

STANDING RULES AND POLICIES

Inland Northwest Masters Swimming Committee (IWMSC)

1.0 General

The IWMSC is governed by and shall adhere to current USMS rules and policies. In addition, the IWMSC shall be administered according to rules and policies developed and approved by the Board of Managers. It is responsible for communicating those rules and policies to its member clubs/workout groups and ensuring within reason their adherence.

2.0 Registration

IWMSC/USMS registration year is November 1 through December 31 of the following year. There are three types of registration within the IWMSC: 1.) Club, 2.) Workout Group, 3.) Individual

2.1 Club Registration -

Clubs must be registered in order for individuals to affiliate with a club when they register as an individual with USMS. The club renewal period for the upcoming year is in October. New clubs may join at any time.

2.2 Workout Group Registration -

Within the regional club (Hydropower Masters Swim Club – HMS) the IWMSC will recognize and administer workout groups that are affiliated under that club. Individuals can choose a workout group within the regional club for participation on relays at meets within the IWMSC or they can choose to be unaffiliated with a workout group and only participate on relays with other HMS club members outside of the IWMSC (i.e. zones, nationals, postal events, meets in other LMSCs). The workout group renewal period for the upcoming year is in October. New workout groups may join at any time.

2.3 Individual Registration

No one will be allowed to participate in an IWMSC sanctioned event (meet, practice, clinic, etc.) without a current USMS registration card, except where noted in the USMS insurance policies in the LMSC Guide to Operations. The LMSC has adopted the USMS national fee structure.

Fee Schedule (effective 11/1/2020)

Status	Total Fee	LMSC Portion
Individual Membership	\$60	\$12
Year-Plus Membership (7/1-10/31/21)	\$99	\$19.80
One Event	\$15	\$3
Transfer between LMSCs	\$0	\$0

3.0 IWMSC Club & Workout Group Affiliation

When registering with the IWMSC, the swimmer may choose to swim for a duly registered IWMSC club and any of that club's workout groups or unattached to any club or workout group. Points accumulated by any swimmer registered for a club/workout group will accrue to that club/workout group during the season.

3.1 Changing Club/Workout Group Affiliation: Swimmers wishing to change club or workout group affiliation must notify the IWMSC Registrar in writing. Changing club/workout group affiliation will not in any way affect individual point accumulation or standing. Any change in club affiliation (either within or outside the IWMSC) must be requested using a transfer form and completing a 60-day unattached period (see USMS Rule 201.3.5). Any changes in Workout group affiliation must be requested by contacting the registrar, at any time except during competition by competitors in that competition. Changing from club to unattached is not considered a club change, but changing from unattached to a club is considered a change for fee purposes only.

4.0 Rules for Conduct of Sanctioned Events in IWMSC

All clubs/workout groups wishing to host a pool meet, open water event, or other USMS-sanctioned event in the IWMSC area of jurisdiction shall conduct it in accordance with all USMS and IWMSC rules and policies. The hosting club/workout group will read and sign an IWMSC meet/event contract and return that contract to the Sanctions Chair at least 10 days prior to the first day of the event.

4.1 Sanction Fees: The event host shall pay IWMSC sanction fees per the following table based on participation. Payment shall be submitted to the IWMSC Treasurer along with a participant list from the system of record (i.e. Hy-Tek) within 14 days of the conclusion of the event.

4.2

Event Type	LMSC Sanction fee	National Sanction Fee	Total
Sanctioned Pool Meets,	0	\$50	\$50*
Recognized Pool Meets	0	\$100	\$100*
Sanctioned Open Water Events	0	\$100 plus \$5 per participant	\$100 plus \$5 per participant*
Postal Events, Clinics (if sanctioned, above fees apply)	0		0

*Request may be made to Board of Managers to reimburse the event host the cost of the Sanction Fee

4.3 Entries: In order to participate in USMS and IWMSC sanctioned events either as an individual or as part of a relay, each swimmer must be USMS registered, have completed and signed an entry form and submitted the appropriate event entry fee. Entries may be limited to allow completion of the event in reasonable time. The following are policies for events hosted by the Inland NW LMSC, and are suggested for club/workout group hosts:

- A. Fees: Checks or money orders only are acceptable for payment of meet entry fees. Entries accompanied by cash will be treated as deck entries. Entry fees are non-refundable.
- B. Deck Entries: All entries postmarked after the early entry deadline or otherwise incomplete shall be considered deck entries and assessed an additional fee over and above the early entry fee. Deck entrants on the day(s) of the meet shall pay their fees and fill out individual entry cards at the clerk-of-course table at least fifteen minutes before the start of that day's events, unless otherwise noted on the entry form. At the discretion of the clerk-of-course, deck entrants may be seeded in their own heat, or in the most convenient heat regardless of seed time.

4.4 Cancellation of Events/Meets: Any swim event/meet can be canceled due to bad weather no later than 12:00 noon the first day of the meet. A phone number will be provided on the entry form for swimmers to contact during questionable weather. The decision to cancel shall be made by the Meet Director and at least one representative of the IWMSC meets committee. If the meet is canceled, but the local group is still able to host it, then all swimmers present may still compete, but no points shall be awarded.

4.5 Awards

- A. Meet/Open Water Awards: The host shall supply ribbons or awards through at least third place. Awards for relays are at the option of the event host.
- B. IWMSC High Point Awards: Short course season high point recognitions shall be awarded at the IWMSC Short Course Championship meet for first place individuals (male and female).

4.6 Specific to Pool Meets:

4.6.1 Individual and Club/Workout Group Scoring Rules: Individual and club/workout group scoring will start with the first Short Course swim meet that occurs on or after September 1 and continue up to and include the IWMSC Short Course Championship Swim Meet of the following year.

- A. Individual Points: Points will be awarded to the first through sixth place swimmer in his/her age group in each

event as follows:

<u>LANES IN POOL</u>		<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
PLACES	1st	5	6	7	8	9
	2nd	3	4	5	6	7
	3rd	2	3	4	5	6
	4th	1	2	3	4	5
	5th	-	1	2	3	4
	6th	-	-	1	2	3

A swimmer who breaks a current National, Northwest Zone or IWMSC Masters swimming record will receive individual points as follows:

National Record - 20 points
Northwest Zone - 15 points
IWMSC - 10 points

Only those times which are recorded in a manner consistent with USMS rules for official times will be considered official as far as IWMSC, Zone and National records are concerned. Specifically, only times recorded by at least two watches or electronic timing will be considered for IWMSC and NW Zone records and only times recorded by at least three watches, three buttons for semi-automatic timing or fully automatic electronic timing will be considered for National records. Relay lead-off records must be recorded by fully automatic timing (See USMS rule book for exemptions and world record timing requirements).

An IWMSC swimmer who sets an IWMSC record while finishing behind a swimmer from another LMSC or zone (to which that record does not apply) shall receive the points for that record. If a record is not set by that swimmer, then points will be awarded by his/her placing in the event regardless of the origins of the other swimmer(s).

- B. Relay Points: Individual point values shall be doubled for relays. A relay which sets a new record will be awarded points as follows:

National Record - 40 points
Northwest Zone - 30 points
IWMSC – 20 points

Only relays consisting of four swimmers registered to the same club/workout group shall accumulate points towards that club's/workout group's standings.

4.5.2 Events: Swimmers may enter no more than the maximum number of events stipulated on the entry form. Swimmers may withdraw from events they have entered but may not switch or enter events not previously signed up for.

4.5.3 Seeding

- A. Events Under 400 yard/meters: Heats are seeded slowest to fastest without regard for sex or age of the swimmer. At least 3 swimmers should be seeded in each heat. All lanes of the fastest heat should be filled (unless there would not be enough swimmers to seed 3 in the other heat). Lanes are to be assigned as: 3,4,2,5,1,6 (fastest to slowest).
- B. Distance Events: Distance events (400 yards/meters or more) shall be seeded fast to slow at the discretion of the meet director.

At the discretion of the meet director, a 2 swimmer per lane option may be provided for those swimmers who wish it. Swimmers choosing to swim 2 per lane shall be seeded in the first heats. In order to have valid times, however, each swimmer shall have timers dedicated to their swim.

The meet director may seed the 2 slowest swimmers in that event in the outside lanes of the first heat, and subsequent heats with the two slowest swimmers in the outside lanes continuing to run the faster heats in the remaining inside lanes until they have finished. This seeding of swimmers shall be at the discretion of the meet

director.

Depending on the size of the meet, the meet director will have the option of swimming some heats of the 400/500 free during the 1500/1650 event for those swimmers desiring to do so.

- 4.5.4 Sessions:** If the distance event is the first event of the day, there shall be a break of no more than one-half hour after the last heat to allow other swimmers to warm up for the following events, unless a separate warm-up facility is available.

5.0 Financial Policies

- 5.1 Fund Allocations:** Requests for fund allocations for the next fiscal year should be submitted to the Finance Committee prior to the end of the current fiscal year so that they can be included in the budget process.
- 5.2 Reimbursements:** Receipts for LMSC expenses greater than \$200 must be received within three (3) months of expenditure by the Treasurer prior to issuing reimbursement for those expenses. Reimbursements for out of pocket expenses may be subject to payment on a funds available basis. Prior arrangements for the IWMSC to meet these obligations should be made with the Treasurer and may require Finance Committee or Board approval.
- 5.3 Disbursements:** Disbursements will be made on accounts payable in the order that the bills are received consistent with the availability of funds.
- 5.4 Sanction Fees:** Payment shall be made to the treasurer within 14 days of the last day of the event. Payment arrangements not specified in the meet/event contract must be approved by the board.
- 5.5 Registration Fees:** Annual registration fees shall be deposited during the month received. The Treasurer shall make payment of the required fees to USMS by the 10th of each month.
- 5.6 Committee Expenses:** Each committee will keep track of expenses incurred during the year and submit projected said expenses, in perspective of incurred expenses for the past year, to the finance committee for approval by October 1.
- 5.7 Fiscal Year:** The fiscal year of the IWMSC shall correspond to the IWMSC membership year.
- 5.8 Financial Report:** The Treasurer shall keep a record of all LMSC revenues and disbursements. He/she will submit a brief financial report at each Board of Managers Meeting. Each report shall include the following:
- A. A balance sheet including all revenues, credits and payments since the last board meeting;
 - B. The most recent bank statement to confirm the current account balance; and
 - C. An itemized list of bills paid since the last meeting.

6.0 Selection of Delegates for the annual meeting of the USMS House of Delegates (Convention)

Philosophy: the IWMSC Board of Managers encourages members to become involved in USMS at the national level and to represent IWMSC at Convention. The goal of IWMSC is to maximize the LMSC's representation at Convention. Attendance by non-voting members will be considered on an individual basis based on merit and the annual IWMSC budget.

- 6.1 Qualifications for IWMSC Delegate Status:** current member of USMS and IWMSC; actively involved in IWMSC during the year prior to Convention, including being a member of the IWMSC Board of Managers and attendance at meetings; active participation on a registered IWMSC club/workout group; evidence of leadership within USMS and/or IWMSC; and ability to represent a broad base of IWMSC interests.
- 6.2 Positions Considered Eligible for Expense Reimbursement:** all official IWMSC delegates as determined by membership numbers; all USMS appointed Delegates-at-Large; all persons with delegate status as a result of his/her position within USMS, e.g. members of Rules, Legislation, or Long Distance Committees; all USMS Ad Hoc Committee Chairs; Northwest Zone Representative if a member of IWMSC; and, other voting or non-voting IWMSC members may petition the IWMSC Board or Managers for full or partial reimbursement.
- 6.3 Delegate Application Procedures:** USMS Executive Committee Members; USMS Board of Director Members;

and Rules, Legislation, and Long Distance Committee members are automatically appointed delegates by USMS. Anyone intending to apply for USMS Delegate-at-Large status must inform the IWMSC Secretary in writing (a hard copy or electronic copy of the USMS Application will be sufficient). Nominations for IWMSC Delegates will be made at the IWMSC general membership meeting held annually at the IWMSC Short Course Yards Championship Meet. Each person wanting to be considered for IWMSC Delegate status and/or for IWMSC reimbursement must indicate this desire in writing (email is sufficient) to the IWMSC Chair prior to the IWMSC general membership meeting. The IWMSC Board of Managers will vote on each of the nominated delegates, and those requesting reimbursement of expenses. In case of a tie, subsequent votes will be taken until the slate of delegates is filled.

- 6.4 Expenses Eligible for Reimbursement:** Convention Registration Fee; roundtrip transportation expenses, not to exceed a reasonable amount as approved by the IWMSC Board of Managers; ground transportation between the airport and Convention Hotel; and hotel room charges based on double occupancy, not to exceed a reasonable amount as approved by the IWMSC Board of Managers.
- 6.5 Amount of Reimbursement:** Reimbursement shall be up to 100 percent of the eligible expenses less full or partial reimbursement paid by USMS or the Northwest Zone as approved by the IWMSC Board of Managers.
- 6.6 Expense Reimbursement Procedures:** Expense reimbursements for IWMSC Board-approved delegates attending Convention shall be made upon the conclusion of Convention, and receipt of any IWMSC Board of Managers imposed requirements, and as outlined in Section 5.2 Reimbursements.

7.0 Grievance and Dispute Resolution Procedure

7.1 Complaint Procedure

A. A complaint shall consist of a concise statement of the behavior or circumstance involved, shall be in writing, and signed by the person responsible for making the complaint. The complaint shall clearly identify the person or entity making the complaint and the person or entity against whom the complaint is made. The complaint shall be directed only to the Vice-Chair of the IWMSC. In the event of a conflict of interest, the Chair may recuse the Vice-Chair and assign another member to perform all dispute resolution responsibilities of the Vice-Chair. The complaint should be received as soon after the incident as possible and within 30 days of the occurrence.

B. Within 14 days of a complaint, the Vice-Chair of the IWMSC shall first make a determination whether the subject matter involves an issue for which a grievance may be brought under Article 4 and involves a person or entity which is part of the IWMSC. If the Vice-Chair of the IWMSC determines that the complaint does not meet such criteria, the Vice-Chair of the IWMSC shall dismiss the complaint and notice of same shall be transmitted to the party bringing the complaint and to the Chair of the IWMSC.

C. Within 30 days of receiving the complaint, if the Vice-Chair of the IWMSC does not dismiss the complaint, the Vice-Chair of the IWMSC shall transmit a copy of the complaint to all other parties involved. The parties to any controversy shall be:

- The USMS member or entity that makes the complaint,
- The USMS member or entity that is the subject of a complaint, and, if appropriate,
- The Chair of the IWMSC.

In the event there are multiple parties or varying interests, any interested person may ask the Vice-Chair of the IWMSC to (or the Vice-Chair may decide to) realign the parties according to their interest in the matter.

D. Within 20 days of receiving the complaint from the Vice-Chair, the parties other than the complaining party shall have the right to make a written reply, which shall consist of a concise statement of any matter of defense to the complaint, and which shall be made within 20 days from the date the copy of the complaint is transmitted by the Vice-Chair of the IWMSC. Replies shall be in writing and signed by the person responsible for making the reply. The Vice-Chair of the IWMSC shall advise all parties in writing of their hearing rights under these guidelines, as well as their appeal rights under Article 4.

E. The Vice-Chair of the IWMSC, for reasonable grounds, including excusable neglect, may extend any time limit.

7.2 Mediation or Resolution by the Vice-Chair

A. After all parties have transmitted written statements to the Vice-Chair of the IWMSC (or if the time for same has passed without a statement being transmitted), the Vice-Chair shall attempt to resolve the controversy by mediation. The method of mediation shall be at the discretion of the IWMSC chair. Methods of mediation may include (without limitation) in-person contact, telephone contact, or communication by writing or e-mail. If mediation is successful, the agreement shall be reduced to writing, signed by the parties, and transmitted to the IWMSC Chair and the secretary.

B. If a party who is the subject of a complaint fails to make a reply, but other parties have replied, then the Vice-Chair may proceed to mediation under this section, or to a hearing under the following section.

C. If no party who is the subject of a complaint makes a reply, then the Vice-Chair may act on the complaint as filed, or may take evidence or information from any source. The Vice-Chair shall make such findings as appear to be justified and reasonable to resolve the controversy. Findings shall be reduced to writing and transmitted to the parties, to the IWMSC Chair and the secretary.

7.3 Hearing Procedure

A. If no agreement can be reached through mediation, the Vice-Chair shall convene a hearing panel to resolve the controversy. The Vice-Chair shall designate three members of the IWMSC to act as a panel to resolve the grievance and all matters related thereto. The Vice-Chair shall preside over the hearing and give counsel to the panel concerning procedural matters and USMS rules, but shall have no vote.

B. The hearing panel shall take such statements and evidence as it deems necessary to resolve the controversy, and shall, wherever possible, take evidence from all persons identified by a party as having material information. A party to the controversy shall be responsible for making any such witness or evidence available. If the panel deems it necessary to hear testimony, then the Vice-Chair may appoint one member to take such evidence and report to the panel. Any cost to produce evidence shall be born by the party benefiting from such evidence.

C. Within 14 days of completion of presentation of evidence, the hearing panel shall, by majority vote, resolve the controversy in the form of a written decision.

7.4 Decision

A. The decision, including any dissent, shall be reduced to writing and transmitted to all parties and the IWMSC Chair and the Secretary. If the hearing panel does not dismiss the complaint, it may

deny membership in the IWMSC,
censure,
place on probation,
suspend,
fine or
expel from IWMSC membership

any member or any person participating in the affairs of USMS who has engaged in any unsporting conduct set forth in Article 4. If a person is expelled from the IWMSC, such action shall be transmitted by the Vice-Chair to the USMS National Board of Review for further action, if any, it deems necessary.

B. Upon the rendering of a final decision, the Vice-Chair shall notify all parties in writing of their right to appeal to the National Board of Review under Article 4. The IWMSC may stay the imposition of any penalty pending appeal to the National Board of Review.

7.5 Record keeping

All documents relating to the dispute resolution contained here-in shall be kept as records of the IWMSC by the secretary. The Vice-Chair should keep the document collection until the dispute is finalized.