

ADAPTED SWIMMING

35. USMS should actively encourage adults with physical disabilities, sensory impairments, or other health problems to participate in masters swimming training programs, competition, and other activities.
36. Since it is important to the personal success of the disabled 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 disabled swimmers who participate in USMS competition, it is recommended that no specific rule changes be adopted to accommodate disabled swimmers.
37. Meet officials should be allowed flexibility in interpreting USMS swimming rules as needed to accommodate disabled swimmers. USMS will provide an Adapted Swimming Handbook to each LMSC which includes guidelines to aid meet officials in interpretation of rules.
38. Masters swimming clubs and swimming meet officials are encouraged to use pools which are accessible to disabled swimmers for both training and competition, to remove barriers to accessibility, and to describe the accessibility of parking, locker room and swimming pool facilities in meet announcements.
39. Meet officials are encouraged to request in meet announcements that disabled swimmers describe any special requirements for their participation in masters swim meets before the day(s) of the meet.

MAILING LIST

40. Mailing list policies
 - a. A directory of USMS officers, zone representatives, committee chairpersons, and contractors (e.g. Executive Secretary, National Registrar) shall be available to anyone who requests such information.
 - b. A directory of USMS-registered clubs shall be available at cost to anyone who requests such information.
 - c. A directory of USMS-registered swimmers shall be available subject to the following restrictions: (a) all requests for use of this directory shall be presented in writing, with explanation of intended use, to the Executive Committee, which shall act upon the request; (b) to insure one-time use of this mailing list, USMS will perform the actual mailing of approved materials provided by a client; (c) the client must supply label-ready and stamped materials; and (d) the client must pay the costs of printing the labels, computer time, and labor.
 - d. All requests for access to or use of masters swimmers for 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.
 - e. Any exceptions to the above policies must be approved by the Executive Committee in advance of the use of the designated mailing list.