



Artificial Intelligence Principles and Use Policy

Guiding Principles for Artificial Intelligence Use

Introduction

U.S. Masters Swimming (USMS) recognizes that artificial intelligence is rapidly transforming how organizations operate and deliver services. When used responsibly, these tools can improve efficiency, strengthen communication, and enhance the experience of USMS members and volunteers.

USMS supports the thoughtful adoption of artificial intelligence technologies while maintaining strong governance standards, protecting member information, and ensuring that human judgment remains central to organizational decision-making.

The use of artificial intelligence within USMS is guided by the following principles:

Human Accountability

Protection of Member Information

Transparency and Integrity

Responsible Innovation

Compliance with Laws and Regulations

Artificial Intelligence Use Policy

Purpose

U.S. Masters Swimming (USMS) supports the responsible adoption of emerging technologies, including artificial intelligence (AI), to improve operational efficiency, enhance member services, and strengthen organizational effectiveness.

This policy establishes governance guardrails for the use of AI tools to protect member information, ensure compliance with applicable laws, and maintain clear human accountability for organizational decisions.

Scope and Authority

This policy applies to individuals acting in official capacities on behalf of USMS.

Staff: Implementation and oversight are the responsibility of the Chief Executive Officer and are incorporated into the USMS Staff Handbook.

Volunteers: Governance oversight is the responsibility of the Board of Directors, which may delegate administration of this policy as appropriate.

Responsible Use

Artificial intelligence tools may be used to assist with tasks such as drafting communications, summarizing materials, research support, planning, analysis, and workflow efficiency.

AI tools are intended to assist human work, not replace human judgment. All official communications, decisions, and organizational positions must be reviewed and approved by appropriate USMS staff or volunteers.

USMS encourages responsible experimentation with AI tools that improve productivity and member services, provided such use complies with this policy and applicable law.

Human Accountability

Artificial intelligence systems may assist in analysis, drafting, or operational workflows; however, AI may not independently make decisions on behalf of USMS.

Responsibility for decisions, communications, eligibility determinations, rule interpretations, and compliance actions remains solely with authorized USMS staff or volunteers.

Protection of Member and Organizational Information

Individuals acting on behalf of USMS may not input confidential, proprietary, or personally identifiable member information into publicly available AI systems unless the information has been appropriately de-identified or the tool has been approved for secure organizational use.

This includes but is not limited to:

- Member personal data
- Financial or legal information
- SafeSport or disciplinary matters
- Internal governance discussions

Transparency

When artificial intelligence materially assists in the preparation of public-facing communications or official materials, the content must be reviewed by a USMS representative and disclosure may be provided when appropriate.

Prohibition on Misrepresentation

Artificial intelligence tools may not be used to impersonate USMS representatives, fabricate communications, or generate misleading representations of official USMS positions.

Training and Compliance

The Chief Executive Officer may establish training requirements for staff. The Board of Directors may establish training expectations for volunteers serving in national roles.

Violations of this policy may result in corrective action consistent with USMS employment policies for staff or governance actions for volunteers.

Policy Review

This policy will be reviewed periodically to reflect changes in technology, law, and organizational practices.

The creation of this policy was supported by use of ChatGPT.

Policy Owner: Chief Executive Officer

Initial approval by the Board of Directors 5/18/2026