

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

The following policies have been adopted by the SI LMSC from 1973 onward and recently updated on 2/24/2022.

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

### Membership/Registration

The SI LMSC –

- posts USMS membership and other forms on the SI LMSC web site.
- bans swimmers from renewing membership 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 the USMS Unified Fee which does not allow individual LMSCs to set fees based upon need.
- deposits membership fees in a timely manner.
- does not permit release of address/phone/email information from the membership 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, and exhibition.
- does not support a "rolling" registration year.
- does support a "calendar year" membership registration period in which memberships expire on December 31 each year.
- processes individual and club membership registrations and transmits funds, when applicable, to USMS in accordance with the requirements of the USMS LMSC Standards document.
- subsidizes the membership fee for SI LMSC Executive Board officer volunteers, subject to the availability of funds.
- subsidizes the membership fee for other SI LMSC volunteers designated by the Executive Board (e.g. webmaster, Annual Meeting delegate(s)), subject to the availability of funds.

### Sanctioned/Recognized Events

The SI LMSC –

- establishes an SI LMSC fee for sanctioned and recognized events.
- bans event hosts from obtaining further sanctions/recognition 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).
- mandates that timing requirements for SI LMSC records be the same as those required for USMS Top 10.
- prohibits photography and video recording from behind the starting blocks before and during the start of events and in the area between timers and the edge of the start end of the pool at all times. This also includes relay starts for the second through fourth swimmers at one or both ends of the pool.
- 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, which must include the National fee (currently \$100) and the SI LMSC fee for the first session (currently \$100), plus the SI LMSC additional session(s) fee(s) (currently \$100 per each additional session).
- charges a pool meet sanction fee, which must include the National fee (currently \$50) and the SI LMSC fee for the first session (currently \$100), plus the SI LMSC additional session(s) fee(s) (currently \$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 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 \$50/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, are not guaranteed, and are subject to fund availability.

USMS Annual Meeting (Convention)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 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.

USMS Volunteer Meeting

The SI LMSC –

- funds travel expenses for SI LMSC attendee(s) to the USMS Volunteer Meeting, 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 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 ≥\$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), when funding has been approved by the SI LMSC Executive Board, and when funding is listed as part of the SI LMSC-approved budget.
- requires that a prudent fiscal reserve be maintained equivalent to at least 100% to 200% 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 positions 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 and from SI LMSC-recognized events when requested by USMS members; shall submit official times in a timely manner from USMS-recognized events when requested by SI LMSC registered USMS members; shall submit a Top 10 report to USMS in a timely manner consisting of all swims eligible for Top 10 consideration from SI LMSC sanctioned and recognized events or swum by SI LMSC registered members from USMS-sanctioned events; shall review preliminary or draft USMS Top 10 reports received from the USMS National

- Swims Coordinator; and shall prepare and submit, or assist in the preparation and submittal 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 information, and other relevant documents and information are 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 membership renewal communication to SI LMSC members or by posting on the website.
  - 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 Volunteer Meeting – shall attend meetings and workshops representing the interests of the SI LMSC.