



**U.S. MASTERS  
SWIMMING**

**A Survival Guide for the New USMS Delegate  
(and a reminder to returning delegates)**

Dear USMS Delegate,

Thank you for agreeing to attend the 2019 U.S. Masters Swimming Annual Meeting, held in conjunction with the U.S. Aquatic Sports (USAS) Convention, in St. Louis, Missouri.

USMS is the national governing body (NGB) for Masters swimming in the United States. We are an equal member of USAS along with USA Swimming, USA Diving, USA Synchronized Swimming and USA Water Polo. The USMS meetings are part of the overall USAS Convention and delegates from all NGBs meet during convention.

Whether this is your first convention or your tenth, you should know what to expect and what your responsibilities are.

Thanks and have fun!

--

Chris Colburn  
Vice President of Local Operations  
[vplo@usmastersswimming.org](mailto:vplo@usmastersswimming.org)

*Continue to the following pages for the Survival Guide...*



## 1. Pre-Convention

You will need to [register with USAS](#) if you have not done so already. Some LMSCs send in all their delegate registrations at once; others expect you to pay for this yourself and then request reimbursement. Please check with your LMSC for its preferred procedure. You'll also need to make a hotel reservation. The convention hotel sometimes fills up, so be sure to get your reservation in early. Most LMSCs only reimburse for half of the room cost, assuming you will share a room. If you do not have anyone to room with, [contact Jessica Reilly](#) and she will play matchmaker for you. Information for convention registration can be found on the [USAS webpage](#).

## 2. What to wear

Be comfortable – wear business-casual or casual clothes at the meetings. A sweater or jacket may be needed, even in the warmer climates, due to the air-conditioned rooms. There are a few functions that most people will “dress up” for, such as the **IMSHOF Induction Ceremony**, and the **USAS Banquet**. For more information, see “**Social Events**” below.

## 3. Useful Items to Bring

USMS Rule Book, a laptop, a notepad, highlighter, pens, paper clips, extension cord/power strip (if you bring a laptop), and a refillable water bottle. The USMS HOD room and meeting rooms will be internet accessible. Don't forget to bring plenty of patience...and an open mind! And of course – don't forget to bring your suit, cap and goggles for morning practice, or workout clothes for dryland.

## 4. Eating

There are many meetings you will be attending that might overlap. Working lunches are common. Many delegates struggle to find time to eat during the day, so bring a few snacks to have on hand. Feel free to invite yourself to anybody's dinner group, whether it's in the hotel or at a local restaurant. See the “**Social Events**” section below for more food and drink available events.

## 5. Be Prepared

Sections of the pre-convention packet have been posted and are available on the [2019 USMS Annual Meeting page](#). Information includes the schedule and meeting rooms, national committee reports and meeting agendas, and proposed amendments, as well as other important documents and announcements. It is your responsibility to read the packet completely BEFORE you arrive at convention, so you are prepared.

## 6. People to Meet

Our annual meeting is a great opportunity to reconnect with swimming friends and to meet many interesting, talented, and fun-filled people with a passion for swimming. I encourage you to take full advantage of this opportunity. You will be introduced to several members of the Executive Committee, National Office and Committee and Zone Chairs at the first House of Delegates Meeting on Thursday morning. Please make every effort to meet as many of these people as you can – in and between meetings, over lunch or dinner, out on the town, and in the **Hospitality Suite**. A separate [handout of people to meet](#) has been posted to the website so that you can familiarize yourself with their faces and names.



## 7. When you arrive

1. Upon your arrival, locate the United States Aquatic Sports (USAS) Registration Area (Exhibit Area/Grand Foyer) to check in and receive your name tag and other convention materials. You will also receive your ticket at registration to attend the USAS Banquet Saturday night. Be sure to notify the USAS registration table if you cannot attend the banquet (see **Social Events** below for more details).
2. Then head over to the USMS Certification table to have your name checked off the roll and have a "Delegate" sticker placed on your name tag, which shows that you are an "official voting delegate." Every year, some delegates fail to get certified, thinking they're finished once they check in with USAS. And some even try to come to certification before they go to USAS. It won't work that way! You need to have something to stick your sticker on first!

USMS Certification table hours:

Exhibit Area/Grand Foyer

- Wednesday 8:00am – 5:00pm
- Thursday 7:00am – 7:45am

Back of HOD or come find Mary Hull

- Thursday afternoon thru Saturday

## 8. Orientations

- **Committee Chair – Wednesday 5:30 – 6:00pm – Sterling Studio 9**

If you are a committee chair, Greg Danner, USMS Secretary, will provide a Committee Chair Orientation on Wednesday pm. Greg will explain the procedure for producing minutes and also for getting reimbursement. Zone Chairs should also attend this orientation, since they too will be chairing a meeting. USMS will be sending an email with the forms for you to print out or download to your laptop prior to convention.

- **New Delegate Luncheon - Thursday 12:30-2:00pm – Gateway East**

All new delegates (first timers to convention) and several "seasoned veterans" will be invited to a New Delegate Luncheon on the 18<sup>th</sup> floor of the HYATT in Gateway East. This is your chance to meet some of our experienced delegates and staff members and ask any questions you might have in a relaxed and informal atmosphere, while grabbing a bite to eat.

- **Leadership Orientation - Saturday 11:15am – 12:30am – Sterling Studio 3**

"New Board Member Orientation" for newly elected directors: This orientation includes information on your responsibilities as a member of the USMS Board of Directors. This meeting is also open to anyone interested in effective board leadership at the local or national level.

## 9. USMS Hospitality Suite

The Ozark LMSC will be staffing our hospitality suite ([Gateway West](#)) which is for all delegates. Light breakfast and lunch, snacks and non-alcoholic beverages will be provided in the USMS Hospitality Suite throughout the convention. Delegates may also bring their own food and beverages (adult or otherwise) to the hospitality suite. Most delegates make it a point to stop in as the hospitality room provides a great venue for networking with both new and veteran USMS members. Note: the hospitality suite will be closed during HOD meetings. Check out the [full hospitality suite schedule](#).



## 10. Social Events

**USAS Welcome Reception** The welcome reception hosted by USAS, is on Wednesday beginning at 7:00pm in the Grand Foyer, there will be a cash bar and hors d'oeuvres.

**LMSC Social** – Thursday, September 12, from 7:00pm to 9:00pm, Ozark LMSC is hosting the LMSC Social, inviting all delegates to, "Meet Me In St. Louis" one block west of the Hyatt Regency. Meet at Kiener Plaza across Broadway from the Old Courthouse for a taste of St Louis' favorite foods like Toasted Ravioli & St. Louis Style Ribs. Meet at the Old Courthouse, part of Gateway Arch National Park, for History and Desserts like Ted Drewes Frozen Custard & Goey Butter Cake. Please have your Convention name-tag. The Hospitality Suite is closed during the social and opens at 7:00 am Friday morning.

**IMSHOF Induction Ceremony** Friday 6:00-8:30pm in Gateway East. All delegates are invited to watch the induction of USMS members Rick Colella, Ambrose "Rowdy" Gaines, Caroline Krattli and Jim Miller, MD to the International Masters Swimming Hall of Fame. Tickets for USMS House of Delegates members are complimentary. Women: dresses or non-jean slacks and top; Men: non-jean pants, collared shirt, sport jacket optional.

**USAS Banquet** - Saturday, 7:00-10:00pm in the Grand Ballroom – This is a "must attend" gala affair where USA Swimming, Water Polo, Diving, Synchronized Swimming, and Masters Swimming present their highest honors and awards of the year. USMS presents the **Coach of the Year Award** and the **Ransom J. Arthur Award**. See USMS steal the show! Women: nice dress/pants suit; Men: suit or slacks and sport coat and ties. You will need your ticket that you are given at registration to attend. You may reserve tables if you have a group (of up to 10) that would like to sit together. A table registration form is included in your registration materials.

## 11. Workouts

Workouts will be one hour in length. A different coach will present the workout for all ages and abilities so do try to attend at least one. They're fun, will get your heart pumping and will stimulate friendly discussion.

- **Swim** - Since we are mostly swimmers, workouts have been arranged Thursday through Saturday from 6:00 – 7:00am at Maplewood Family Aquatic Center. Buses will arrive at 5:20am and depart for the pool PROMPTLY at 5:30am From the HYATT.
- **Dry Land** – Dry land workouts, will be available Thursday through Saturday from 6:00 – 7:00am in the Regency Foyer at the HYATT.

## 12. 2019 Elections

This year USMS officers (president, vice president of administration, vice president of community services, vice president of local operations, vice president of programs, secretary and treasurer) will be elected. There will be information about this election during this 1<sup>st</sup> HOD session. Since there are contested elections, we will have a Meet the Candidates Forum on Friday during HOD #3 in Regency C & D. Please take time to read about this year's [candidates for USMS Office](#) since you will be voting in the contested election.

### **Electronic Voting**

The Elections Committee introduced electronic voting to the HOD in 2018 which has



replaced paper ballots. Not only will we receive election results much faster, we will also save time on distributing and counting ballots. Whether you're a first-timer or returning delegate, [this tutorial](#) will help guide you through the election ballot process.

## 13. Presentations / Workshops

**USMS Keynote Speaker** – Friday 12:00pm – 1:00pm – Regency C & D - *Josh Davis and Pat Mathison: Masters Stories from Opposite Ends of the Pool* - U.S. Masters Swimming's membership is diverse in many ways, and our appeal has broad reach among various demographics, ability levels, and motivations to swim. Spend your lunch hour hearing from two members with distinctly different Masters swimming experiences. Three-time Olympic gold medalist Josh Davis and Adult Learn-to-Swim graduate Pat Mathison will share their reasons for swimming and the passion they have for USMS. Please join your fellow delegates and welcome Josh and Pat to the USMS Annual Meeting – Presented by Pacific Masters

**Sports Medicine Presentation** – Friday 1:15pm – 2:15pm – Regency C & D - *Training Design for Masters Based on the Recovery and Rate of Adaptation* presented by Dr. Genadijus Sokolovas (Dr. G) – Presentation includes scientific data on rates of recovery for Masters using the lactate tests as well rate of adaptation in training. It will also include examples of training plans for Masters.

**Workshops** - Friday and Saturday we have arranged for an interesting and informative slate of workshops:

- WOKRSHOP #1 - Developing Officials in your LMSC  
Friday 9:30am-10:30am - Regency C & D
- WOKRSHOP #2 - Registrar as Membership Coordinator and the new Volunteer Coordinator Role  
Friday 10:45am-11:45am - Regency C & D
- WOKRSHOP #3 - The Combined Sanctions/Top Ten Role  
Friday 10:45am-11:45am – Regency E
- WOKRSHOP #4 - Proposed National Committee Structure  
Friday 1:15pm–2:15pm - Regency A
- WOKRSHOP #5 - The Ways We Differ--How to Include Others  
Saturday 11:15pm–12:30pm - Regency C & D
- WOKRSHOP #6 – How to Run a Successful Adult Learn to Swim Program  
Saturday 11:15pm–12:30pm - Regency E

## 14. Meetings

- **House of Delegates (HOD)** - You are expected to attend every session of the HOD. This is where the official business of the corporation is conducted and voting takes place. Try to keep side conversation to a minimum so everyone can hear, and you don't miss important information. At the beginning of each HOD meeting, Greg Danner, USMS Secretary, will present to the Clerk of the House a list of those not certified or who have not yet checked in. Those listed on the screen will need to register as soon as possible.



- Committee reports are presented during the HOD sessions. Also, issues may be voted on. The committee chairs will only address important decisions, and then ask for a motion to approve the minutes. You are free to ask questions and challenge decisions, but once the minutes have been approved, we have accepted the committee's decisions.
- The Legislation, Long Distance and Rules Committees will discuss every amendment submitted to them and either recommend or not recommend each one. They may also amend proposals first, and then recommend or not recommend. Amendments that are recommended require only a simple majority in the HOD to pass. Amendments that are not recommended will require a two-thirds majority to pass.
- During the Saturday afternoon HOD meeting there will be a feedback session. This will be informal: comments, suggestions and feedback are invited. Some of the best ideas for improvements to convention have come out of this session. We do want to know what you think.
- **Zones** - Everyone should attend their **Zone Meeting** (Thursday 9:45-11:15am) which will be led by your Zone Chair. If you have zone concerns or thoughts, you should contact your Zone Chair before convention to discuss. If you are not sure who your Zone Chair is, check out [Page 4 of the Who's Who Guide](#) or [contact Chris Colburn](#).
- **Committees** - USMS is divided into four divisions: Administration, Local Operations, Programs and Community Services. We try not to have committees in the same division meeting at the same time. Some committees meet more than once during the convention, but most meet only once. When you attend a meeting, you will see that the committee members sit at a table, and those who are not members sit in the audience. Everyone attending the meeting should sign an attendance sheet. Most committee chairs want to hear from the audience members as well, but the committee has to get a lot of work done at convention in a short time, so audience participation may be limited in some meetings. Only committee members may vote during committee meetings.

## 15. Robert's Rules of Order

You are free to ask questions and challenge decisions. If there is debate on an issue, speakers will be limited to three minutes each, with one minute for rebuttal, if needed. Debate can sometimes be drawn out. Once everyone who wants to speak has spoken, a vote will be taken. If it seems that debate is going on too long, any delegate can make a motion to stop debate ("Call the question"). The motion to call the question is not debatable, but it does require a second. Once the motion is seconded, we vote immediately whether to call the question. We are NOT voting on the issue yet, but only on whether to cease debate. If two-thirds of the House vote to cease debate, then those who were in line at the microphone when the question was called will still be allowed to speak, but no one else. And then we'll (finally) vote on the issue. Most issues will require only a simple majority to pass. Please refer to a greatly [abridged version of Robert's Rules of Order](#) for more explanation.

## 16. 2020 Committee Requests



**U.S. MASTERS  
SWIMMING**

Committee Requests will open at the end of the final HOD session on 9/14. You will receive a Committee Request Survey via Survey Monkey. If you are on a committee and want to remain on a committee, **you must complete this survey**. If you're a new delegate, you can ask to be put on a committee. If you want to change committees, you can make that request too. We generally try to appoint delegates to only one committee, but sometimes exceptions have to be made.

Still have questions? [Contact USMS Volunteer Services](#) prior to the 2019 Annual Meeting in St. Louis, MO.