



***U.S. MASTERS
SWIMMING***

2024 USMS ANNUAL MEETING

Virtual Participation Guide for Delegates

SEPTEMBER 13, 2024
U.S. MASTERS SWIMMING
zoom

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**U.S. MASTERS
SWIMMING**

Welcome to the 2024 Annual Meeting

Dear USMS Delegate,

Thank you for agreeing to participate in the 2024 U.S. Masters Swimming Annual Meeting. Your willingness to serve and the input you offer are much appreciated.

It is recommended that you review the sections of the annual meeting packet, which is available on the [2024 USMS Annual Meeting page](#).

Important information includes the schedule, zoom registration links, national committee reports, proposed amendments, and more.

The most important element in making our annual meeting effective is delegates being thoroughly prepared. We encourage you to stay connected through the [USMS Community: Annual Meeting forum](#) for important updates and announcements.

Thank you for all that you do for U.S. Masters Swimming!

--

Jessica Reilly
Senior Director, Business Operations
[U.S. Masters Swimming](#) | (o) 941-556-6275
[Facebook](#) | [Instagram](#) | [Twitter](#) | [YouTube](#)

Zoom Personal Account Setup

Zoom's Help Center has a library of tutorials with in depth information, for more details visit the [Zoom Getting Started page](#). In addition, their [Zoom Meetings Training Reference Guide.pdf](#) is helpful

If you have not yet setup your Zoom user account, follow these steps:

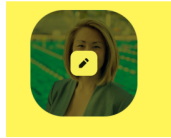
- Start on the Zoom home page: <https://zoom.us/>
- Select the “[Sign up, it's free](#)” option
- Follow the steps to create and activate your account.

Customizing your profile

Your Zoom profile allows you to update your user information, including your name, profile picture, email address, and more. To access your Zoom profile, sign in to the Zoom web portal and select [Profile](#).

- **Profile Picture:** To add or change your profile picture, scroll your mouse over the image until you see the pencil icon.
 - If you have uploaded a profile picture and it may not be appearing in a meeting or webinar -- This could be because you aren't logged in to Zoom when you join a meeting. Sometimes, you're logged into your account from the browser and not from the app or vice versa.
 - To fix it, you need to sign into your Zoom account before joining a meeting. The trick is to keep your account logged in and enable Stay signed in for both the Zoom website and apps before you join a meeting.
- **Display Name:** Please use your first and last name as your display name, not a username/nickname while participating. This will allow the host to identify you easily and accurately during the meeting.

When you join meetings, webinars, chats or channels hosted on Zoom, your profile information, including your name and profile picture, may be visible to other participants or members. Your name and email address will also be visible to the [account owner](#) and host when you join meetings, webinars, chats or channels on their account while you're signed in. The account owner and others in the meeting, webinar, chat or channel can share this information with apps and others.



First Name Last Name

Display Name

Enter a name (e.g. your first name, full name, or nickname) that will be shown to others on Zoom

Name Pronunciation

Enter the phonetic spelling of your name to be displayed on your profile card

Pronouns

How would you like to share your pronouns?

Pronouns are always visible to your contacts on your profile card

Location

Company

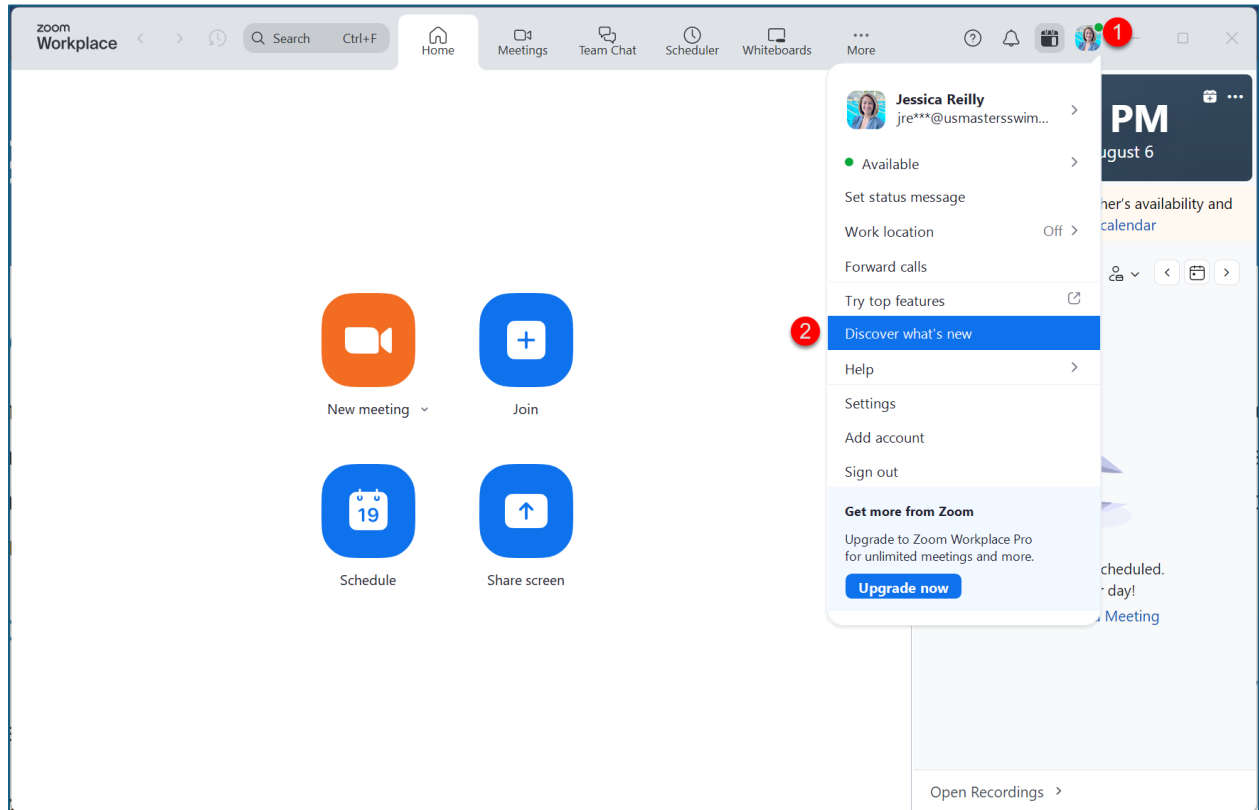
Department

Job Title

Manager

Checking for Zoom Updates

Ensure you're operating on the most current version of Zoom:

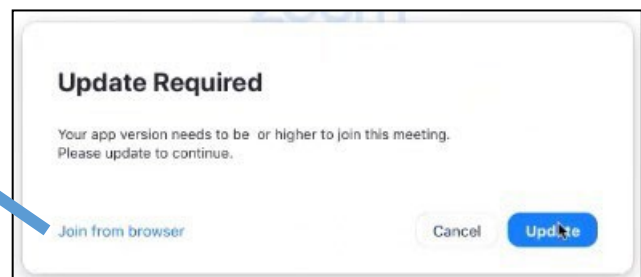


If you receive the following message:

If you receive an “Update Required” message:

1. Please select “**Update**” and let it run its course
2. ***DO NOT select “Join from Browser”***

We have found that if a member joins a Zoom meeting via a web browser portal there are functionalities that do not work as intended, such as polling for voting.



Meetings held in conjunction with the Annual Meeting

Committee meetings and the house of delegates sessions will be hosted via Zoom. It is highly recommended that delegates [Sign Up](#) for an account and use it to [login](#) to Zoom.

Virtual Calendar

Our virtual calendar allows delegates and attendees to explore meetings and sessions, build their own agenda, register for meetings, learn about speakers, and discover who will be attending sessions. It is recommended that delegates [sign up for an account](#) and use it to [login to Sched](#) to indicate your plans to attend, and/or sync meeting details to your phone or calendar.

Meeting times are scheduled for Eastern Daylight Time (EDT), and the virtual calendar defaults to EDT time zone. (You can choose your preferred time zone) [Use this guide to explore the Sched functionality](#).

The screenshot displays the '2024 USMS Annual Meeting Schedule' page on the U.S. Masters Swimming website. The page features a blue header with the organization's logo and navigation links. Below the header, a dark blue banner reads '2024 USMS Annual Meeting Schedule Virtual Calendar'. The main content area includes a descriptive paragraph about the virtual calendar's features and a note about the EDT time zone. A 'SCHEDE' interface is shown, featuring a search bar, filters for date (Jun 10 - Sep 15, 2024), venue (Zoom), and type (Committee Meeting, Deadline, Forum, House of Delegates, Orientation, Zone Meeting). The calendar view shows meetings for Tuesday, August 6 (History and Archives Committee Meeting) and Wednesday, August 7 (Diversity and Inclusion Committee Meeting), both at 8:00pm EDT. A 'You're speaking at this event!' notification is also visible.

Committee Meeting Registrations Links

We've asked the standing committees to schedule a substantive meeting via Zoom to provide an opportunity for those who are interested to watch committees in action.

On the [2024 USMS Annual Meeting Virtual Calendar page](#), select the meeting you're interested in attending. There you'll be able to see more information on the meeting, speakers, in addition to the Zoom registration links.

- Customized links for the House of Delegates sessions will be sent directly to voting delegates at a future date. Non-voting delegates will be able to watch HOD sessions via a live streaming platform.

You can hover over the meeting or click into the meeting to see details.

Click on the registration link and you'll be brought to the meeting registration page.

The screenshot displays the '2024 USMS Annual Meeting' virtual calendar. The main calendar view shows a meeting titled 'History and Archives Committee Meeting' on Tuesday, August 6, at 8:00pm EDT. A tooltip is open over this meeting, providing details and a registration link. The tooltip includes the following text:

- Add to My Schedule** (with a plus icon) and **Link** (with a link icon)
- History and Archives Committee Meeting**
- Video Stream** (with a play icon)
- Committee meeting held in conjunction with the 2024 USMS Annual Meeting
- Register in advance for this meeting:**
- <https://us06web.zoom.us/join/register/tZwude6srDotGdDXv5fIFg>
- After registering, you will receive a confirmation email containing information about joining the meeting.
- Tuesday August 6, 2024 8:00pm - 9:00pm EDT
- Zoom Meeting
- Committee Meeting, Local Operations Committee

The interface also features a search bar, filters for date (Jun 10 - Sep 15, 2024), venue (Zoom), and type (Committee Meeting, Deadline, Forum, House of Delegates, Orientation, Zone Meeting). A 'Timezone' dropdown is visible at the bottom right.

On the meeting you're interested in attending, click on the "Open Zoom" yellow button or the registration link and you'll be brought to the meeting registration page.

2024 USMS Annual Meeting



Schedule ▾ Attendees Search


← Back to schedule

History and Archives Committee Meeting

Click here to add to My Schedule.

Tuesday August 6, 2024 8:00pm - 9:00pm EDT

Zoom Meeting

 Open Zoom

Committee meeting held in conjunction with the 2024 USMS Annual Meeting

Register in advance for this meeting:

<https://us06web.zoom.us/join/register/tZwude6srDotGdDXv5flFgcLDrOD78bpoOKM>

After registering, you will receive a confirmation email containing information about joining the meeting.

Committee Meeting, Local Operations Committee

Zoom registration page. Enter the required information and click "Register".

History and Archives Committee Meeting held in conjunction with the 2024 USMS Annual Meeting

Date & Time Aug 6, 2024 08:00 PM in
Eastern Time (US and Canada)

Meeting Registration

First Name*

Last Name*

Email Address*

Information you provide when registering will be shared with the [account owner](#) and host and can be used and shared by them in accordance with their Terms and Privacy Policy.

Register





You have successfully registered

Please check the confirmation email sent to jreil**@usmastersswimming.org

Topic	History and Archives Committee Meeting held in conjunction with the 2024 USMS Annual Meeting
Date & Time	Selected Sessions: Aug 6, 2024 08:00 PM

Didn't get an email? Click [here](#) to resend

Confirmation email with the zoom link information:

History and Archives Committee Meeting held in conjunction with the 2024 USMS Annual Meeting Confirmation



Local Operations Committees <no-reply@zoom.us>

To Jessica Reilly

If there are problems with how this message is displayed, click here to view it in a web browser.



Hello Jessica Reilly,

Thank you for registering for History and Archives Committee Meeting held in conjunction with the 2024 USMS Annual Meeting. You can find information about this meeting below.

History and Archives Committee Meeting held in conjunction with the 2024 USMS Annual Meeting

Date & Time Aug 6, 2024 08:00 PM Eastern Time (US and Canada)

Meeting ID

Passcode

Add to Calendar (ics) | Add to Google Calendar | Add to Yahoo Calendar

To edit or cancel your registration details, click here.

Please submit any questions to: LocalOperations@usmastersswimming.org

WAYS TO JOIN ZOOM

Join from PC, Mac, iPad, or Android

Join Meeting

If the button above does not work, paste this into your browser:

To keep this meeting secure, do not share this link publicly.

Join via audio

One tap mobile:

US: +13092053325_88327421734#_664097# or +13126266799_88327421734#_664097#

Or dial

For higher quality, dial a number based on your current location.

US: +1 309 205 3325 or +1 312 626 6799 or +1 646 931 3860 or +1 929 205 6099 or +1 301 715 8592 or +1 305 224 1968 or +1 689 278 1000 or +1 719 359 4580 or +1 253 205 0488 or +1 253 215 8782 or +1 346 248 7799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 669 444 9171 or +1 669 900 8833

Meeting ID:

Passcode:

International numbers

Thank you!



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House of Delegates Sessions and Legislative Open Forums


We will be using the Zoom Webinar platform for the HOD sessions and the Legislative open forums (Legislation, Rules, Long Distance).

- You'll enter the sessions as view-only participants who can be unmuted if the host chooses. Their view of the webinar is controlled by the host.

Legislative Open Forum Registration Links

On the [2024 USMS Annual Meeting Virtual Calendar page](#), select the open forum you're interested in attending. There you'll be able to see more information on the forum and the Zoom registration link.

2024 USMS Annual Meeting

 Schedule ▾ Attendees Search


← Back to schedule

✓ Legislation Committee Meeting and Forum

Click here to remove from My Schedule.

📅 Thursday August 29, 2024 8:00pm - 9:30pm EDT

📍 Zoom Webinar

 Open Zoom

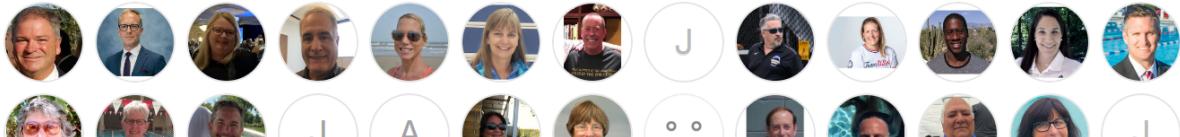
Cover questions on proposals.

Register in advance for this webinar:
https://us06web.zoom.us/webinar/register/WN_aBtAPWteRMKJy5YwJQOwjw

After registering, you will receive a confirmation email containing information about joining the webinar.

● Forum, Legislation Committee

Attendees (43)



House of Delegates Registration Links

Voting delegates will receive a confirmation email for each HOD session directly from Zoom with their unique and customized link to join each specific session. (Example below) ***This information should not be shared with others; it is unique to each delegate.***

Hello Jessica Reilly - New England,

Thank you for registering for USMS Annual Meeting: House of Delegates #1. You can find information about this webinar below.

USMS Annual Meeting: House of Delegates #1

Date & Time	[REDACTED]
Webinar ID	[REDACTED]
Passcode	[REDACTED]

HOD # (indicated by a red box and arrow pointing to the Webinar ID field)

Note: This information and link should not be shared with others; it is unique to you.

Please submit any questions to: volunteer@usmastersswimming.org.
You can [cancel](#) your registration at any time.

WAYS TO JOIN ZOOM

1. Join from PC, Mac, iPad, or Android

[Join Webinar](#) (indicated by a red box and arrow pointing to the button) **Click here to join HOD** (indicated by a red box and arrow pointing to the button)

If the button above does not work, paste this into your browser:
[REDACTED]

To keep this webinar secure, do not share this link publicly.

[Add to Calendar\(.ics\)](#) | [Add to Google Calendar](#) | [Add to Yahoo Calendar](#)

House of Delegates Administrative Policies

Speaking at the microphone

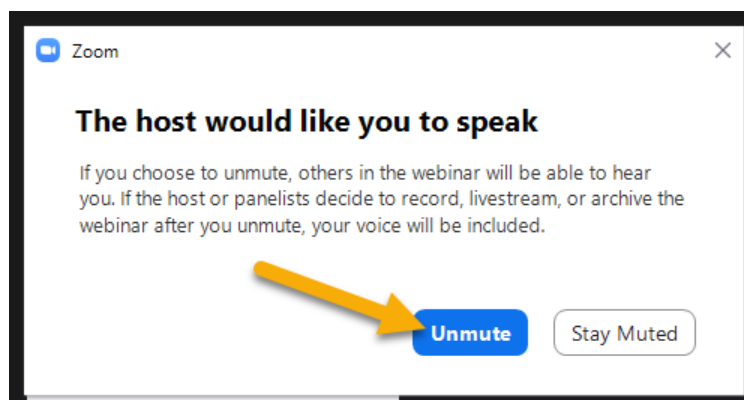
We will be utilizing the “raise hand” feature in our webinar sessions to allow virtual delegates to raise their hand to indicate that they would like to virtually approach the microphone to address/speak on the topic being discussed.

How to use the “raise your hand” feature for virtual delegates

1. Click “Raise Hand” in the Webinar Controls. You’ll be placed in order of the virtual hands raised.



2. The host will be notified that you've raised your hand. If the host allows you to speak, you'll be prompted to unmute yourself:



3. Once you select “Unmute” you’ll be able to speak during the session and all participants will be able to hear you.
4. While unmuted, your name is displayed to all delegates.
5. Once done, the host will “lower your hand” and put you back on mute.
6. No member shall speak in debate more than once on the same question, or for longer than two minutes, without suspension of the rules granted by a two-thirds vote of the House of Delegates. (per the [2024 Proposed Rules of the USMS Annual Meeting](#))

Chat

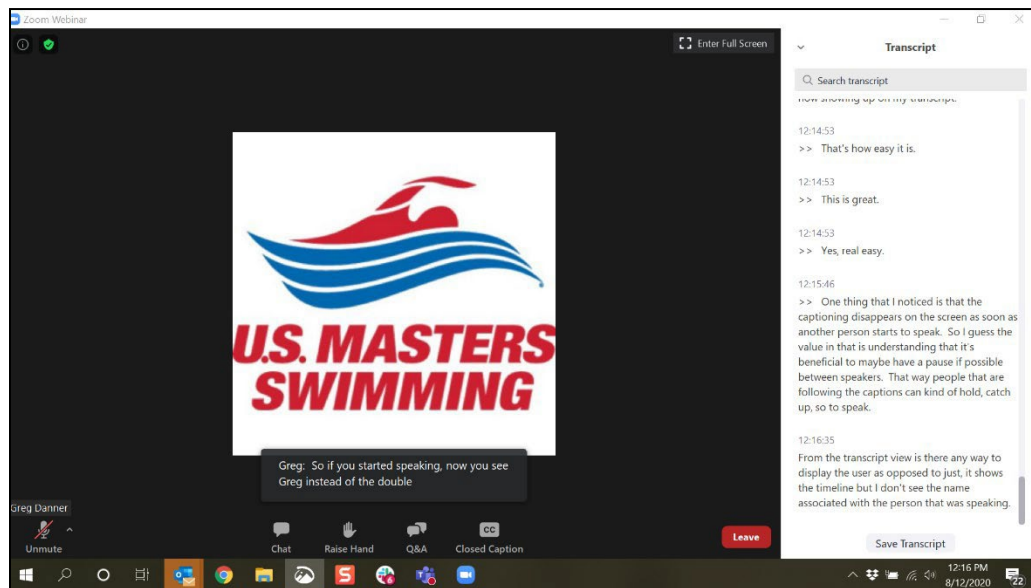
Per the [2024 Proposed Rules of the USMS Annual Meeting](#), we will be utilizing the “chat” feature in our webinar sessions to allow virtual delegates to do the following:

1. A chat message is used for virtual delegates to raise points of order.
2. Raise privileged and incidental motions (enter motion in chat).
 - a. Delegates participating virtually through Zoom will use the Zoom Chat feature to state the motion.

Note: Participant chat is limited to “host only” and chat other than raising privileged or incidental motions shall be disregarded.

Closed Captioning

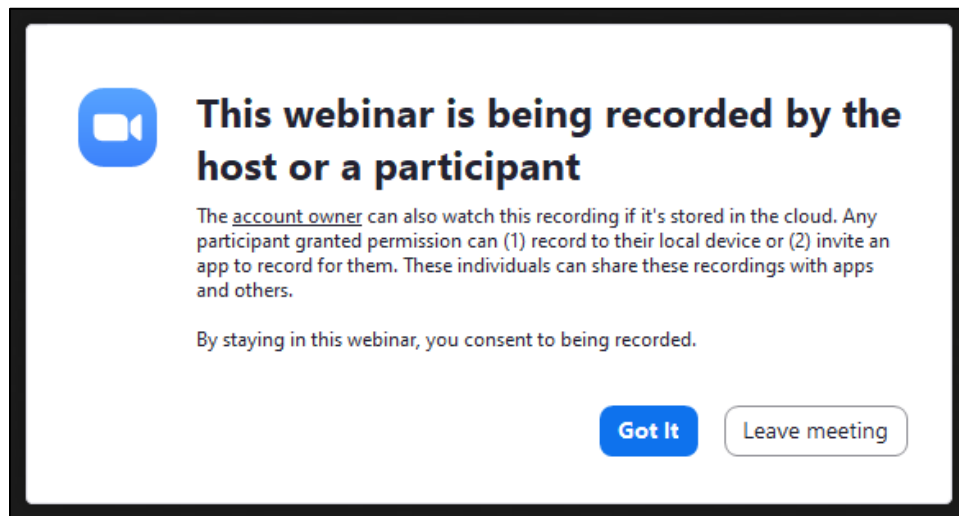
We will have closed captioning available for our HOD sessions.



Recordings

The legislative forums will be recorded and posted for public viewing on the 2024 annual meeting page. The HOD sessions and BOD meeting will be recorded for the sole purpose of aiding the USMS Secretary in taking accurate meeting minutes, as approved by the board of directors.

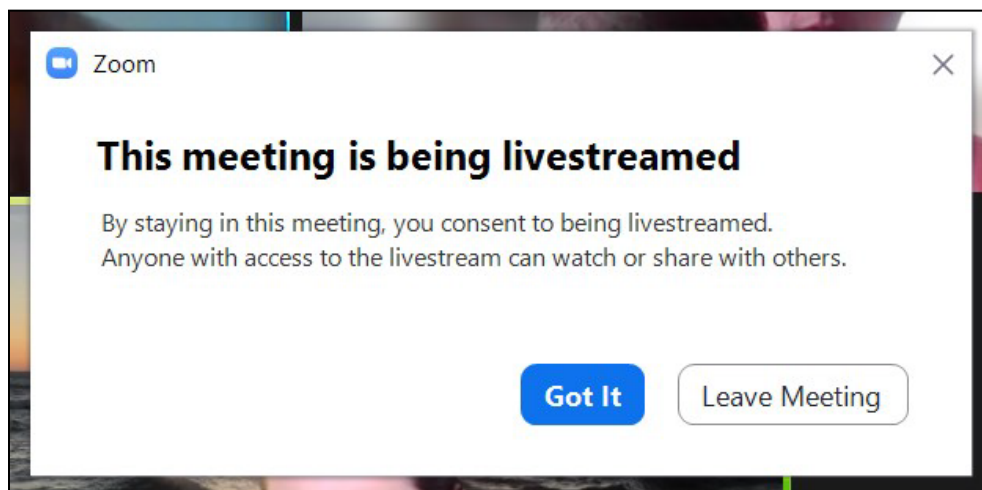
Attendees and delegates who join a recorded session will be prompted with the following message letting them know the meeting is being recorded:



Livestreaming

Non-voting delegates will be able to watch HOD sessions via a live streaming platform such as YouTube. The link to the livestream will be provided in each individual HOD session on the [USMS Annual Meeting Schedule](#) page.

Delegates will be prompted with the following message informing them of the session being livestreamed:



Voting

All voting on motions and elections will be through Zoom polling for both in-person and virtual delegates(3).

Legislative Proposals

1. Committee chairs (or a designated presiding officer) will work through their grouped proposals.
 - a. Items that have not been pulled will be approved or rejected in bulk with unanimous consent.
 - b. Items that have been pulled will be considered individually. To begin debate on each item, the chair makes a motion to approve the item. A second is required.
2. There will be a virtual line for delegates wishing to comment on the proposals.
3. At the end of the debate, the chair will call for a vote and a poll will be launched for the item under current consideration.
 - a. If the current item is one that has been recommended for rejection by the committee, the following advisory will be shown on the screen:

-Vote NO if you agree with the committee that the proposal should be rejected.

-Vote YES if you disagree with the committee and want the proposal approved.

Elections

During HOD #2, where elections will take place, each voting delegate that:

1. [signed up for](#) and [logged into their own Zoom account](#); and is
2. present on the designated Zoom HOD session during elections,

will receive the virtual election ballot. Delegates will need to be using their own device (computer or smart phone) to be able to participate in the elections and submit their ballot. The ability to login on multiple devices will be disabled.

When the election is opened, voting delegates will see the following election ballot via Zoom polling, automatically pop open on their screen during the Zoom HOD session. (Example from 2021)

Each position will have their candidate(s) listed, in addition to a “no response” option.

Zoom Polls window titled "2021 Elections: Officers".

1. President

- Katie Leddecky
- Simone Manuel
- Gary Hall, Jr.
- no response

2. Vice President of Administration (oversees the following committees: Championship, Legislation, Registration, and Rules)

- Ian Thorpe
- Libby Trickett
- Caeleb Dressel
- no response

Submit

Polls

2021 Elections: Officers

Caeleb Dressel

no response

3. Vice President of Community Services (oversees the following committees: Coaches; Diversity and Inclusion; Fitness Education; and Sports Medicine and Science)

Roland Matthes

Mark Spitz

Dara Torres

no response

4. Vice President of Local Operations (oversees the following committees: History and Archives; LMSC Development; Records and Tabulation; and Recognition and Awards)

Missy Franklin

Allison Schmitt

Submit

Make sure each position has an option selected.

The "Submit" button will remain greyed out until all positions have an option selected.

2021 Elections: Officers

Nathan Adrian

Sun Yang

no response

6. Secretary

Ryan Lochte

Matt Grevers

no response

7. Treasurer

Michael Phelps

Kristin Otto

no response

Submit

Once all positions have your desired candidate selected, the "Submit" button will automatically turn blue.

Once you have completed your ballot, select "Submit".

Once submitted the poll will disappear.

Windows window titled "Polls" with standard minimize, maximize, and close buttons. The main content area has a green header with the text "2021 Elections: Officers".

2021 Elections: Officers

Nathan Adrian

Sun Yang

no response

6. Secretary

Ryan Lochte

Matt Grevers

no response

7. Treasurer

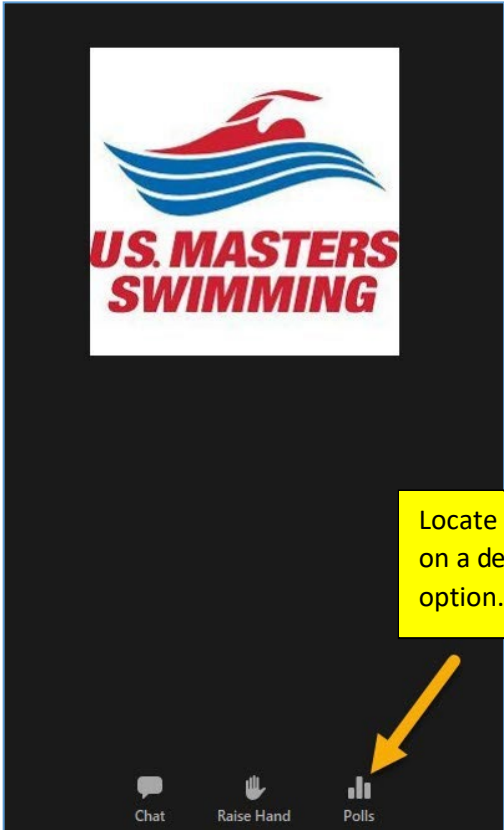
Michael Phelps

Kristin Otto

no response

Submit

In the event you close out of the election ballot before submitting your votes...



Locate your menu bar (image shown on a desktop) and select the "Polls" option.

2021 Elections: Officers

Nathan Adrian

Sun Yang

no response

6. Secretary

Ryan Lochte

Matt Grevers

no response

7. Treasurer

Michael Phelps

Kristin Otto

no response

Submit

The ballot will re-appear with your previous selections still intact.

Once all positions have your desired candidate selected, the "Submit" button will automatically turn blue.

Once you have completed your ballot, select "Submit".



Once your ballot has been submitted, the poll will disappear, and you will no longer have a “Polls” option in your menu bar.

Still have questions?

[Contact Jessica Reilly](#) prior to the annual meeting September 13-15th.