

# SPMS Policies & Procedures



# SPMS Policies & Procedures

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## I. GENERAL INFORMATION

### A. Background on SPMS

1. United States Masters Swimming (USMS), a Florida not-for-profit corporation, is a national organization that provides organized workouts, competitions, clinics and workshops for adults aged 18 and older.
2. Southern Pacific Masters Swimming (SPMS) is a subsidiary of USMS and is a Local Masters Swimming Committee (LMSC) governed by USMS. SPMS is part of the Southwest Zone composed of the Arizona, New Mexico, San Diego-Imperial, and Southern Pacific Local Master Swimming Committees (LMSCs)
3. SPMS covers the geographical area of Southern California and parts of Nevada, as defined by USMS and includes the California counties of San Luis Obispo, Kern, Ventura, Los Angeles, San Bernardino, Orange, Riverside, and Santa Barbara; and the Nevada counties of Clark, Esmeralda, Lincoln, and Nye.
4. SPMS administers its swimming program for adults through the SPMS Committee (SPMSC), which consists of one representative from each Member Club, the chairs of the SPMS standing committees, and any member who has attended more than half (50%+1) of all SPMS meetings in the previous 12-month period; this applies even if there are an even number of meetings held each year. These representatives elect a Chair, Vice-Chair, Secretary, Treasurer, and Member-at-Large, which form the Executive Committee of the SPMSC. 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.)
5. The SPMSC meets according to the Calendar and operates in accordance with policies and procedures given in the USMS Code of Regulations and Rules of Competition (USMS Rule Book) and SPMS Policies and Procedures.

### B. SPMS Newsletter and Membership Communication

1. The SPMS Newsletter is designated as the official SPMS publication and is published bimonthly and posted to the SPMS website. It contains information of interest to SPMS swimmers, including the upcoming schedule of events and meet information.
2. The Membership Coordinator shall be responsible for regular communication between the SPMSC, SPMS members, and USMS.

### C. Personal Health and Safety

1. 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.
2. 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.
  - a. Workout supervision personnel must adhere to all applicable state and local safety regulations and certification requirements.
  - b. 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 the American Heart Association.
  - c. Facility emergency action plans should be developed and should include, but are not limited to:
    - i. outlining the responsibilities of the coaches, swimmers, lifeguards and/or staff in the event of an emergency.

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- ii. the location and operation of first aid and emergency equipment and telephone (including appropriate emergency numbers);
  - iii. the chain of command for the facility;
  - iv. appropriate records and reports to be completed in the event of an emergency;
  - v. a method for crowd control during an emergency;
  - vi. practicing the execution of the emergency action plan by all coaches and swimmers.
- d. Criteria shall be established for emergency procedures at sanctioned swim meets and events.

### D. Registration of Swimmers

1. Each swimmer or club competing in SPMS-sanctioned events shall be registered with USMS or be a member of their country's Masters Swimming organization. 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.
2. 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.

### E. Insurance

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

1. USMS-registered members are covered by personal accident insurance while participating in events sanctioned by USMS.
2. 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.
3. USMS-registered members are also covered by personal accident insurance while participating in scheduled workout sessions under the direct supervision of a certified USA Swimming (USA-S) coach.
4. 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.
5. NOTE: It is each club's responsibility to request additional insured status for its training or host competition facility.

## II. SPMSC EXECUTIVE COMMITTEE

Each of the members of the SPMSC 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.

Any SPMSC Executive Committee member who has, or appears to have, a conflict of interest that impairs or appears to impair his or her ability to exercise independent and unbiased judgment in the good faith discharge of his or her duties, shall disclose such conflicts prior to meaningful discussion and recuse him- or herself from voting on that particular action.

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## A. Chair

1. The Chair shall:
  - hold meetings according to the Calendar via conference call. The SPMSC will hold at least one in-person meeting annually.
  - call special meetings when necessary.
  - prepare the agenda for each meeting of the SPMSC.
  - appoint and dismiss chairs of standing committees.
  - appoint dismiss ad-hoc committees as necessary.
  - receive and organize the review of any grievances.
  - be responsible for all official SPMS correspondence. The

Chair cannot be the same person as the Vice Chair.

## 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.
  - oversee the scheduling of all swim meets.
  - sanction swim meets and open water events.
  - create a Sanctioning Sub-Committee if necessary.
  - approve reimbursement requests that relate to meet operations.
  - preside at meetings as Chair in the absence of the Chair.

The Vice Chair cannot be the same person as the Chair.[Secretary](#)

2. The Secretary shall:
  - accurately record and keep records of the business meetings of SPMS.
  - ensure minutes of the SPMSC meetings are posted to the SPMS website prior to the next SPMSC meeting.
  - send minutes of the annual meeting to USMS no later than January 31<sup>st</sup> of the following year.
  - ensure responsibility for the processing, mailing, or e-mailing of agendas, meeting announcements, and similar administrative support to the members of the SPMSC.
  - assist with observance of Roberts Rules of Order during SPMSC meetings.
  - Keep accurate records of meeting attendance for reimbursement; voting privileges, and USMS Convention delegate reimbursement.
  - maintain and update the SPMS Operations Manual, Policies and Procedures and Bylaws.

## C. Treasurer

1. The Treasurer shall:
  - have custody of and be accountable for all funds of SPMS and shall disburse funds from the appropriate account upon approval or direction by the SPMSC.
  - pay all proper and approved bills and debts of SPMS.
  - 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 prior to the next SPMSC meeting.
  - keep accurate records of all receipts and expenses.
  - present the financial records for inspection at the annual meeting.

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- send a copy of the annual financial statement to USMS.
- accurately prepare and file all financial forms as required by law.
- work with an accountant/CPA in the preparation of tax forms and audits for the fiscal year.
- 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.
- prepare a budget for the upcoming fiscal year with the assistance of the Finance Committee and present the proposed budget at the annual meeting.
- sign the USMS Confidentiality Agreement prior to obtaining membership information from the Membership Coordinator.

The Treasurer cannot be the same person as the Membership Coordinator.

### D. Member-At-Large

1. The Member-At-Large shall:
  - chair the Awards Committee and invite members to join the committee when appropriate.
  - attempt to attend as many SPMS swim meets as possible to give members the opportunity to make suggestions or voice concerns about the organization.
  - coordinate the Annual SPMS Meeting.

## III. SPMS STANDING COMMITTEES

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

### A. Awards Committee

The Awards Committee shall be Chaired by the SPMS Member-At-Large. The Awards Committee responsibilities are:

- acceptance of nominations and the selection of Swimmer of The Year and Maurine Kornfield award recipients in acknowledgment of SPMS achievements and contributions.
- review, with Chair, nominations for other SPMS awards, except for the SPMS Coach of The Year award which is selected by the Coaches Committee.
- appoint members to the Awards Committee on an ad hoc basis.

### B. Coaches Committee

- acts as liaison and coordinates with coaches of SPMS for educational and communication purposes.
- shall keep a roster of USMS Certified SPMS coaches.
- shall be the Chair of the SPMS Coach of the Year selection committee, unless a conflict of interest occurs.
- shall act as liaison to the USMS Coaches Committee.

### C. Diversity & Inclusion Committee

- shall help create a culture of inclusion and opportunity in SPMS for people of diverse backgrounds.
- shall develop resources and engage coaches and other volunteers.

### D. Finance Committee

- shall be chaired by the Treasurer.
- shall propose policies pertaining to the financial affairs of SPMS for approval by the SPMSC.

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- will review and make recommendations to the SPMSC for the awarding of grants (Donation Grant Program).
- annually review budget requests for the next fiscal year.
- assists in the preparation of the USMS annual budget for the next fiscal year and submit to the SPMSC for approval.

### E. Fitness Committee

- shall coordinate with local health, safety, and fitness professionals to put on events, such as dryland and pool clinics, for overall member wellness.
- shall communicate with pools, teams, or other groups to promote participation in USMS Fitness events such as “Go the Distance” and the “USMS Fitness Series”.
- writes or solicits articles related to fitness, nutrition, and training for the benefit of LMSC members.
- promotes events, activities, and educational initiatives that relate to health and wellness through swimming.
- seeks input on clinics and events of interest to members; ask for post-event feedback.
- publicizes post-event results or reports through the LMSC website, blog, Facebook group, or newsletter.
- recruits and organizes other volunteers to support and attend clinics.
- recognizes volunteers that promote fitness activities.
- shares resources and information distributed by USMS Fitness Committee with LMSC membership.
- shall act as a liaison to the USMS Fitness Committee.

### F. History and Archives Committee

- shall record, collect, and preserve documents, stories, and other history and memorabilia of SPMS and SPMS swimmers for posterity.
- shall act as liaison to the USMS History and Archives Committee.

### G. Marketing/Program Development Committee

- is responsible for promoting Masters Swimming to further the objectives of SPMS.
- shall outline a strategy for marketing.
- shall create a budget for materials needed for marketing tactics.
- shall itemize the merchandise or materials needed to work on boosting membership and the method (online/social media, at recognized swim meets [i.e., Senior Games], triathlons/multisport events, word of mouth, magazine or media advertising, etc.).

### H. Meet Operations Committee

The SPMS Vice-Chair shall be Chair of the Meet Operations Committee. The Meet Operations Committee responsibilities are:

- assign sanctions to swim meets and open water events and assists in the organization and operation of swim meets.
- schedule all SPMS sanctioned swim meets and SPMS open water events
- ensure all safety and emergency plans are in place at SPMS sanctioned swim meets and open water events.

### I. Officials Committee

- promotes and coordinates officials’ clinics.
- encourages certification of Masters swimmers and others as officials for pool and open water events.
- coordinates with USA/SCS and SPMS to provide names of officials for SPMS meets.



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- disseminates information concerning officials' clinics to past officials that have participated in SPMS and USMS meets and any other interested parties. Announcement are made via the newsletter, website, and email.
- collects referee reports from 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.
- acts as liaison to the USMS Officials Committee.
- coordinates the selection of a meet referee upon the request of a meet director.

### J. Open Water Swimming Committee

- reviews and approve applications for open water swim events.
- promotes and publicize all sanctioned open water swims.
- shall work in coordination with event directors to ensure the safety and success of SPMS-sanctioned open water events.
- shall seek to improve the safety of open water swim events.
- 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 USMS.
- The Open Water Committee may, at its discretion, revoke an open water event sanction if the conditions become unsafe or if the sponsoring organization is unable to fulfill its obligations.
- The Chair of the SPMS Open Water Committee shall act as liaison to the USMS Open Water Committee.

### K. Safety Committee

- shall be responsible for the content of meet safety signs.
- shall disseminate current health and safety information to clubs and individual members.

### L. Sports Medicine Committee

- promotes and disseminates information on all aspects of sports medicine to SPMS members.
- shall submit articles to the SPMS Newsletter on a periodic basis.

## IV. SPMS ASSIGNMENTS

### A. Fitness Results and Records

- Coordinates results for USMS fitness events
- Provides updates to the SPMSC about upcoming USMS fitness events

### B. Webmaster

- maintains and updates the SPMS website.
- responsible for uploading 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.

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### V. SPMS CONTRACTORS

1. Contractor services shall be for a period of two (2) years, commencing on October 1<sup>st</sup> of even numbered years.
2. All Contractor services shall be awarded following a formal bid procedure: 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 contracts. Bid contracts shall be published on the SPMS website, in the next scheduled issue of the SPMS newsletter, and in an email notification to the membership.
3. 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.
4. In the event that a Contractor position becomes vacant during the second year of the contract period, the SPMSC Executive Committee shall appoint a replacement to fulfill the remaining term of the contract with the same terms and conditions.
5. A Contractor may, but is not required to, bid on and be confirmed for one or more of the positions listed below.
6. 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.
7. 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.
8. The Contractor may sub-contract to any party; however, the primary Contractor bears the ultimate responsibility of meeting requirements, deadlines, performance, and costs. All sub-contractors must be approved by the SPMSC Executive Committee.
9. Either SPMSC or the Contractor may terminate the contract without cause with sixty (60) day notice to the other party.
10. Modifications to any contract must be approved and accepted by both the contractor and the SPMSC.
11. Contractor positions 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.
12. 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 the SPMSC.
13. Each contractor shall be paid according to the terms of his or her contract with SPMS.
14. The SPMS Contractor positions shall be as follows:

#### A. Membership Coordinator

1. The Membership Coordinator shall be responsible for processing the registration of clubs and individuals with SPMS, account for and deposit funds received into the SPMS bank account and transmit all related documentation to the SPMS Treasurer and SPMS Chair.
2. The Membership Coordinator shall operate the SPMS office, including all related business services for SPMS and its club and individual members.
3. The Membership Coordinator shall send appropriate correspondence as requested by the Executive Committee and/or individual donors.
4. The Membership Coordinator shall maintain the SPMS member database.
5. The Membership Coordinator cannot be the same person as the Treasurer.

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### B. Top Ten Recorder

1. The Top Ten Recorder shall be responsible for compiling and maintaining annual Top Ten lists for all SPMS swimmers competing in USMS or World Aquatics sanctioned and recognized events 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.  
The Top Ten Recorder shall interact with the SPMSC, National Top Ten Recorder, National Membership Coordinator, SPMS Membership Coordinator, various competition directors, and individual swimmers regarding results and registration information, problems, or questions, in a timely and courteous manner.
3. 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

1. The SPMS Newsletter Editor shall be responsible for compiling six issues of the SPMS Newsletter each year.
2. The SPMS Newsletter Editor shall gather information and meet forms from meet directors for upcoming meets and open water events to produce meet information for inclusion in the SPMS Newsletter.
3. The SPMS Newsletter Editor shall gather articles and photographs for inclusion in the newsletter, and write articles as needed.

## V. SPMS POLICIES

### A. Registration

1. Individual swimmers and clubs are required to register with SPMS each year in order for members to be eligible to compete in USMS sanctioned swim meets and open water events.
2. USMS sets the club and individual registration fees.
3. The Membership Coordinator 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.
4. Replacement USMS registration cards may be downloaded online at no cost.
5. There is no fee for transferring swimmers from one club to another.
6. The following is the policy regarding the distribution of the registration database:
  - a. The SPMS member database shall be updated periodically throughout the year.
  - b. The SPMS member database may be given to the SPMS Executive Committee upon request. The Executive Committee shall have a need to obtain the information and shall sign a Confidentiality Agreement.
  - c. Upon approval of the Executive Committee, the database may be shared with a Committee Chair.
  - d. The SPMS Committee believes its members' data to be confidential and not to be shared with other than those listed above and below.
  - e. A subset of the database may be given to meet directors in the Hy-tek RE1 file format approved by USMS.
  - f. Individual addresses and phone numbers (not the entire database) may be given out on a need-to-know basis with the good judgment of the Membership Coordinator or other persons (above) having access to the database.
  - g. The database is not to be sold or given to any persons or groups by the Membership Coordinator, Executive Committee, or anyone else who has received it.

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- h. A club roster may be given only to the person officially named to receive correspondence, unless requested in writing by that person, in which case it may be given to another member or officer of the club.
- i. Requests not covered above require approval by the Executive Committee.

### B. SPMS Sanctioned/Recognized Competition

1. All Masters Swimming competitions within SPMS shall be sanctioned by the SPMSC.
2. 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 Information for Meet Hosts.
3. 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.
4. Application for sanction or recognition shall be accompanied by a copy of the event entry form and any applicable fee.
5. The fee for the issuance of a sanction or recognition shall be established by the SPMSC.
6. 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.
7. The SPMSC 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:
  - a. A not-for-profit swimming organization may be granted a sanction.
  - b. 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.
8. All sanctioned events are subject to the following conditions:
  - a. No swimmer's entry will be accepted unless he/she is registered with USMS or with their governing national organization.
  - b. The registration number of each swimmer shall accompany the entry blank, and the swimmer's affiliation shall be displayed on the heat sheet.
  - c. Entry blanks and meet programs shall bear the statement "Sanctioned by SPMS for USMS Inc."
9. Scheduling of swim meets:
  - a. 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 for example).
  - b. 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.
  - c. 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.
  - d. The SPMS Short Course Meters Championships shall be held in the last part of the calendar year, preferably at the beginning of December.

### C. Listing Swim Meet and Open Water Events

1. SPMS Sanctioned Events
  - a. All SPMS Sanctioned Events will first be posted on the USMS Calendar of events.

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- b. The SPMS Vice Chair will receive the Event notifications from USMS and will approve to list the Events on the SPMS Website.
    - c. These Events will also be promoted in the SPMS Newsletter and on the SPMS website.
  2. SPMS Recognized Events
    - a. All SPMS Recognized Events will first be posted on the USMS Calendar of Events.
    - b. The SPMS Vice Chair will receive the Event notifications from USMS and will approve to list the Events on the SPMS Website with a designation that these are Recognized Events.
    - c. These Events will also be promoted in the SPMS Newsletter and SPMS website with a designation that these are Recognized Events.
  3. Events that are Sanctioned / Recognized by another USMS LMSC
    - a. Events that are Sanctioned / Recognized by another USMS LMSC (i.e., USMS Nationals, USMS Postal Events) that come to the attention of the SPMS LMSC Committee may be listed on the SPMS Website via a link to the event website or to the LMSC Website.

### D. USMS Convention Policies

1. For full representation of SPMS at the USMS Convention, it is desirable that the maximum number of voting representatives participate in the convention. This shall include SPMSC members who are already automatic delegates because of their national position(s) as: USMS officers, members of the USMS Board of Directors, chairs of USMS standing committees, Zone Chairs, or those members of national committees with automatic delegate status. All of these delegates are important supporters and representatives of SPMS. The entitled SPMS LMSC delegate allotment shall be filled with SPMS members of USMS committees and other eligible members of the SPMSC.
2. Delegate criteria:
  - a. Attendance in over half (50%+1) of the SPMS committee meetings during the year prior to the selection of delegates (May to April)
  - b. Active in the SPMSC or otherwise providing continuous service to Masters Swimming.
  - c. Competitive swimming experience is desirable.
  - d. Able to attend the entire convention.
  - e. Able to represent SPMS interests at the convention. Personal, club, or other interests shall not conflict with SPMS matters.
  - f. Leadership experience at club, SPMS, and/or national levels is desirable.
3. Nominations
  - a. Nomination of general delegates shall be made at the April SPMS Committee meeting and delegate selection shall be announced at the May SPMS meeting. Self-nominations shall be encouraged from people who think they have met the delegate criteria.
  - b. A SPMS Selection Committee shall be formed to receive and review all delegate nominations and select the allotted SPMS delegates. This committee shall be composed of the USMS automatic delegates (in Section 1 above) and the SPMS automatic delegates (in items "c" and "d" below).
  - c. The SPMS Chair shall be automatically selected as an allotted LMSC delegate if able to attend the entire convention and if not already a USMS automatic delegate.
  - d. Members of USMS Committees that are not automatic national delegates shall have priority as allotted LMSC delegates if they meet the SPMS delegate criteria above.
  - e. Each delegate nominee shall submit a written statement to the SPMS Selection Committee attesting to their interest in attending convention and confirming that they are able to attend the entire convention. The statements shall be submitted to the committee via email no later than two weeks prior to the May meeting.

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- f. The SPMS Chair, with advice and consent of the SPMS Selection Committee, may waive the SPMS meeting attendance requirement (item 2.a above) during the selection of delegates.
  - g. Voting shall be by ballot if more than one position is available. Votes shall be taken if a tie exists for the final delegate spot. A tie breaking vote will be taken as many times as necessary until a tie is broken.
4. Should there be more SPMS automatic delegates who meet the criteria in Section 3.d. above than the number of LMSC allotted delegates, the SPMS Chair shall submit request(s) to USMS for “delegate-at-large” appointments.
  5. Should there be more selected SPMS delegates than the number of allotted LMSC delegates, the SPMS Chair, with advice and consent of the SPMS Selection Committee, may request approval of the SPMSC for reimbursement of their attendance. All SPMS members who are on a USMS committee (automatic or appointed) must have attended least 50%+1 of all SPMS meetings during the year prior to the selection of delegates to be eligible to receive reimbursement.
  6. Delegates are expected to attend all House of Delegate (HOD) meetings, and as many committee meetings and workshops as possible and be present for the duration of the convention.
  7. SPMS shall pay the convention registration fee for eligible delegates who are not already reimbursed by USMS. SPMS shall pay the difference between any partial reimbursement by USMS and that allocated for other SPMS delegates.
  8. Convention registration fees for SPMS delegates shall be paid by the SPMS Treasurer through the group registration process or per the SPMS reimbursement procedure.
  9. A stipend shall be provided for delegates based on average coach airfare, airline checked baggage fee; ground transportation to/from the airport/hotel; half of lodging based on double occupancy; and food allowance, paid in one lump sum. Lodging and food allowance amounts shall be calculated using the U.S. GSA per diem standard rates.
  10. The annual amount shall be approved by the SPMSC each year.

### E. Reimbursement for SPMSC Members

Eligibility for reimbursement of annual USMS registration fee shall be based on attendance at over half (50%+1) of all eligible meetings during the same calendar year (11 total eligible meetings); if there is an even number of meetings in one year, the 50%+1 rule still applies. Committee members must be registered members of SPMS to receive the reimbursement.

1. Eligibility for reimbursement of registration fees for SPMS Regional Championship Meets and Open Water Championships as well as USMS National Championship Meets and Open Water Championships that took place during the preceding 12 months, shall be based on attendance at over half (50%+1) of the eligible meetings during the same calendar year; if there is an even number of meetings in one year, the 50%+1 rule still applies.
2. Eligibility for reimbursement for SPMS members to maintain their “Certified Coaches Designated Status” shall be based on attendance at over half (50%+1) of the eligible meetings during the same calendar year; if there is an even number of meetings in one year, the 50% 1 rule still applies.
3. The SPMS Secretary shall present the list of committee members eligible for reimbursement at the annual SPMSC meeting.
4. SPMSC members must submit reimbursement requests for their registration fees from the USMS National Championship Swim Meets, USMS Open Water National Championships, SPMS Regional Championship Meets, and SPMS Open Water Championships they attended, and proof of payment must also be provided prior to February 1<sup>st</sup> of each year.

## SPMS Policies & Procedures

5. The SPMS Treasurer shall reimburse SPMS Committee members who are deemed eligible to have their USMS annual fee reimbursed only after the Membership Coordinator has confirmed that they have renewed their registration.
6. The SPMS Treasurer shall reimburse the Lifetime Achievement Award recipients for their USMS annual registration fee.

### F. 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. In addition, SPMS shall allow one-event registration for pool meets upon approval of the SPMSC Executive Committee. The meet host is required to fill out the appropriate paperwork and send it to the SPMS Membership Coordinator who will then pass it on to the National Office. Fees are set by USMS.
4. All reimbursable expenses (other than those listed in Section V. D. above) must be submitted to the SPMS Treasurer personally or by using the prescribed software within 90 days of the date the expense was incurred. Expenses submitted later than 90 days must be approved by the SPMSC before reimbursement.
5. SPMS has grants available to all registered SPMS and Club members each calendar year. The application is available on the SPMS website. Applications shall be submitted to the SPMS Treasurer who will forward them to the SPMS Finance Committee for review.

### G. 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 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 Chair, in writing, of the nature and details of the dispute within thirty (30) days of the incident.
4. The 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 are not subject to this grievance procedure and shall be resolved via SPMSC majority vote, or via removal from office.
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.

# SPMS Policies & Procedures

## H. 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 Chair or Vice-Chair for publication of a 'Notice to Call for a Vote'.
2. Said 'Notice to Call for a Vote' may contain the 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 Chair, Vice-Chair, or 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 each of 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 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 previously
8. The SPMSC Removal of Officers procedure is not subject to the grievance procedure outlined in Section V.G. herewith.

## VI. SWIM MEETS

Detailed information for Meet Hosts is located on the SPMS website. These include pre-meet and post-meet responsibilities, warm-up procedures, emergency plans, and safety marshal guidelines.

## VII. RECORDS

1. SPMS records may only be set by SPMS-registered swimmers.
2. SPMS records may be made in any USMS sanctioned or USMS recognized meet and will be recognized and recorded from official timing system reports.
3. Published tabulations of national ten best times, national meet times, and records shall be used by the SPMS Top Ten Recorder to update SPMS records.
4. The definition of the SCY, SCM and LCM seasons shall conform to those established by USMS & World Aquatics.
5. SPMS Top Ten will include times achieved at any USMS sanctioned, USMS recognized, or World Aquatics meets.



## SPMS Policies & Procedures

### VIII. 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 displayed exemplary commitment to Masters Swimming, achieved personal success at SPMS swim meets and/or open water events, and have been an inspiration to others.
2. The criteria for the award are as follows:
  - a. Has been a member of SPMS during the year under consideration.
  - b. 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. Nominations can be made by any SPMS swimmer or SPMS club in the form of a written statement based on the criteria above.
  - b. Nominations and a maximum of four supporting letters should be submitted by email to the SPMS Member-At-Large or mailed to the SPMS Membership Coordinator.
  - c. Nominations must be received on or before October 31<sup>st</sup> of each calendar year.
  - d. A Male Swimmer of the Year and a Female Swimmer of the Year shall be selected by the SPMS Awards Committee headed by the Member-at-Large.
  - e. 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 criteria for the award are as follows:
  - a. The coach and club have been members of SPMS during the year under consideration.
  - b. The criteria for the award will be considered first, since November 1<sup>st</sup> of the preceding year to October 31<sup>st</sup> of the current award 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 noncompetitive factors:
    - i. Accomplishments over the past year (club and individual) Club size and growth. Club results at Nationals, Regionals meet, open water, postal events, etc. Records set. All Americans and Top Ten ranked swimmers, etc.
    - ii. Publications, articles, clinics, lectures, etc. that are for SPMS and/or USMS. Submit copies of articles, publication names, clinic dates with their location and number of participants in attendance. Include dates and topics of lectures.
    - iii. Contributions to SPMS. Meets hosted, clinics run, SPMS positions, presentations, speaking engagements, etc.
  - c. Long-term contributions to Masters Swimming. Number of years as a Masters' Coach, special accomplishments, etc.
3. Nominations and Selection
  - a. There shall generally be one award given.
  - b. A nomination announcement shall be published in the appropriate SPMS Newsletter.
  - c. Nominations may be made by any registered SPMS member in the form of a written statement addressing both the criteria above and the instructional and inspirational qualities of the coach.

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- d. The nominating letter and a maximum of four supporting letters from registered SPMS swimmers shall be submitted to the Chair of the Coaches Committee on or before October 31st of each calendar year.
- e. The Coaches 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.
- f. The award shall be presented at the SPMS Short Course Meters Championships.
- g. If the SPMS Coach of the Year should meet the criteria for the USMS Coach of the Year, then upon approval by the SPMS Coaches Committee, the Coaches Chair shall, by July 1st of the 12-month period during which the SPMS Coach of the Year retains that title, send all documentation for this award recipient, in the format requested by USMS, to the USMS Coaches Committee for consideration as USMS Coach of the Year.

### C. Jim Marcus Appreciation Award

1. The purpose of this award is to express special thanks to individuals or groups who have made significant contributions to Southern Pacific Masters Swimming.
2. The criteria for the award are as follows:
  - a. The individual or member of a group has maintained current Southern Pacific Masters Swimming registration for the last five years.
  - b. The individual or group shall have made significant contribution or effort toward the conduct, leadership, or support of Southern Pacific Masters Swimming.
3. Nominations and Selection
  - a. There may be multiple awards given.
  - 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 October 15.
  - c. Selection will be made by a SPMS ad-hoc committee at the first meeting following the nomination deadline.
  - d. The award(s) shall be presented at the Southern Pacific Masters Swimming Annual Meeting.

### D. Steve Schofield Distinguished Service Award

1. The purpose of this award is to recognize outstanding long-term service to Southern Pacific Masters Swimming.
2. The criteria for the award are as follows:
  - a. Has maintained current Southern Pacific Masters Swimming registration for the last ten years.
  - b. Has consistently demonstrated outstanding service to Masters Swimming, such as support and leadership, recruitment of members, program development, and promotion of Masters Swimming at the club, local and national level.
3. Nominations and Selection
  - a. There may be multiple awards given.

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- 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 October 15.
- c. Selection will be made by a SPMS ad-hoc committee at the first meeting following the nomination deadline.
- d. The award(s) shall be announced at the SPMS Short Course Meters Championships and presented at the Southern Pacific Masters Swimming Annual Meeting.

### E. Maurine Kornfeld Award

1. The purpose of this award is to recognize a SPMS member who embodies the spirit of Masters Swimming and is a role model for all members in the Masters Swimming community.
2. The criteria for the award may include:
  - a. Long-time SPMS member
  - b. Represents the heart of Masters Swimming
  - c. Demonstrates care and concern for other SPMS members
  - d. Exhibits spirit and longevity in SPMS
  - e. Joyfully encourages others in their pursuit of lifelong fitness through swimming
  - f. Promotes Masters Swimming
  - g. Contributes to the Masters Swimming community
  - h. Passionate advocate of Masters Swimming
  - i. Supports new and existing members
  - j. Volunteers to bring swimming opportunities to adults
3. Nominations and Selection
  - a. Nominations may be made by any registered SPMS member using the SPMS criteria above and submitted to the Awards Chair by October 31.
  - b. Selection will be made by Awards Committee at the first meeting following the nomination deadline and approved by the Executive Committee.
  - c. The award shall be announced at the SPMS Short Course Meters Championships and presented at the Southern Pacific Masters Swimming Annual Meeting.

### F. Contributor of the Year Award

1. The purpose of this award is to recognize outstanding contributions to Masters Swimming during the year preceding the year in which the award is presented.
2. The criteria for the award are as follows:
  - a. Held current Southern Pacific Masters Swimming 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, local 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 October 15.
  - c. Selection will be made by a SPMS ad-hoc committee at the first meeting following the nomination deadline.

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- e. The award shall be presented at the Southern Pacific Masters Swimming Annual Meeting.

### G. Open Water Contributor of the Year Award

1. The purpose of this award is to recognize outstanding contributions to promoting and building excellence in SPMS open water swimming during the year preceding the year in which the award is presented.
2. The criteria of the award are as follows:
  - a. Embodies the USMS mission, vision, goals, and objectives through open water swimming service.
  - b. Contributes to open water notably in several roles (i.e., USMS Open Water/Long Distance national committees, LMSC open water/long distance chair, event and/or safety director, official, coach, clinician, and/or volunteer).
  - c. Contributes to open water notably at different levels of USMS (i.e. national, zone, LMSC, and/or local).
  - d. Demonstrates extraordinary measurable service achievement and impact.
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 October 15.
  - c. Selection will be made by a SPMS ad-hoc committee at the first meeting following the nomination deadline.
  - d. The award shall be presented at the Southern Pacific Masters Swimming Annual Meeting.

### H. Lifetime Achievement Award

1. The purpose of this award is to recognize lifetime achievement for outstanding accomplishments and dedication to Southern Pacific Masters Swimming.
2. The criteria for the award are as follows:
  - a. Maintained Southern Pacific Masters Swimming registration during the past ten years.
  - b. Has consistently demonstrated outstanding service to Masters Swimming, such as support and leadership, recruitment of members, program development, and promotion of Masters Swimming at the club, local or national level.
3. Nominations and Selection
  - e. There may be multiple awards given.
  - f. 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 October 31.
  - g. Selection will be made by a SPMS ad-hoc committee at the first meeting following the nomination deadline.
  - h. The award shall be presented at the Southern Pacific Masters Swimming Annual Meeting.
  - i. Recipients of this award receive lifetime SPMS membership registration fees.

### I. Club Swimmer of the Month Award

1. The purpose of this award is to give coaches the opportunity on a monthly basis to recognize SPMS swimmers on their team.
2. Detailed information, including criteria and online nomination link, is located on the SPMS website.

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### IX. CALENDAR

JANUARY	January 31 – Annual meeting minutes sent to USMS
FEBRUARY	
MARCH	March 15: Nominations for Ransom J Arthur Award due to USMS
APRIL	Accept nominations for delegates for convention  April 30: Financial statements sent to USMS
MAY	May 15: Taxes filed  Select delegates for convention
JUNE	
JULY	July 1: Nominations due to USMS for the following awards: USMS Coach of the Year, Dorothy Donnelly Service Award, Kerry O’Brien Coaching Award
AUGUST	Bidding for championship meets for the next year
SEPTEMBER	Selection for Contractors on even years
OCTOBER	October 15: Nominations due for Swimmer of the Year Awards, Jim Marcus Appreciation Award, Steve Schofield Distinguished Service Award, Open Water Contributor of the Year, and Contributor of the Year Award
NOVEMBER	Bidding for non-championship meets for the next year non championship vs championship  Nominations due for SPMS Coach of the Year Award  SPMS Annual Meeting: present Jim Marcus Appreciation Award, Steve Schofield Distinguished Service Award, Open Water Contributor of the Year, and Contributor of the Year Award  Elections for Executive Committee positions – odd years
DECEMBER	SCM Regionals: present SPMS Coach of the Year Award and Swimmer of the Year Award