

## **SAN DIEGO-IMPERIAL LOCAL MASTERS SWIMMING COMMITTEE (SI LMSC) POLICIES**

The following policies have been adopted by the SI LMSC from 1973 onward with the most recent update on 2/1/2018.

The SI LMSC will comply with current USMS LMSC Mandatory Standards.

### Registration/Membership

The SI LMSC –

- posts USMS registration and other forms on the SI LMSC web site.
- bans swimmers from registering/renewing registrations in the SI LMSC when they are delinquent in reimbursing the SI LMSC for bank fees incurred from checks returned for insufficient funds/closed accounts.
- does not support standardization of the LMSC fee portion of USMS registration fees.
- deposits registration checks in a timely manner.
- does not permit release of address/phone/email information from the registration database to individuals, meet directors, vendors, etc., and disapproves of USMS's use of this information for such promotional purposes, especially when members have indicated they do not wish to be contacted.
- provides a postal mail box for SI LMSC business.
- permits modification of the acknowledgment of donation letter and the mode of transmission.
- offers only full USMS memberships and no one-event USMS memberships (one-day registrations) for events including, but not limited to, open water, pool, clinic, or exhibition.
- does not support a “rolling” registration year.
- does support a “calendar year” registration period in which registrations expire on December 31 each year.
- collects fees when swimmers transfer from one club to another or unattached to a club.
- processes individual and club registrations and transmits funds, when applicable, to USMS in accordance with the requirements of the USMS LMSC Standards document.
- raised the SI LMSC membership fee to \$18 effective 11/1/14 for the 2015 membership year onward.
- subsidizes the membership fee for SI LMSC executive officer volunteers subject to the availability of funds.
- subsidizes the membership fee for selected other SI LMSC board member volunteers (such as the webmaster) subject to the approval of the board and the availability of funds.
- establishes an annual \$10 membership discount for swimmers 70+ effective 11/13/16 to be funded from prior year donations to SI LMSC.

## Sanctioned/Recognized Events

### The SI LMSC –

- establishes an SI LMSC fee for sanctioned and recognized events.
- bans event hosts from obtaining further sanctions/recognitions for designated time periods when significant infractions of the sanction/recognition criteria have occurred.
- requires use of the Club Assistant online meet entry/registration service by meet directors when running SI LMSC sanctioned meets.
- requires use of the Hy-Tek Meet Management program by meet directors when running SI LMSC sanctioned meets.
- requires that all pool meets sanctioned or recognized by SI LMSC be run using a fully electronic primary timing system with a semi-automatic back up system (buttons).
- posts SI LMSC records to the SI LMSC website following publication of the National Top 10 for each season (short course meters, short course yards, long course meters); continuous updating and posting is not feasible.
- posts or permits to be posted only SI LMSC sanctioned/recognized events to the SI LMSC section of the USMS calendar and to the SI LMSC website calendar.
- charges a recognition fee, a flat \$200 (which includes the National fee of \$100 and the LMSC fee of \$100 for the first session) plus \$100 per each additional session.
- charges a pool meet sanction fee, a flat \$150 (which includes the National fee of \$50 and the LMSC fee of \$100 for the first session) plus \$100 per each additional session.
- subsidizes pool meet electronic timing expenses at \$250/day for meets run by local meet directors.
- subsidizes officials stipends at a total of \$200/meet day effective 10/01/14 for pool meets run by local meet directors.
- subsidizes the Meet Director stipend at \$50/meet for pool meets run by local meet directors.
- subsidizes the SI LMSC Top Ten Recorder/Results Processor at \$50/day or session if there are two distinct pool meet sessions per day.
- clarifies language for eligibility of pool meet subsidies as follows:
  - All SI LMSC sanctioned pool meets run by local SI LMSC meet directors are eligible for subsidies for automatic timing, officials, meet director, and meet results tabulator subject to approval by the SI LMSC observer(s) and SI LMSC Executive Board. Meets must be conducted in compliance with the conditions of the sanction and SI LMSC policies and guidelines. Subsidies are available in the categories in which expenses are incurred, are not guaranteed, and are subject to fund availability.
  - SI LMSC recognized pool meets generally are not eligible for subsidies. Upon special approval by the SI LMSC observer(s) and SI LMSC Executive Board, long-standing recognized meets, which have demonstrated complete adherence to USMS rules and compliance with SI LMSC policies and guidelines, which are run by SI LMSC meet directors, and which provide benefit to SI LMSC and its members, may be eligible for subsidies for automatic timing, officials, meet director, and meet results tabulator. Subsidies are available in the categories in which expenses are incurred, not guaranteed, and subject to fund availability.

### USMS Annual Meeting (Convention) and USMS LMSC Leadership Summit

The SI LMSC –

- funds travel expenses for SI LMSC delegate(s) and USMS Automatic Delegate(s) from SI LMSC who attend the USMS Annual Meeting (Convention), if the travel expenses are part of the approved SI LMSC budget and if funds are available.
- funds travel expenses for SI LMSC attendee(s) to the USMS LMSC Leadership Summit, if the travel expenses are part of the approved SI LMSC budget and if funds are available.
- funds a meal stipend of \$25/day to SI LMSC-funded delegate(s)/attendee(s) (including travel days), if the meal stipend expense is part of the approved SI LMSC budget and if funds are available.

### Supplemental Requirements for USMS-Certified Officials

The SI LMSC –

- requires USMS-certified officials who officiate at SI LMSC events to maintain current USMS membership.
- requires USMS or SI LMSC-certified officials or trainees to maintain current USMS membership while performing 12 hours of practical training and to be evaluated by the SI LMSC Officials Chair(s) to officiate at SI LMSC events.

### Financial/Other

The SI LMSC –

- requires SI LMSC checks written in the amount of  $\geq$  \$5000 to have two signatures.
- provides privacy registration of the SI LMSC domain name registration to maintain privacy and to shield personal information.
- uses a “cash accounting” method.
- requires that donated funds received in one fiscal year be budgeted for and used in subsequent fiscal years subject to SI LMSC Executive Board approval.
- only allows the use of SI LMSC donated funds for coach training scholarships when the training would benefit the SI LMSC as a whole (not individuals or individual clubs), funding has been approved by the SI LMSC Executive Board, and funding is listed as part of the SI LMSC-approved budget.
- requires that a prudent fiscal reserve be maintained equivalent to at least 100% of annual SI LMSC operating expenses and that the reserve be kept in a separate account such as a certificate of deposit.

## Duties of Elected Officers and Appointed LMSC Directors, Delegates, and Representatives

### The SI LMSC –

- defines the duties of elected LMSC Officers in the SI LMSC Bylaws in Article 4.5.
- defines the duties of the appointed LMSC Board of Directors referenced in the SI LMSC Bylaws Article 3.1.1.d as:
  - Legal Advisor – shall advise the SI LMSC on legal matters.
  - Top 10/Records Recorder – shall submit official times to USMS in a timely manner from all SI LMSC sanctioned events, shall submit official times in a timely manner from USMS recognized events when requested by USMS swimmers, shall submit a report to USMS in a timely manner consisting of all swims eligible for Top 10 consideration, and shall prepare, or assist in the preparation of, USMS and FINA record applications in a timely manner.
  - Sanction Advisor – shall issue sanctions and recognitions of events within the SI LMSC and shall interface with SI LMSC event directors to ensure required information is submitted and procedures followed prior to issuing sanctions and recognitions.
  - Officials Advisor – shall work with SI LMSC event directors and event referees to ensure that USMS sanctioned and recognized events are conducted uniformly and in accordance with USMS rules and regulations.
  - Webmaster – shall ensure that SI LMSC Bylaws, USMS Membership Registration information, volunteer leadership information, and other relevant documents and information is posted to the SI LMSC website in a timely manner.
  - Communications Advisor – shall coordinate dissemination of relevant information to SI LMSC members via the website, electronic mailing, and/or US postal mailings, and shall oversee annual communications with SI LMSC members; the annual communication may be fulfilled by the USMS registration renewal communication to SI LMSC members.
  - Coach Representative – shall act as the liaison between USMS and the SI LMSC coaching community to facilitate exchange of relevant information.
  - SI LMSC delegate(s) to the USMS Annual Meeting (Convention) – shall attend committee and House of Delegates meetings representing the interests of the SI LMSC.
- defines the duties of other appointed delegates or representatives as:
  - SI LMSC representative(s) to the USMS LMSC Leadership Summit – shall attend meetings and workshops representing the interests of the SI LMSC.