

SPMA POLICIES & PROCEDURES AND BY-LAWS

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

www.spma.net

The address of record for Southern Pacific Masters Swimming is:

Southern Pacific Masters Swimming
Julie Heather
957 N El Molino Ave
Pasadena, CA 91104

registrar@spma.net

Office: (626) 296-1841

Southern Pacific Masters Swimming

POLICIES & PROCEDURES

101 GENERAL INFORMATION

101.1 Background on SPMA

- 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. Southern Pacific Masters Association (SPMA) is a Local Masters Swimming Committee (LMSC) governed by USMS; SPMA covers the geographical area of Southern California and parts of Nevada.
- C. SPMA administers its competitive swimming program through the SPMA Committee, which consists of a representative from each club registered with SPMA; these representatives elect a Chair, Vice-Chair, Secretary, Treasurer, and Member-at-Large, which, along with the Registrar, form the Executive Committee of SPMA. The SPMA Chair appoints a Chair for each committee (and ad hoc committees as deemed necessary) to assist in administering the SPMA program. (The names of the committees, and a description of their functions, are presented in this document)
- E. The SPMA 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 SPMA 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 SPMA is essential. Therefore the following Health and Safety Guidelines are proposed 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. Every swimmer or club planning to compete in SPMA-sanctioned events must first register with USMS and 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 local rules set forth in the SPMA *Guide to Operations*.
- B. SPMA swimmers who wish to participate in SPMA-sanctioned events as a club may only do so if their club is registered with the SPMA Registrar.

101.4 Insurance

- 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 registered with USMS.

- 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 SPMA Sanctioned/Recognized Competition

- A. SPMA approves the scheduling, format, and sanction of all SPMA pool and open water events. These events are governed by the United States Masters Swimming Code of Regulations and Rules of Competition, and the *SPMA Guide to Operations*.
- B. All Masters swimming competitions within SPMA must be sanctioned by the SPMSC.
- C. All sanctions must be consistent with USMS rules and must be signed by the SPMSC Sanctions Chair or his/her designee. A record of all sanctions must be retained in a book or file kept for such purpose.
- D. Application for sanctions must be accompanied by a copy of the meet entry blank and applicable fee.
- E. The sanction fee shall be established by the SPMSC.
- F. The SPMA Committee has the discretion to deny a sanction to any group. SPMA clubs in good standing have priority in the scheduling of events and granting of sanctions. Sanctions to groups other than SPMA clubs in good standing may be granted using the following priorities and guidelines:
 - 1. Not for profit swimming organizations may be granted sanctions.
 - 2. Not for profit, not swimming related, organizations, may be granted sanctions. Prior experience, or other documentation, that shows the ability and willingness to run events under USMS/SPMA rules shall be required.

- G. 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 must be displayed on the heat sheet.
 - 3. Entry blanks and meet programs must bear the statement "Held under the sanction of the United States Masters Swimming, Inc." and include an appropriate address for SPMA.

101.6 SPMA Newsletter

- A. The SPMA Newsletter is designated as the official publication of SPMA, and is published and distributed regularly to all SPMA-registered clubs and swimmers. It contains information of interest to SPMA swimmers, including the schedule of events and meet information.

101.7 SPMA 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 SPMA for educational and communication purposes.

 - 1. The Coaches Committee shall keep a roster of SPMA coaches.
 - 2. The Chair of the Coaches Committee shall be the Chair of the SPMA 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 SPMA.

 - 1. The Fitness Committee shall oversee any SPMA-sponsored fitness clinics hosted by any SPMA clubs.
- C. *Meet Operations*

The Meet Operations Committee assigns sanctions to swim meets.

 - 1. The SPMA Vice-Chair shall be Chair of the SPMA 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 shall review, coordinate, and approve applications for pool meet sanctions.
3. The SPMA Vice-Chair shall be in charge of the scheduling of all swim meets, subject to confirmation by the SPMSC, and mailing of entry blanks.

D. Sports Medicine

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

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

E. Awards

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

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

F. Open Water Swimming

The Open Water Committee promotes, coordinates, and publicizes the scheduling of all open water swims.

1. The Chair of the Open Water Committee shall carry out the duties of the LMSC Sanctions Chair for Open Water events, as defined by USMS, for open water swim events.
2. The Open Water Committee shall review, coordinate, and approve applications for open water swim events.
3. The Open Water Committee shall promote and publicize all sanctioned open water swims.
4. The Open Water Committee shall seek to improve the safety of open water swimming.
5. The Chair of the SPMA 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 SPMA meets.

1. The Officials Committee shall disseminate information concerning official's 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 to LMSC Officials Chairs by the USMS Officials Committee.
4. The Officials Committee shall coordinate the selection of a meet referee upon the request of a meet director. The meet referee shall be in charge of everything that happens at a meet and is not just an on-deck official.

H. Marketing

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

I. Web Master

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

J. Safety

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

101.8 Contractors

A. Registration-Registrar

1. The SPMA Registrar shall be responsible for processing the registration of clubs and individuals within the LMSC, account for and bank funds received, and transmit documentation to the SPMA Treasurer and SPMA Chair.
2. The SPMA Registrar shall operate the SPMA office, including all related business services and communications for Southern Pacific Masters Swimming.

B. Top Ten Recorder

1. The Top Ten Recorder shall be responsible for compiling and maintaining 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.
2. 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.

3. The Top Ten Recorder shall interact with the SPMSC, National Top Ten Recorder, National Registrar, SPMA Registrar, various competition directors, and individual swimmers with regards to results and registration information, problems, or questions, in a timely and courteous manner.

4. The Top Ten Recorder shall submit SPMA Top Ten lists to USMS along with the proper verification within the time limit as prescribed by USMS.

C. *Newsletter Editor*

1. The SPMA Newsletter Editor shall be responsible for compiling six issues each year of the SPMA Newsletter for inclusion in the bi-monthly issues of *USMS Swimmer* magazine.

2. The SPMA 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.

3. The SPMA Newsletter Editor shall gather articles and photographs for inclusion in the newsletter, and write articles as needed.

4. The SPMA 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.

5. The SPMA Newsletter Editor position shall be awarded by bid for a minimum one-year contract.

1. Contractor services shall begin on October 1st and extend for two years ending on September 30th.

2. Contractor services provided to SPMA 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.

3. 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.

4. Either SPMA or the contractor may terminate the contract without cause with 60 days notice to the other party.

5. Data is the property of USMS. As per SPMA policy, any use, personal or commercial, is

expressly forbidden unless prior written permission is obtained from SPMA.

6. Contractors shall be paid per the terms of the contract.

101.9 SPMA Awards

A. *Swimmer of the Year*

1. The purpose of the award is to recognize SPMA swimmers each year, male and female, who have made the most outstanding swimming performances during the calendar year preceding the year in which the award is presented.

2. The award criteria are as follows:

- a. Holds current SPMA registration.
- b. Has made outstanding individual swimming performances during the past year as determined by: SPMA SCY, LCM, & SCM Top Tens, USMS SCY, LCM & SCM Top Tens, SPMA Open Water Points, SPMA & USMS Records.
- c. Has swum in at least two SPMA meets/open water events during the time period under consideration.

3. Nominations and Selection:

- a. An Age Group Swimmer of the Year shall be selected in each age division, male and female. An overall Male and Female Swimmer of the Year shall be selected.
- b. SPMA shall determine the overall winners from a list of Age Group Swimmers of the Year considering also any additional input from the floor.
- c. The awards shall be presented at the SPMA Long Course Meters Championships.

B. *Coach of the Year*

1. The purpose of this award is to recognize the SPMA swimming coach who has demonstrated outstanding coaching qualities.

2. The award criteria are as follows:

- a. The coach and club held current SPMA registration 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 SPMA and USMS Championships in any sanctioned course, as well as relay and individual SPMA, 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 SPMA, USMS and to other public or private community organizations.
 - iv. Outstanding professional contributions, such as participation in clinics and published works.
3. Nominations and Selection
- a. There shall generally be one award given.
 - b. A nomination announcement shall be published in the appropriate SPMA Newsletter. Nominations may be made by any registered SPMA 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 SPMA swimmers shall be submitted to the Chair at or before the May meeting of SPMA.
 - 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 Selection Committee shall submit its choice for approval by the the SPMA Committee at the April meeting of SPMA.
 - e. The award shall be presented at the SPMA Short Course Yards Championships.
 - f. Upon approval by the SPMA Committee, the Chair shall, by July 1st, send all documentation for the SPMA 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 Achievement Award*
- 1. The purpose of this award is to recognize outstanding contributions to Masters swimming during the calendar year preceding the year in which the award is presented.
 - 2. The award criteria are as follows:
 - a. Held current SPMA registration 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 SPMA 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 SPMA swimmer or SPMA club in the form of a written statement based on the criteria above, and submitted to the SPMA Chair by the published deadline.
 - c. Selection will be made by the Awards Committee headed by the Member-at-Large.
 - d. The awards shall be presented at the SPMA Short Course Meters Championships.
- D. *Steve Schofield Award*
- 1. The purpose of this award is to recognize outstanding contributions to SPMA during the calendar year preceding the year in which the award is presented.
 - 2. The award criteria are as follows:

- a. Held current SPMA registration during the year under consideration.
 - b. Has demonstrated outstanding contributions to SPMA, such as support and leadership, recruitment of members, program development, and promotion of SPMA 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 SPMA swimmer or SPMA club in the form of a written statement based on the criteria above and submitted to the SPMA Chair by the published deadline.
 - c. Selection will be made by SPMA Committee appointed by the SPMA Chair at the first meeting following the nomination deadline.
 - d. The award shall be presented at the SPMA Short Course Meters Championships.

- 2. The Vice-Chair shall act and preside 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 SPMA. Minutes of the monthly committee meetings shall be distributed to all clubs and posted to SPMA website.
 - 2. The Secretary shall be responsible for sending minutes of the annual meeting to USMS.
 - 3. The Secretary shall be responsible for the mailing or e-mailing of agendas, meeting announcements, and other materials to members of the SPMSC, and for the preparation and processing of all correspondence relating to same.
- D. Treasurer
- 1. The Treasurer shall have custody of and be accountable for all funds of SPMA, and shall disburse funds from the account upon approval or direction by the SPMSC.
 - 2. 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.
 - 3. The Treasurer shall keep accurate records of all receipts and expenses, and present the financial records for inspection at the annual meeting.
 - 4. The Treasurer shall send a copy of the annual financial statement to USMS.
 - 5. The Treasurer shall be responsible for all necessary tax preparation and submittal.
 - 6. 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 SPMA swim meets 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 SPMA office,

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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 SPMA Executive Committee may conduct essential 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 SPMA Committee shall hold meetings every month via conference call. The SPMA Committee will hold at least one in-person meeting annually.
 - 2. The Chair shall call special meetings when necessary.
 - 3. The Chair shall be responsible for all official SPMA correspondence.
- B. Vice-Chair
 - 1. The Vice-Chair shall be responsible for the scheduling of all swim meets, subject to confirmation by the SPMSC and the mailing of entry forms.

registration of participants, and related business services for SPMA.

2. The Registrar's contract shall be for a two-year period.

[See Section 101.8.A]

102.3. Registration

1. Individual swimmers and clubs must register with SPMA each year to be eligible to compete.
2. SPMA shall set the club and individual registration fees.
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 SPMA website. These forms may be copied for use.
4. Non-registered swimmers who have competed in SPMA events will not be allowed to register with SPMA 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 SPMA Committee. That fee is currently \$3.00.
7. The following is the policy regarding the distribution of the registration database:
 - a) The SPMA swimmer database may be given to the SPMA Officers upon request and updated periodically throughout the year. The officer must have a need to obtain the information and must sign a Confidentiality Agreement..
 - b) Upon approval of the Executive Committee, the database may be shared with a committee Chair.
 - c) The SPMA 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 SPMA Committee.

102.4. Meets

1. SPMA 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 SPMA clubs bid in a timely matter for a meet or open water swim, they will have priority for that weekend in the following meet year.
2. Entry forms for each SPMA meet and open water event shall be published in at least one issue of the SPMA Newsletter prior to the meet/event.
3. SPMA will provide a laser for use in certifying pool length.
4. SPMA will provide "No Diving" signs, appropriate identification for safety marshals, stop watches (if needed and requested by the host), and a copy of the current version of the USMS Rule Book.
5. SPMA will provide (if requested), first, second, and third pace awards for the meet host.
6. The SPMA 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 SPMA Committee. That fee is currently \$.50 per entrant.
8. Meet directors must submit meet results to the SPMA Top Ten Recorder within one week of the meet.
9. 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.

10. In the event that the director of a meet sanctioned by the SPMA identifies problems that could lead to cancellation of the event, the meet director must contact the Chair of the Meet Operations Committee who, in turn, must contact SPMA Officers regarding other options or cancellation, if necessary.

102.5. Records

1. SPMA records may only be set by SPMA-registered swimmers.
2. SPMA records may be made in any sanctioned meet of SPMA and will be recognized and recorded from official timing system reports.
3. SPMA records set by SPMA-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 SPMA records in cases where times achieved by SPMA swimmers better existing SPMA records.
4. The definition of the SCY, SCM and LCM seasons shall conform to those established by USMS.
5. SPMA Top Ten will include only times achieved at SPMA sanctioned meets (including the USMS National Championship meet if it is SPMA sanctioned).
6. SPMA 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 SPMA Top Ten Recorder. Championship meets shall receive twice this amount if two packages are needed.

102.6 Other SPMA Policies

A. Scheduling

1. SPMA 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 between events held in these areas and events held in Los Angeles County or Orange County).

2. The SPMA 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.
3. The SPMA Long Course Championships shall be held no earlier than two weeks prior to the USMS Long Course Nationals, and preferably in the month of July.
4. The SPMA Short Course Meters Championships shall be held in the fall of the year, preferably at the beginning of December.
5. An SPMA Open Water Championship shall be held each year.

B. Dispute Resolution

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.
3. If a dispute arises outside of competition, or cannot be resolved at the event, the complainant(s) shall inform the SPMA Chair, in writing, of the nature and details of the dispute within thirty (30) days of the incident.
4. The SPMA Executive Committee shall investigate any written complaints and make a recommendation as to the resolution for action by the SPMA Committee.

102.7 USMS Convention Policies

- A. For full representation of SPMA at the USMS Convention, it is recommended that the maximum number of voting representatives attend the convention. This should include USMS officers, members of the USMS executive committee, or chairs of USMS standing committees, as well as the allotted number of general delegates. All these delegates are important supporters of and representatives of SPMA swimmers and therefore should be reimbursed from the SPMA budget.

B. Delegate criteria:

1. Active in SPMA 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, and chairs of USMS standing committees are automatic delegates.
 2. Members of the USMS Legislation Committee and USMS Rules Committee are automatic delegates.
 3. Nomination of general delegates shall be made at the April SPMA Committee meeting and voting at the May SPMA meeting.
 4. Eligibility for nomination of general delegates shall be based on attendance in at least half of the SPMA 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 and open water), represent a broad base of interests, leadership experience at club, SPMA, and national levels.
- D. Delegates are expected to be present for the duration of the convention.
- E. Reimbursement
1. SPMA shall reimburse all delegates who are not already reimbursed by USMS. SPMA will pay the difference between any partial reimbursement by USMS and that allocated for other SPMA delegates.
 2. Reimbursement shall be based on: coach airfare (least expensive, special, super-saver, etc.); ground transportation; convention registration, 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.
3. Delegates shall be encouraged to return to SPMA any monies not needed or used.

**Southern Pacific Masters Swimming
BYLAWS**

103 SPMA BYLAWS

**SOUTHERN PACIFIC MASTERS
SWIMMING,
A DIVISION OF UNITED STATES MASTERS
SWIMMING, INC.**

Section I

Purpose and Objectives

- 1) To provide education, instruction, and support to local organizations and communities; to establish and sponsor Masters Swimming programs, and promote improved physical fitness and health in adults.
- 2) To offer adults the opportunity to participate in a lifelong fitness program.
- 3) To plan, organize, and coordinate sanctioned competitions and events for Masters Swimming.
- 4) To stimulate research in the sociology, psychology, and physiology of Masters Swimming.
- 5) To enhance fellowship and camaraderie among Masters Swimmers.
- 6) To maintain active liaison and cooperation with local, regional, and national organizations and individuals concerned with Masters Swimming.
- 7) To encourage and support the sponsorship of events by qualified clubs, groups, and organizations.
- 8) Neither SPMA nor SPMSC shall participate in any political campaign or attempt to influence any federal, state or local legislation. Nor shall SPMA or SPMSC carry on any activity not permitted to be carried on by (a) a corporation exempt from the Federal Income Tax under §501(c) or the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), or (b) a corporation, contributions to which are deductible under §170(c) of the Internal Revenue Code of 1954 (or the corresponding

provision of any future United States Internal Revenue Law).

Section II

Definitions

UNITED STATES MASTERS SWIMMING, INC. (USMS) - the governing organization for Masters Swimming in the United States.

SOUTHERN PACIFIC MASTERS SWIMMING (SPMS), also known as SOUTHERN PACIFIC MASTERS ASSOCIATION (SPMA) - the association of Master Swimmers in the state of California counties of San Luis Obispo, Kern, Ventura, Los Angeles, San Bernardino, Orange, Riverside, and Santa Barbara; and in the state of Nevada the counties of Clark, Esmeralda, Lincoln, and Nye.

LOCAL MASTERS SWIMMING COMMITTEE (LMSC) - a division of USMS with supervisory responsibilities within the geographic territory defined by USMS.

SOUTHERN PACIFIC MASTERS SWIMMING COMMITTEE (SPMSC) - the LMSC for the SPMA.

MEMBER CLUB – a club that is duly registered with SPMA, has at least one member that is registered with SPMA, and has a minimum of 50% of the club’s registered membership as current residents and registrants in the authorized registration territory of SPMA. The residency requirement may be waived by a 2/3 majority vote of the SPMSC.

MEMBER - any individual currently registered with SPMA.

Section III

Dues and Fees

- 1) **Club** - Every Member Club joins SPMA and USMS by submitting an approved application

and by paying an annual fee consisting of a national club fee established by USMS and a local club fee established by the SPMSC.

- 2) **Member Registration** - Each Member pays to the registration committee an annual fee established by the SPMSC and USMS.
- 3) **Sanction Fees:**
 - a. Each applicant for a sanctioned event shall submit at time of application such fees and documents as required by the SPMSC.
 - b. In addition to, or in place of, a sanction fee, the SPMSC may establish a service charge consistent with the nature of the event which may be a flat amount, a percentage of receipts, or a combination of both.
- 4) **Failure to Pay** - The failure of a Member or Club to pay dues or fees required by the SPMSC or USMS within the time prescribed prevents competition, representation, and vote by the delinquent member.
- 5) **Infractions** - A Member Club may be held responsible for infractions of rules and regulations committed by a Member who is competing as a representative of such organization.

Section IV

Membership of SPMSC and Voting Privileges

- 1) The membership of the SPMSC shall consist of the officers of SPMA, one representative from each Member Club, the chair of the SPMA subcommittees, and any member who has attended more than half of the SPMA meetings in the previous 12-month period.
- 2) Each member of the SPMSC has voting privileges at meetings.
- 3) Any other Member may attend the SPMSC meetings and express views, but shall not be entitled to vote.

- 4) A quorum at all meetings shall consist of SPMSC members present who are eligible to vote.
- 5) At all meetings, the current Robert Rules of Order are the procedural rules.

Section V

SPMSC Officers

- 1) The officers shall be a Chair, a Vice-Chair, a Secretary, a Treasurer, and a Member-at- Large.
- 2) These officers constitute the Executive Committee of the SPMSC together with the SPMA Registrar who shall be a non-voting member of the Executive Committee.
- 3) The officers shall be elected at an annual meeting of the SPMSC, in odd numbered years, hereinafter referred to as the election meeting.
- 4) The duties and responsibilities of the officers are outlined in the Policies & Procedures. A summary of the duties follows:
 - A. The Chair shall preside at all meetings of the SPMSC and shall execute all policies established by the SPMSC. The Chair may appoint sub-committees as necessary.
 - B. The Vice-Chair shall be in charge of the scheduling of all swim meets, subject to confirmation by the SPMSC.
 - C. The Secretary shall be responsible for recording and keeping minutes of the business meetings of the SPMSC.
 - D. The Treasurer shall be responsible for the financial affairs of the club.
 - E. The Member-at-Large shall represent the membership at SPMSC meetings and be a liaison between the officers and members of SPMA.
- 5) An officer can be removed from office or a vacancy filled by a majority of the SPMSC present at any monthly meeting, provided written

or e-mail notice of a vote on such action has been mailed to all members of the SPMSC at least ten (10) days prior to said meeting.

Section VI

Term of Office

The officers of the SPMSC shall serve for two (2) years and begin their tenure on January 1st following the annual meeting of the SPMSC.

Section VII

Nominations and Elections

- 1) The Chair will appoint a Nominating Committee of at least three (3) persons two months prior to the election meeting of the SPMSC.
- 2) The Nominating Committee will canvass persons and present at least one (1) nominee for each office at least one (1) month prior to the election meeting.
- 3) The list of nominees shall be published on the SPMA website.
- 4) Additional nominees may be presented at the election meeting by any Member providing the nominee has given written consent.
- 5) Election of all officers shall take place at the annual meeting in odd-numbered years.

Section VIII

Responsibilities of the SPMSC

- 1) To adhere to all USMS rules, regulations, and policies. If any conflict arises, USMS rules, regulations, and policies shall take precedence.
- 2) To plan, organize and direct the activities of Masters Swimming in SPMA.
- 3) To assure conformance of all Masters Swimming activities with these Bylaws and with current USMS policies and the official published rules of USMS.

- 4) To plan, schedule, encourage, and support a variety of swim meets, open water events, clinics, and educational programs for the benefit of Master Swimmers.
- 5) To consider all requests for sponsorship of swimming events and to issue sanctions in accordance with USMS bylaws and rules.
- 6) To establish an annual budget of income and expenses.
- 7) To review and approve all disbursements by the Treasurer.
- 8) To hold periodic meetings which may be conducted face-to-face or by telephone conference at the discretion of the SPMA Chair.
- 9) To hold an annual meeting at a time, date, and place as determined by a majority vote of the SPMSC.

Section IX

Indemnification

Each person who is or was a director, officer or employee of SPMA (including the heirs, executors, administrators or estate of such person) shall be indemnified by SPMA as a division of USMS to the full extent permitted by the Nonprofit Corporation Law of the State of Ohio against any liability, cost or expense incurred in the capacity as director, officer or employee, or arising out of the status as a director, officer or employee (including serving at the request of SPMA as a director, trustee, officer, employee or agent of another not-for-profit organization).

Section X

Amendment of Bylaws

- 1) These Bylaws may be amended or repealed and new Bylaws adopted by a vote of the majority at any meeting of the SPMSC providing that notice of the proposed change has been given to members of the SPMSC at least one (1) month prior to said meeting. Notice shall be given by first class mail, or by e-mail, addressed to the last known address of each member.

- 2) Proposals for amendments, repeal, or new Bylaws must be:
 - a) in writing;
 - b) consistent with the rules, regulations, and purposes as established by USMS and the SPMSC.

Section XI

Dissolution

Upon dissolution, the net assets of SPMA will not inure to the benefit of any private individual or corporation, except that they will be distributed to United States Master Swimming, Inc., a non-profit corporation, to be used exclusively for educational or charitable purposes, or, if United States Master Swimming, Inc., is not then in existence, or is not then exempt under Section 501(c)(3) of the Internal Revenue Code and to which contributions, bequests and gifts are deductible under Section 170(c)(2), Section 2055(a)(2), and Section 2522(a)(2) thereof, such assets shall be distributed to such an exempt corporation, to be used exclusively for educational or charitable purposes.

Additional information about SPMA may be found at our website:

www.spma.net

The address of record for Southern Pacific Masters Swimming.

Southern Pacific Masters Swimming
Julie Heather
957 N El Molino Ave
Pasadena, CA 91104

registrar@spma.net

Office: (626) 296-1841