

# SPMS POLICIES & PROCEDURES

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Additional information about Southern Pacific Masters Swimming may be found at our website:

[www.spma.net](http://www.spma.net)

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# Southern Pacific Masters Swimming

## POLICIES & PROCEDURES

### 101 GENERAL INFORMATION

#### 101.1 Background on SPMS

- A. United States Masters Swimming (USMS) is a national organization that provides organized workouts, competitions, clinics and workshops for adults aged 18 and older.
- B. SPMS (SPMS) is a Local Masters Swimming Committee (LMSC) governed by USMS.
- C. SPMS is a subsidiary of USMS, an Ohio not-for-profit corporation.
- D. SPMS covers the geographical area of Southern California and parts of Nevada, as defined by USMS.
- E. SPMS administers its swimming program for adults through the SPMS Committee, which consists of a representative from each club registered with SPMS; these representatives elect a Chair, Vice-Chair, Secretary, Treasurer, and Member-at-Large, which, along with the Registrar, form the Executive Committee of SPMS. The SPMS Chair appoints a Chair for each standing committee (and ad hoc committees as deemed necessary) to assist in administering the SPMS program. (The names of the committees, and a description of their functions, are presented in this document)
- F. The SPMS Committee meets monthly and operates in accordance with policies and procedures given in the USMS Code of Regulations and Rules of Competition (USMS Rule Book) and SPMS *Guide to Operations*.

#### 101.2 Personal Health and Safety

- A. Individuals who plan to participate in the Masters swimming program should have a medical examination, and current participants should have regular medical examinations. *Masters swimming is a strenuous athletic activity and each participant is advised to consult his/her personal physician before undertaking the program.*
- B. The health and safety of every participant in SPMS is essential. Therefore the following Health and Safety Guidelines are recommended to facilitate response in the event of emergencies during workout sessions and swimming meets.
  1. Workout supervision personnel must adhere to all applicable state and local safety regulations and certification requirements.
  2. All swimmers are encouraged to obtain CPR and first aid certifications, which can be readily arranged through community programs, fire departments, the Red Cross or American Heart Swimming.
  3. Facility emergency action plans should be developed and should include, but are not limited to:
    - a) outlining the responsibilities of the coaches, swimmers, lifeguards and/or staff in the event of an emergency;
    - b) the location and operation of first aid and emergency equipment and telephone (including appropriate emergency numbers);
    - c) the chain of command for the facility;
    - d) appropriate records and reports to be completed in the event of an emergency;
    - e) a method for crowd control during an emergency;
    - f) regular workout in implementing the emergency action plan by all coaches and swimmers.
  4. Criteria should be established for emergency procedures at sanctioned swim meets.

#### 101.3 Registration of Swimmers

- A. Each swimmer or club competing in SPMS-sanctioned events shall be registered with USMS. In addition, each swimmer and/or club shall agree to abide by the national rules set forth in the United States Masters Swimming Code of Regulations and Rules of Competition, and by the policies and procedures set forth in the SPMS *Guide to Operations*.
- B. SPMS swimmers who wish to represent a club when participating in SPMS-sanctioned events may only do so if their club is registered with SPMS.

#### 101.4 Insurance

*[This section is covered in the USMS Rule Book but is included in this document for easy reference.]*

- A. USMS-registered members are covered by personal accident insurance while participating in events sanctioned by USMS.
  - B. USMS-registered members are covered by personal accident insurance while participating in scheduled workout sessions under the direct supervision of a registered member of USMS only if all swimmers in the workout are current USMS-registered members.
  - C. USMS-registered members are also covered by personal accident insurance while participating in scheduled workout sessions under the direct supervision of a United States Swimming (USS) coach.
  - D. Clubs and organizers are also covered by general liability insurance for sanctioned events. The USMS insurance programs are funded by a portion of the national registration fee. The USMS website gives a summary of current insurance, names of insurance brokers, a copy of the certificate of insurance, and claims forms.
- NOTE:** It is each club's responsibility to request additional insured status for its training or host competition facility.

#### 101.5 SPMS Sanctioned/Recognized Competition

- A. All Masters Swimming competitions within SPMS shall be sanctioned by the SPMSC.
- B. SPMS approves the scheduling and format of all SPMS-sanctioned pool and open water events. These events are governed by the United States Masters Swimming Code of Regulations and Rules of Competition, and the SPMS *Guide to Operations*.
- C. A request to have a swimming competition sanctioned must be made in writing and presented to the SPMS Sanctions Committee at least 30 days before the date of the event.
- D. Application for sanction or recognition shall be accompanied by a copy of the event entry form and any applicable fee.
- E. The fee for the issuance of a sanction or recognition shall be established by the SPMSC.
- F. The SPMSC Sanctions Chair or his/her designee shall approve or deny all requests for sanctions. A record of all sanctions shall be retained in a book or file kept for such purpose.
- G. The SPMS Committee has the discretion to deny a sanction to any group. SPMS clubs in good standing have priority in the scheduling of events and granting of sanctions. Sanctions to groups other than SPMS clubs in good standing may be granted using the following priorities and guidelines:
  - 1. A not-for-profit swimming organization may be granted a sanction.
  - 2. A not-for-profit organization that is not swimming-related may be granted a sanction or recognition. Proof of prior experience, or other documentation, that shows the ability and willingness to run events under USMS/SPMS rules shall be required.
- H. All sanctioned events are subject to the following conditions:
  - 1. No swimmer's entry will be accepted unless he/she is registered with USMS.
  - 2. The registration number of each swimmer shall accompany the entry blank, and the swimmer's affiliation shall be displayed on the heat sheet.
  - 3. Entry blanks and meet programs shall bear the statement "Held under the sanction of the United States Masters Swimming, Inc." and include an appropriate address for SPMS.
- I. Scheduling of swim meets:
  - 1. SPMS will not schedule two pool events or open water events on the same day (with the exception of events hosted in San Luis Obispo County, Northern Santa Barbara County, Kern County, and Nevada as it is unlikely that people choosing an event to attend would have a conflict with events held in these areas and events held in Los Angeles County or Orange County).
  - 2. The SPMS championship meets should not be scheduled from the weekend before through the weekend following the USMS short and long course national championship meets.
  - 3. The SPMS Short Course Yards Championships shall be held no earlier than two weeks prior to the USMS Short Course Yards National Championships, and preferably in the month of April.
  - 4. The SPMS Long Course Championships shall be held no earlier than two weeks prior to the USMS Long Course National Championships, and preferably in the month of July.
  - 5. The SPMS Short Course Meters Championships shall be held in the last part of the calendar year, preferably at the beginning of December.

#### 101.6 SPMS Newsletter and Membership Communication

- A. The SPMS Newsletter is designated as the official SPMS publication and is published bimonthly, posted to the SPMS website, and distributed to SPMS members who request a paper copy. It

contains information of interest to SPMS swimmers, including the schedule of events and meet information.

[See Section 101.8.11(c)]

- B. The Registrar shall be responsible for regular communication between the SPMS Committee, SPMS members, and USMS.
- C. The Registrar shall be responsible for sending and also moderating email communications between the SPMS Executive Committee, SPMS Committees, and SPMS Club Representatives.

#### 101.7 SPMS Standing Committees

The following is a list of standing committees including specific responsibilities of each committee. The SPMA.net website includes a current list of committee chairs.

##### A. *Coaches*

The Coaches' Committee acts as liaison and coordinates with coaches of SPMS for educational and communication purposes.

- 1. The Coaches Committee shall keep a roster of SPMS coaches.
- 2. The Chair of the Coaches Committee shall be the Chair of the SPMS Coach of the Year selection committee, unless a conflict of interest occurs.
- 3. The Chair of the Coaches Committee shall act as liaison to the USMS Coaches Committee.

##### B. *Fitness*

The Fitness Committee promotes and encourages an emphasis on physical fitness in SPMS.

- 1. The Fitness Committee shall oversee any SPMS-sponsored fitness clinics hosted by any SPMS clubs.

##### C. *Meet Operations*

The Meet Operations Committee assigns sanctions to swim meets and open water events, and assists in the organization and operation of swim meets.

- 1. The SPMS Vice-Chair shall be Chair of the SPMS Meet Operations Committee and shall carry out the duties of the LMSC Sanctions Chair, as defined by USMS, for pool events.
- 2. The Meet Operations Committee Chair shall review, coordinate, and approve applications for pool meet sanctions as well as sanctions for open water events.
- 3. The SPMS Vice-Chair shall be in charge of the scheduling of all swim meets, subject to approval by the SPMSC.
- 4. Under the supervision of the Meet Operations Chair, the *Meet Coordinator/Quartermaster* will perform the following contractual duties:
  - a) contact swim meet hosts two weeks prior to a meet to coordinate needed SPMS supplies (awards, ribbons, stopwatches, lap counters, clipboards, etc.);
  - b) arrange with meet hosts, prior to a meet, any special needs such as lifeguard, registration, or other duty to perform and assist in the operations of that meet;
  - c) maintain the SPMS forms file and bring to swim meets. The forms file should include the following: current SPMS newsletters, blank SPMS relay forms, swimmer transfer forms, new swimmer registration forms, current and upcoming meet forms, current USMS top ten publications, and split request forms;
  - d) maintain awards inventory and keep a current count of all SPMS ribbons and medals throughout the year, and assist in ordering more when needed;
  - e) assist meet hosts who decide to use SPMS awards in the distribution of SPMS awards and ribbon tally during a meet, and present the meet host with an invoice for the awards and ribbons at the conclusion of the meet;
  - f) maintain SPMS meet supplies, and repair or replace supplies when needed.

##### D. *Sports Medicine*

The Sports Medicine Committee promotes and disseminates information on all aspects of Sports Medicine.

- 1. The SPMS Sports Medicine Chair shall be the liaison to the USMS Sports Medicine Committee.

##### E. *Awards*

The Awards Committee shall be responsible for the acceptance of nominations and the selection of award recipients in acknowledgment of SPMS achievements and contributions [as outlined in Section 101.9] except for the SPMS Coach of the Year award which is selected by the Coaches Committee.

- 1. The SPMS Member-At-Large shall be Chair of the Awards Committee.

##### F. *Open Water Swimming*

- 1. The Open Water Committee shall review and approve applications for open water swim events.

2. The Open Water Committee shall promote and publicize all sanctioned open water swims.
3. The Open Water Committee shall work in coordination with event directors to ensure the safety and success of SPMS-sanctioned open water events.
4. The Open Water Committee shall seek to improve the safety of open water swim events.
5. The Open Water Committee shall accept one-event registrations for clinics and open water races with the ultimate decision to be at the discretion of the event directors. The one-event registration fee shall be determined by the SPMSC. That fee is currently \$15.00.
6. The Open Water Committee may, at its discretion, revoke an open water event if the conditions become unsafe or if the sponsoring organization is unable to fulfill its obligation.
7. The Chair of the SPMS Open Water Committee shall be the liaison to the USMS Open Water Committee.

G. *Officials*

The Officials Committee promotes and coordinates officials' clinics. It encourages certification of Masters swimmers and others as officials for pool and open water events. It coordinates with USS and Southern Pacific Masters Swimming to provide names of officials for officiating at SPMS meets.

1. The Officials Committee shall disseminate information concerning officials' clinics.
2. The Officials Committee shall collect referee reports made at swim meets and open water events to review for issues (such as timing problems or anything that causes delays) to help improve future meets and events.
3. The Officials Committee is responsible for disseminating information that is sent by the USMS Officials Committee to LMSC Officials Chairs.
4. The Officials Committee shall coordinate the selection of a meet referee upon the request of a meet director. The meet referee is not just an on-deck official and shall be in charge of everything that happens in the competition pool at a meet.

H. *Marketing*

The Marketing Committee is responsible for promoting Masters swimming to further the objectives of SPMS.

I. *Webmaster*

The SPMS Webmaster position is a volunteer position. If there is no volunteer, the Webmaster shall be awarded by bid for a minimum one-year contract.

1. The Webmaster shall be responsible for maintaining the website for SPMS.
2. The Webmaster shall be responsible for uploading to the website all pertinent meet forms, meet results, open water results, and the bi-monthly SPMS newsletter, as well as agendas, reports, and minutes relating to SPMS meetings.
3. The Webmaster shall be responsible for keeping up with any changes that the SPMSC wishes to make to the website.

J. *Safety*

1. The Safety Committee shall be responsible for the content of meet safety signs.
2. The Safety Committee shall disseminate current health and safety information to members and clubs.

### 101.8 Contractors

1. Contractor services shall be for a period of two (2) years, commencing on October 1st of even-numbered years.
  - a) All Contractor services shall be awarded following a formal bid procedure:
    - (i) The specifications for each Contractor position shall be published by SPMS no earlier than ninety (90) days and no later than sixty (60) days prior to the expiration of the current contract. Bid contracts shall be published on the SPMS website and in the next scheduled issue of the SPMS newsletter.
    - (ii) In the event that a Contractor position becomes vacant during the first year of the contract period, the SPMSC shall open the position to bids [*as outlined in Section 101.8.1.a*].
    - (iii) In the event that a Contractor position becomes vacant during the second year of the contract period, the SPMSC shall appoint a replacement to fulfill the remaining term of the contract with the same terms and conditions.
2. A Contractor may, but is not required to, bid on and be confirmed for one or more of the positions listed in *Section 101.8.11*.
3. Certain contracts may be entered into and services provided by the Contractor to SPMS without compensation, as shall be mutually agreed to in writing between the Contractor and SPMS.

4. Contractor services to SPMS shall be provided as independent contractors. The Contractor shall be responsible for keeping all records and collections, and paying all social security, income, and like taxes.
5. The Contractor may sub-contract to any party; however the primary Contractor bears the ultimate responsibility towards meeting requirements, deadlines, performance, and costs. All sub-contractors must be approved by the SPMSC.
6. Either SPMS or the Contractor may terminate the contract without cause with sixty (60) days notice to the other party.
7. Modifications to any contract must be approved and accepted by both the contractor and the SPMSC.
8. Contractor positions [*as outlined in Section 101.8.11*] may be increased or the responsibilities, services, and reporting requirements changed from time to time to meet the needs of SPMS. Any such change shall require an amendment to these Policies & Procedures.
9. Data is the property of USMS. It is the policy of SPMS that any use, personal or commercial, by an SPMS Contractor is expressly forbidden unless prior written permission is obtained from SPMS.
10. Each contractor shall be paid according to the terms of his or her contract with SPMS.
11. The SPMS Contractor positions shall be as follows:
  - a) *Registrar*
    - (i) The SPMS Registrar shall be responsible for processing the registration of clubs and individuals within SPMS, account for and deposit funds received into the SPMS bank account, and transmit all related documentation to the SPMS Treasurer and SPMS Chair.
    - (ii) The SPMS Registrar shall operate the SPMS office, including all related business services for SPMS and its club and individual members.
  - b) *Top Ten Recorder*
    - (i) The Top Ten Recorder shall be responsible for compiling and maintaining annual Top Ten lists for all swimmers competing in sanctioned and recognized events within the Southern Pacific region in Short Course Yards, Long Course Meters, and Short Course Meters competitions.
    - (ii) The Top Ten Recorder shall maintain a list each year of all known records for each course, for each age group, for each gender, and for both individual and relay events.
    - (iii) The Top Ten Recorder shall interact with the SPMSC, National Top Ten Recorder, National Registrar, SPMS Registrar, various competition directors, and individual swimmers regarding results and registration information, problems, or questions, in a timely and courteous manner.
    - (iv) The Top Ten Recorder shall submit SPMS Top Ten lists to USMS along with the proper verification within the time limit as prescribed by USMS.
  - c) *Newsletter Editor*
    - (i) The SPMS Newsletter Editor shall be responsible for compiling six issues each year of the SPMS Newsletter.
    - (ii) The SPMS Newsletter Editor shall gather information and meet forms from meet directors for upcoming meets and open water events to produce meet information files for the web and for inclusion in the newsletter.
    - (iii) The SPMS Newsletter Editor shall gather articles and photographs for inclusion in the newsletter, and write articles as needed.
    - (iv) The SPMS Newsletter Editor shall assemble the newsletter in a format compatible with the *USMS Swimmer* publication requirements and must meet the required deadlines for submitting the newsletter to *USMS Swimmer* magazine.
    - (v) The SPMS Newsletter Editor position shall be awarded by bid for a minimum one-year contract.

#### 101.9 SPMS Awards

- A. *Swimmer of the Year*
  1. The purpose of the award is to recognize SPMS swimmers each year, male and female, who have achieved the most outstanding swimming performances during the calendar year in which the award is presented.
  2. The criteria for the award are as follows:
    - a) Has been a member of SPMS during the year under consideration.
    - b) Has made outstanding individual swimming performances during the past year as determined by: SPMS SCY, LCM, & SCM Top Tens, USMS SCY, LCM & SCM Top Tens, SPMS Open Water Points, SPMS & USMS Records.

- c) Has competed in at least two SPMS meets or SPMS-sanctioned open water events during the time period under consideration.
- 3. Nominations and Selection:
  - a) A Male Swimmer of the Year and a Female Swimmer of the Year shall be selected.
  - b) Selection will be made by the Awards Committee headed by the Member-at-Large.
  - c) The SPMS Awards Committee shall determine the overall winners from a list of Age Group Swimmers of the Year considering also any additional input from the SPMS Committee.
  - d) The awards shall be presented at the SPMS Short Course Meters Championships.
- B. *Coach of the Year*
  - 1. The purpose of this award is to recognize the SPMS swimming coach who has demonstrated outstanding coaching qualities.
  - 2. The award criteria are as follows:
    - a) The coach and club have been a member of SPMS during the year under consideration.
    - b) The criteria for the award will be considered first, since January 1 of the preceding year, and second, over the coach's career with his or her club. Outstanding contributions to his or her club and its individuals are measured by the following competitive and non-competitive factors:
      - (i) Competitive factors shall include club and individual performance at SPMS and USMS Championships in any sanctioned course, as well as relay and individual SPMS, USMS and World records that reflect the coach's skill and inspiration.
      - (ii) Non-competitive factors shall include club vigor, size and growth, club participation and volunteering, and club having hosted well-run events.
      - (iii) Outstanding service to SPMS, USMS and to other public or private community organizations.
      - (iv) Outstanding professional contributions, such as participation in clinics and published works, good standing in the community.
  - 3. Nominations and Selection
    - a) There shall generally be one award given.
    - b) A nomination announcement shall be published in the appropriate SPMS Newsletter. Nominations may be made by any registered SPMS club officer in the form of a written statement addressing both the criteria above and the instructional and inspirational qualities of the coach. The nominating letter and a maximum of four supporting letters from registered SPMS swimmers shall be submitted to the Awards Committee headed by the Member-at-Large at or before the May meeting of SPMS.
    - c) The Chair shall appoint a Selection Committee of three members. Each committee member will separately evaluate submitted information according to the criteria listed above, ranking his or her top three nominees so that the top-rated nominee receives one point, the second-rated nominee receives two points, and the third-rated nominee receives three points. The nominee with the lowest aggregate score from among the committee members shall be the winner. In the event of a tie score, the Selection Committee shall meet as a whole to determine a winner from among the tied nominees based on the submitted information for the nominee's overall career with his or her club.
    - d) The award shall be presented at the SPMS Short Course Yards Championships.
    - e) Upon approval by the SPMS Committee, the Chair shall, by July 1st, send all documentation for the SPMS Coach of the Year, in the format requested by USMS, to the USMS Coaches Committee for consideration as USMS Coach of the Year.
- C. *Jim Marcus Distinguished Achievement Award*
  - 1. The purpose of this award is to recognize outstanding contributions to Masters swimming during the calendar year in which the award is presented.
  - 2. The award criteria are as follows:
    - a) Has been a member of SPMS during the calendar year under consideration.
    - b) Has demonstrated outstanding contributions to Masters Swimming, such as support and leadership, recruitment of members, program development, and promotion of Masters Swimming at his or her club, or with SPMS or USMS during the year under consideration.
  - 3. Nominations and Selection
    - a) There shall be no more than one award given each year.

- b) Nominations can be made by any SPMS swimmer or SPMS club in the form of a written statement based on the criteria above, and submitted to the SPMS Chair by the published deadline.
  - c) Selection will be made by the Awards Committee headed by the Member-at-Large.
  - d) The award shall be presented at the SPMS Short Course Meters Championships.
- D. *Steve Schofield Award*
1. The purpose of this award is to recognize outstanding contributions to SPMS during the calendar year preceding the year in which the award is presented.
  2. The award criteria are as follows:
    - a) Held current SPMS registration during the year under consideration.
    - b) Has demonstrated outstanding contributions to Masters Swimming, such as support and leadership, recruitment of members, program development, and promotion of Masters Swimming at the club, Swimming, or national level(s) during the year under consideration.
  3. Nominations and Selection
    - a) There shall be no more than one award given each year.
    - b) Nominations can be made by any SPMS swimmer or SPMS club in the form of a written statement based on the criteria above and submitted to the SPMS Chair by the published deadline.
    - c) Selection will be made by SPMS Committee appointed by the SPMS Chair at the first meeting following the nomination deadline.
    - d) The award shall be presented at the SPMS Short Course Meters Championships.

<b>102 SPMS POLICIES</b>
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102.1 General Administrative Policies

- A. The *Guide to Operations* shall be updated and distributed to clubs every two years.

102.2 Executive Committee Duties and Responsibilities

Each of the members of the SPMS Executive Committee may conduct essential or emergency business of the SPMSC within the scope of his or her duties between regular meetings of the SPMSC provided that the action taken is reported at the next regular meeting of the SPMSC.

A. **Chair**

1. The SPMS Committee shall hold meetings every month via conference call. The SPMS Committee will hold at least one in-person meeting annually.
2. The Chair shall call special meetings when necessary.
3. The Chair shall prepare the agenda for each meeting of the SPMSC.
4. The Chair may appoint and also dismiss chairs of standing committees.
5. The Chair may appoint and also dismiss ad-hoc committees as necessary.
6. The Chair shall receive and organize the review of any grievances.
7. The Chair shall be responsible for approving all reimbursement requests that do not relate to meet operations.
8. The Chair shall be responsible for all official SPMS correspondence.

B. **Vice-Chair**

1. The Vice-Chair shall serve as Chair of the SPMS Meet Operations Committee and shall carry out the duties of the LMSC Sanctions Chair, as defined by USMS.
2. The Vice-Chair shall be responsible for the scheduling of all swim meets, subject to approval by the SPMSC.
3. The Vice-Chair shall be responsible for the sanctioning of all swim meets and open water events.
4. The Vice-Chair may form a Sanctioning Sub-Committee if necessary.
5. The Vice-Chair shall be responsible for approving reimbursement requests that relate to meet operations.
6. The Vice-Chair shall act and preside at meetings as Chair in the absence of the Chair.

C. **Secretary**

1. The Secretary shall be responsible for recording and keeping records of the business meetings of SPMS. Minutes of the monthly committee meetings shall be posted to the SPMS website.

2. The Secretary shall be responsible for sending minutes of the annual meeting to USMS.
3. The Secretary shall be responsible for the processing, mailing, or e-mailing of agendas, meeting announcements, and similar administrative assistance support to the members of the SPMSC.
4. The Secretary shall assist with observance of Roberts Rules of Order during SPMSC meetings.

**D. Treasurer**

1. The Treasurer shall have custody of and be accountable for all funds of SPMS, and shall disburse funds from the account upon approval or direction by the SPMSC.
2. The Treasurer shall pay all proper and approved bills and debts of SPMS.
3. The Treasurer shall prepare a monthly financial summary including all income and expenditure transactions of the preceding month, and a summary of all the account activity including savings and investment accounts.
4. The Treasurer shall keep accurate records of all receipts and expenses, and present the financial records for inspection at the annual meeting.
5. The Treasurer shall send a copy of the annual financial statement to USMS.
6. The Treasurer shall be responsible for the preparation and filing of all financial forms as required by law.
7. The Treasurer shall work with an accountant/CPA in the preparation of tax forms and audits for the fiscal year.
8. The Treasurer shall review expense reimbursement requests and pay accordingly. Requests for reimbursement must include copies of receipts whenever possible, and must be approved by either the Chair or the Vice-Chair.
9. The Treasurer shall be responsible for preparing a budget for the upcoming fiscal year. The budget is presented and approved at the annual meeting.
10. The Treasurer shall sign the USMS Confidentiality Agreement prior to obtaining membership information from the Registrar.

**E. Member-At-Large**

1. The Member-At-Large shall maintain and update the operations manual including policy and procedures.
2. The Member-At-Large shall chair the Awards Committee and shall invite members to join the committee.
3. The Member-At-Large shall attempt to attend as many SPMS swim meets as possible to give members the opportunity to make suggestions or voice concerns about the organization.

**F. Registrar**

1. The Registrar shall be responsible for the operation of the SPMS office, registration of participants, and related business services for SPMS.
2. The duties of the Registrar shall include but are not limited to recommending, designing, and distributing forms necessary for, and processing the registration of, clubs and individual members as well as coordinating with the SPMS Treasurer all funds received and deposited into the SPMS bank account. The use of USMS registration software is required.
3. The Registrar shall provide a monthly registration report to the USMS National Registrar, with a copy to the SPMSC.
4. The Registrar's contract shall be for a two-year period.

*[See Section 101.8.A]*

**102.3. Registration**

1. Individual swimmers and clubs are required to register with SPMS each year to be eligible to compete.
2. The SPMSC shall set the club and individual registration fees. The fee for clubs is currently \$40.00 and the fee for individuals is currently \$44.00.
3. The Registrar can provide specifications on individual and team registration, changes in registration, and the appropriate forms. Forms for initial registration and transfer of registration are available on the SPMS website. These forms may be copied for use.
4. Non-registered swimmers who have competed in SPMS events will not be allowed to register with SPMS in future years unless payment is made for the year in which infraction occurred.
5. Replacement USMS registration cards may be obtained online at no cost. If requested from the Registrar, a fee of \$3.00 must be received in advance of processing the request.
6. The fee for transferring swimmers from one club to another shall be set by the SPMS Committee. That fee is currently \$3.00.

7. The fee for transferring swimmers from a club in another LMSC to a club in SPMS shall be set by the SPMS Committee. That fee is currently \$10.00.
8. The following is the policy regarding the distribution of the registration database:
  - a) The SPMS swimmer database may be given to the SPMS Officers upon request and updated periodically throughout the year. The officer shall have a need to obtain the information and shall sign a Confidentiality Agreement.
  - b) Upon approval of the Executive Committee, the database may be shared with a committee Chair.
  - c) The SPMS Committee believes its members' data to be confidential and not to be shared with other than those listed above and below.
  - d) A subset of the database may be given to meet directors in the Hy-tek RE1 file format approved by USMS.
  - e) Individual addresses and phone numbers (not the entire database) may be given out with the good judgment of the Registrar or other persons (above) having access to the database on a need-to-know basis.
  - f) The database is not to be sold or given to any persons or groups by the Registrar, Officers, or anyone else who has received it.
  - g) A club roster may be given only to the person officially named to receive correspondence, unless requested, in writing, by that person, that it be given to another member or officer of the club.
  - h) Requests not covered above shall have to be approved by the Executive Committee and the SPMS Committee.

#### 102.4. Swim Meets

##### *A. Pre-Meet Guidelines and Responsibilities*

1. SPMS extended meet schedule or clubs with a recurring meet date in good standing will have priority in the scheduling of meets/events and granting of sanctions. This means that when SPMS clubs bid in a timely matter for a swim meet or open water event, they will have priority for that weekend in the following meet year.
2. Entry forms for each SPMS meet and open water event shall be published in at least one issue of the SPMS Newsletter prior to the meet/event.
3. SPMS will provide a laser for use in certifying pool length.
4. SPMS will provide "No Diving" signs, appropriate identification for safety marshals, stopwatches (if needed and requested by the host), and a copy of the current version of the USMS Rule Book.
5. If requested, SPMS will provide meet hosts with awards for a fee to be determined by the SPMS Meet Operations Committee.
  - a) Awards for Championship meets (both Regional and Zone) shall be as follows:
    - (i) Individual: medals for places 1 to 3 and ribbons for places 4 to 6 for each age group and gender.
    - (ii) Relays: medals for 1st place, and ribbons for 2nd and 3rd places.
  - b) Awards for all other meets shall be as follows:
    - (i) Individual: ribbons for places 1 to 3 for each age group and gender.
    - (ii) Relays: ribbons for 1st place only.
6. The SPMS Registrar shall provide an updated membership list with name, registration number, and date of birthday to meet directors approximately one week before each meet/event.
7. Meet fees due from the host of a swim meet shall be set by the SPMS Committee.
8. The SPMSC, at its discretion, may revoke a meet contract if the pool becomes unavailable or if a sponsoring organization is unable to fulfill its obligation.
9. In the event that the director of a meet sanctioned by SPMS identifies problems that could lead to cancellation of the event, the meet director shall contact the Chair of the Meet Operations Committee who, in turn, shall contact SPMS Officers regarding other options or cancellation, if necessary.

##### *B. Warm-Up Procedures and Guidelines*

1. Warm-Up/Warm-Down: If no separate warm-up facility is available, the meet host shall designate one lane for continuous warm-up/warm-down. If possible, double lane lines between the warm-up/warm-down and competition areas should be used. Outside lanes furthest from the starter are the preferred lanes for continuous warm-up/warm-down. Only registered Masters swimmers may swim in the designated warm-up/warm down lanes.

2. Lifeguard: A certified lifeguard is required on the pool deck during warm-up and throughout the meet.
3. Safety Marshals: There shall be at least one safety marshal on deck during the entire warm-up session to enforce the *Safety Guidelines and Warm-Up Procedures*. Safety marshals shall be required to wear SPMS-provided safety marshal shirts. During the pre-meet warm-up, swimmers shall not be allowed in the pool until the safety marshal(s) are in position. During pre-meet and continuous warm-up periods while the meet is taking place, the lifeguard(s) may serve as safety marshal(s).
4. Announcer: An announcer's duties may include announcing the start of the warm-up session, lanes, and times for sprint lanes, as well as assisting with the conduct of the warm-up.
5. Emergency Plan: The host club shall identify a designated person who is at the facility throughout the warm-up and meet who is familiar with the facility's emergency plan, e.g. telephone number, street address/location, procedures, etc. This person could be a lifeguard at the facility.
6. Water Entry: Swimmers must enter the pool feet first in a cautious manner. No diving is allowed except in designated sprint lanes.
7. Racing Starts: Racing starts (including backstroke starts) may be made only in designated sprint lanes during the pre-meet warm-up session.
8. Sprint Lanes: One or two lanes shall be designated as one-way sprint lanes no later than twenty (20) minutes before the end of the warm-up session. Only one outside lane may be used as a sprint lane.
9. Miscellaneous Equipment: Use of hand paddles is prohibited. Other training devices (e.g. kick boards, fins, pull-buoys) may be used at the discretion of the meet director.
10. Resting in a Lane: Swimmers at rest in the water shall move to either corner of the warm-up lane rather than resting in front of and blocking the end-wall target.

C. *Safety Marshal Guidelines*

1. Safety marshals are responsible for monitoring all warm-up periods and enforcing warm-up procedures. The meet director is responsible for designating the safety marshals. Vests, signs, and instructions for safety marshals shall be provided by SPMS.
2. Safety marshals may not leave their position until they have been relieved by another safety marshal.
3. Safety marshals should watch swimmers and anticipate how each is planning to enter the water, reminding them about the feet-first entry if their behavior suggests that they may dive into the pool.
4. Safety marshals should stop any swimmer who dives into the warm-up pool when he/she returns to the wall, and politely inform the swimmer about the policy and ask the swimmer to adhere to the warm-up procedures.
5. Safety marshals should stop any persons who are not likely to be Masters members (e.g. children) if they attempt to swim in the warm-up pool.
6. Safety marshals should contact the meet referee, meet director, or any other meet personnel if they encounter any problems with a swimmer.

D. *Post-Meet Guidelines*

1. Awards at Championship meets (Regional and Zone) shall be given to the top eight teams, based on combined scoring for men and women, individual events plus relays.
2. Meet results will be posted on the SPMS website as soon as possible.
3. Meet directors shall submit meet results to the SPMS Top Ten Recorder within one week of the meet.
4. It is the responsibility of swimmers to provide their results (in the necessary format as stipulated in the USMS Rule Book) to the SPMS Top Ten Recorder for non-SPMS meets.

102.5. Records

1. SPMS records may only be set by SPMS-registered swimmers.
2. SPMS records may be made in any sanctioned meet of SPMS and will be recognized and recorded from official timing system reports.
3. SPMS records set by SPMS-registered swimmers in regional or national meets held in other regions of USMS shall be recognized from USMS Top Ten listings or from a duplicate timer's card with all information included. Responsibility for submission of record times achieved out of the region rests with the swimmers and coaches involved. Published tabulations of national ten

- best times, national meet times, and records shall be used by the Records Chair to update SPMS records in cases where times achieved by SPMS swimmers better existing SPMS records.
4. The definition of the SCY, SCM and LCM seasons shall conform to those established by USMS.
  5. SPMS Top Ten will include only times achieved at SPMS sanctioned meets (including the USMS National Championship meet if it is SPMS sanctioned).
  6. SPMS will reimburse meet hosts or their designees for the cost of flat rate Priority Mail postage to cover the mailing of entry cards, timing sheets, timer's sheets, heat sheets, and split request sheets to the SPMS Top Ten Recorder. Championship meets shall receive twice this amount if two packages are needed.

#### 102.6 USMS Convention Policies

- A. For full representation of SPMS at the USMS Convention, it is recommended that the maximum number of voting representatives attend the convention. This should include SPMS Committee members who are USMS officers, members of the USMS Executive Committee, chairs of USMS standing committees, those with automatic House of Delegates status, as well as the allotted number of general delegates. All these delegates are important supporters of SPMS and representatives of SPMS members, and therefore shall be reimbursed for their expenses from the SPMS budget.
- B. Delegate criteria:
  1. Active in SPMS or otherwise providing continuous service to Masters swimming.
  2. Willing to participate.
  3. Able to communicate.
  4. Represent a broad base of interests.
- C. Nominations
  1. USMS officers, members of the USMS Executive Committee, Zone chairs, and chairs of USMS standing committees are automatic delegates.
  2. Members of the USMS Legislation Committee, USMS Rules Committee, USMS Long Distance Committee, and USMS Finance Committee are automatic delegates.
  3. Nomination of general delegates shall be made at the April SPMS Committee meeting and voting shall take place at the May SPMS meeting.
  4. Eligibility for nomination of general delegates shall be based on attendance in at least half of the SPMS committee meetings during the year prior to the selection of delegates.
  5. Two alternate delegates shall be chosen in addition to the full contingent of voting delegates.
  6. Voting will be by ballot if greater than one position is available. Additional ballots will be done if a tie exists for the final delegate spot. A minimum of two alternates will be selected to attend if original delegates are unable to fulfill their commitments.
  7. The following criteria should be taken into consideration when selecting delegates: must have competitive swimming experience (either pool or open water), represent a broad base of interests, leadership experience at club, SPMS, and national levels.
- D. Delegates are expected to attend as many committee meetings and workshops as possible, and be present for the duration of the convention.
- E. Reimbursement
  1. SPMS shall pay the convention registration fee for all delegates who are not already reimbursed by USMS. SPMS will pay the difference between any partial reimbursement by USMS and that allocated for other SPMS delegates.
  2. Convention registration fees for SPMS delegates will be paid by the SPMS Treasurer.
  3. Reimbursement for delegates shall be based on coach airfare (least expensive, special, super-saver, etc.); airline baggage fee; ground transportation to/from the airport/hotel; half of lodging based on double occupancy; and approximately \$100.00 food allowance, paid in one lump sum. Annual amount is approved by the committee each year.
  4. Delegates shall be encouraged to return to SPMS any monies not needed or used.

#### 102.7 Reimbursement for SPMS Committee Members

1. Eligibility for reimbursement of annual USMS/SPMS registration fee shall be based on attendance at 6 or more of the meetings in the 12 months prior to the annual meeting.
2. This policy shall also be used to determine eligibility for reimbursement of registration fees for SPMS Championship meets as well as USMS Championship meets that took place during the preceding 12 months.

3. The SPMS Secretary shall present the list of committee members eligible for reimbursement at the annual SPMS meeting.
4. SPMS Committee members need to submit reimbursement requests for their registration fees from the championship meets that they attended, and proof of payment must also be provided.
5. The SPMS Treasurer shall reimburse SPMS Committee members who are deemed eligible to have their USMS/SPMS annual fee reimbursed only after the Registrar has confirmed that those people have renewed their registration.

#### 102.8 Other SPMS Policies

1. An SPMS Open Water Championship shall be held each year.
2. Bidding for championship events shall be done at the August SPMS committee meeting, and the remainder of the schedule shall be bid at the annual SPMS meeting in November.
3. SPMS shall allow one-event registrations for clinics and open water races with the ultimate decision to be at the discretion of the meet directors. The one-event fee shall be \$15.00. The meet host is required to fill out the appropriate paperwork and send it to the SPMS Registrar who will then pass it on to the National Office.

#### 102.9 Dispute Resolution and Grievances

1. Disputes arising within a single club shall be filed directly with such club and handled pursuant to that club's rules and procedures.
2. Disputes arising at competitions shall be resolved at the event, if at all possible. Failing that, the complainant shall inform the SPMS Chair, in writing, of the nature and details of the dispute within thirty (30) days of the incident.
3. If a dispute arises outside of competition, the complainant shall inform the SPMS Chair, in writing, of the nature and details of the dispute within thirty (30) days of the incident.
4. The SPMSC Chair shall appoint, direct, and preside over a Grievance Committee and consult USMS Legal Counsel if necessary.
5. The Grievance Committee shall review the grievance and, if found to have merit, request the defending party to address the grievance in writing.
6. The Grievance Committee shall have the discretion to make arrangements for additional case review procedures such as in-person meetings and witness hearings.
7. Upon review of the circumstances the Grievance Committee shall present the summary of the case and their recommendations to the SPMSC at the next regularly scheduled SPMSC Meeting for a resolution for action or final vote on disciplinary measures, if any.
8. Disputes regarding performance of SPMS elected Officers, SPMSC members, or SPMS Contractors with regard to the governance of the SPMSC is not subject to this grievance procedure and shall be resolved via SPMSC majority vote, or via removal from office. [See *Section 102.10*].
9. Any member providing false, libelous, or fraudulent information to the Grievance Committee may be subject to disciplinary measures above and beyond the scope of the grievance.
10. The burden of proof of accusations within the scope of the original grievance shall lay with the accusing party.

#### 102.10 Removal of Officers

- The SPMSC may remove any of its elected officers without cause using the following procedure:
1. A letter of Intent to call for a vote to remove from office is submitted to the SPMS Chair or SPMS Vice-Chair for publication of a 'Notice to Call for a Vote'.
  2. Said notice of a call to vote may contain rationale for a call to remove the officer in question, and shall be signed by a minimum of four SPMSC voting members.
  3. As required by the California Code of Corporations, such 'Notice to Call for a Vote' shall be announced and distributed to the SPMSC voting members at least ten (10) days prior to the next scheduled SPMSC meeting. This notice shall be distributed to the voting members by SPMS Chair, SPMS Vice-Chair, or SPMS Secretary using customary means of communications for meeting announcements and agendas (usually email).
  4. During the SPMSC meeting, the officer in question shall relinquish his/her position for the duration of the meeting.
  5. During the SPMSC meeting, up to three representatives from the two opposing parties shall be allowed to speak for up to five (5) minutes in favor of or against removal of said officer.

6. SPMSC quorum, as defined herewith, shall cast a vote via secret ballot. Votes shall be counted by up to three (3) SPMSC Committee members, or by one USMS officer representing an uninterested third party (usually the USMS VP of Local Operations).
7. In the case of a telecommunications meeting, a special email for voting may be set up in lieu of a secret paper ballot. The email shall be set up within 24 hours following the meeting, voting instructions shall be distributed to the quorum members, and the quorum members shall be allowed 24 hours to cast their vote. Email ballots shall be counted in a manner outlined in *Section 102.10.6*.
8. The SPMSC Removal of Officers procedure is not subject to the grievance procedure outlined in Section 102.9 herewith.

#### CALENDAR ADDENDUM

*April – accept nominations for delegates for convention*

*April 30 – financial statements to be sent to USMS*

*May 15 – taxes to be filed*

*May – select delegates for convention*

*April/May (SCY Regionals) – present Coach of the Year Award*

*August – bidding for championship meets for the next year*

*November – bidding for non-championship meets for the next year*

*December (SCM Regionals) – present Jim Marcus Award, Steve Schofield Award, Swimmer of the Year Awards*

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