

Announcements

CERTIFICATION TABLE HOURS

Wednesday 8am to 5pm – Exhibitor Area
Thursday 7:00-7:30 am – Exhibitor Area
Thursday 7:30-10:00am – Grand A (HOD Room)
Thursday afternoon – Saturday – come find Debbie

MEET & GREETINGS

NEW DELEGATE ORIENTATION

Thursday 7:30am – 8:00am
Grand A

LUNCH WITH NEW DELEGATES

Friday 1:15pm – 2:15 pm
Details will be available at the Delegate Orientation

MEET THE CANDIDATES FORUM

Thursday 9:15am – 10:00 am – Grand A
Meet the candidates running for
USMS Officer Positions

USMS HOSPITALITY SUITE

The Long Beach Grunions have graciously agreed to run the USMS Hospitality Suite for us. The suite will be open beginning Wednesday evening. Breakfast – Thur thru Sun, Lunch Thur thru Sat, Evenings snacks and beverages (non-alcoholic). Come socialize with other USMS volunteers!

FITNESS BROWN BAG LUNCH

Attention Fitness Chairs and anyone interested in Fitness! Join other swimmers interested in Fitness activities for a Brown Bag Lunch on **Saturday in Salon I**. This will be an informal session sponsored by the Fitness Education Committee. The majority of our members swim for Fitness and we hope to spark some new ideas for all of you to take back to your clubs and workout groups. Bring your lunch and plan to share ideas, or learn new ideas, on what the LMSC's are doing for fitness swimmers. We hope to see lots of you there!

HYATT HOTEL & MEETING ROOM LAYOUT

Here is the link if you want to map out where your meetings will be taking place
http://orangecounty.hyatt.com/content/dam/PropertyWebsites/regency/alica/Documents/all/ALICA_HR_OC_FP.pdf

EVENING ACTIVITIES

WELCOME RECEPTION

Wednesday 7:00pm - 9:00 pm

This welcome reception is hosted by Risk Management, our insurance broker. This will take place in the Exhibitor Area with cash bar and hors d'oeuvres.

LMSC SOCIAL - In-N-Out Burger

Hosted by the Southern Pacific LMSC
Thursday 7:30pm - 10:00pm

The In-N-Out Burger Bus will be parked in the "self" parking lot just outside the back door. Burgers for everyone!!!

IMSHOF INDUCTION

Friday 6:00pm – 8:15pm
6:00-6:45 pm – Reception (cash bar)
North Tower Garden
6:45-8:15 pm – Induction Ceremony
Garden III

All USMS delegates are invited (complimentary tickets) to attend the induction of US Masters Swimmers Edward Cazalet and Ted Haartz

USAS BANQUET

Saturday 7:00pm
Grand Ballroom

Each USAS organization will present their annual awards. USMS presents the **Coach of the Year** Award and the **Ransom Arthur** Award.

WORKOUTS

Thursday, Friday & Saturday morning 6:00am – 7:00am

SWIM

Janet Evans Aquatic Center – Fullerton
Bus pick up at 5:30 AM (PROMPTLY!) outside the door to the self-parking lot

DRYLAND

Harbor

CONVENTION EVALUATION & FEEDBACK SESSION

Sunday 9:00am – 10:00am - TBA

Discussion with USMS Leadership - what when well and/or not so well and suggestions to make our annual convention better!

Announcements

ORIENTATIONS

COMMITTEE CHAIRS

Wednesday 4:00 – 5:00 pm

Salon IV

If you are a committee chair, CJ Rushman, USMS Secretary, will provide a Committee Chair Orientation on Wednesday Thursday am. This is where you'll pick up your folder. CJ 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. CJ will be sending an email with the forms for you to print out or download to you laptop prior to convention.

DELEGATE

Thursday 7:30 – 8:00 am

Grand A

Ed Tsuzuki, VP of Local Operations will provide a "USAS Convention Orientation" at the first House of Delegates (HOD) on Thursday. Ed will introduce several members of the USMS leadership and review valuable information to improve your convention experience.

NEW BOARD MEMBER

Friday 1:00pm – 2:00 pm

Grand A

Dr. Jim Miller, USMS Past President will provide a "New Board Member Orientation" to new members of the USMS Board on Friday. This orientation includes information on your responsibilities as a member of the USMS Board of Directors. This meeting is also open to those who are interested in serving as an officer in the future.

EDUCATION

COACHES CERTIFICATION

The USMS Coaches Committee and Club and Coach Services have developed three levels of Masters coach certification in partnership with the American Swimming Coaches Association. Full details with course outlines and on how Masters coach certification works are available at <http://www.usms.org/content/coachcert>.

Wednesday September 11th

Hyatt Regency Orange County

Level 1 Certification 8:00am – 12:00pm – Terrace ABC

Level 2 Certification 1:00pm – 5:00pm – Terrace ABC

Level 3 Certification 9:00am – 3:00pm – Terrace DEF

Online registration only. Registration closes at midnight pacific time on September 10, 2013 or when the course enrollment fills - Level 1&2 (40), Level 3 (30).

Fees: \$170 for Levels 1 and 2 Certification. \$95 for Level 1 or Level 2 only. \$225 for Level 3 Course.

Registration Online: <http://www.usms.org/content/coachcertsched>

For more information contact Bill Brenner bill.brenner@usms.org

INSURANCE PRESENTATION – What's Covered and What's Not.

Friday 10:45-11:30 am – Grand A

Our Insurance Broker will present an overview of the USMS insurance coverage and answer any questions you may have.

Announcements

LMSC LEADERSHIP SUMMIT – Swimmers Serving As Organizational Leaders: Meeting the Challenge – Betty Stallings

Saturday 9:45am – 1:00pm – Grand A

The LMSC Development Committee invites you to join international author/speaker Betty Stallings, an expert in leadership and volunteer engagement, in a highly interactive and humorous session dealing with practical solutions to recruiting all generations to become leaders in USMS and building the commitment and competency of volunteer leaders already involved. Plan to attend this unopposed workshop and receive links *available only to USMS participants* to resources and training modules to bring Betty's information back to your local level.

LMSC WORKSHOPS

#1 Marketing Resources – Kyle Deery, USMS Marketing Coordinator

Friday 9:30am – 10:30am - [Barcelona](#)

Join USMS Marketing Coordinator Kyle Deery to learn how your local swimming group and LMSC can more effectively use USMS' resources to engage more swimmers and form new relationships.

#2 Logical Strategies for Working With Your Aquatic Facility – Jim Wheeler

Friday 9:30am – 10:30am - [Seville](#)

Feel like your Masters program always gets the short end of the stick on pool schedules and support? Jim Wheeler will walk you through management hierarchies, health statistics and the Power of the Taxpayer to develop messages you can take to conversations with your local pool managers that have win-win results.

#3 Swim in My Lane – Bill Brenner, USMS Club and Coach Services Director

Friday 4:30pm – 5:00pm - [Barcelona](#)

Learn how to tie the USMS mission, values and goals into growth for your program. Bill Brenner, USMS Club & Coach Services, explores the traits of a successful adult swim program as well as the challenges. As a group we will identify why we swim, swim as part of a Masters program and continue to swim and how that factors into membership recruiting and retention.

#4 Streamlining a Dual-sanctioned Meet – Leo Letendre

Friday 4:30pm – 5:00pm - [Seville](#)

Registration Committee Chair Leo Letendre will guide participants through the dual-sanction process and highlight procedures that help bridge the gap between Masters and age-group swimming. LMSC volunteers will learn how to mentor event directors in choosing a dual-sanction format that best meets their audience of swimmers.

SPORTS MEDICINE PRESENTATION

Thursday 6:00pm - 7:00pm – [Grand A](#)

Sally Guthrie, Jim Miller, MD and Steve Munatones will give a panel presentation with plenty of time for questions. They will discuss health and medical issues that can arise during open water swimming, both training and competition, how to avoid them and how to deal with them.

OPEN WATER SAFETY DIRECTORS CLINIC - Part 1: Pre-Event Planning

Thursday 12:30pm – 2:30pm – [Grand A](#)

Friday 4:30pm – 5:30pm – [Grand A](#)

The Open Water Committee-sponsored Safety Directors clinics are an extension of the presentations made by Jim Wheeler in the past three years (see May 5, 2013 Safety Webinar video on the USMS Guide to Operations). The clinics will provide details and "how to" information for implementing the USMS Safety Guidelines. Clinic goals include developing safety directors who are able to run safe events, act as safety monitors for events at all levels and mentor/train other safety directors.

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- #2 - Rules of the USMS Annual Meeting
- #3 – Who’s Who in USMS
- #4 – Roberts Rules of Order
- #5 – USMS Strategic Plan



U.S. Masters Swimming Convention Schedule

WEDNESDAY, September 11, 2013

8:00am - 12:00pm	USMS Masters Coach Certification – Level 1	Terrace ABC
9:00am - 2:00pm	Board of Directors	Royal AB
9:00am – 3:00pm	USMS Masters Coach Certification – Level 3	Terrace DEF
1:00pm - 5:00pm	USMS Masters Coach Certification – Level 2	Terrace ABC
2:30pm – 3:45pm	Governance Committee	Salon III
2:30pm – 3:45pm	BOD Task Force - 1	Salon IV
3:00pm - 5:00pm	Finance Committee #1	Royal AB
4:00pm – 5:00pm	Committee Chair Orientation	Salon IV
4:00pm – 5:00pm	Risk Assessment	Salon III
5:30pm – 6:30pm	Board of Directors	Royal AB
7:00pm - 9:00pm	<i>Risk Management Services, Inc.</i> WELCOME RECEPTION	Royal Foyer

THURSDAY, September 12, 2013

6:00am – 7:00am	Swim Practice	Harbor
6:00am – 7:00am	Dryland Workout	
7:00am – 8:00am	Women in Aquatics Breakfast (register at USAS desk)	
7:30am – 8:00am	New Delegate Orientation	Grand A
8:15am – 9:15am	House of Delegates #1	Grand A
9:15am – 10:00am	Meet the Candidates	Grand A
10:15am - 11:30am	Officials Committee	Madrid
10:15am – 11:30am	Fitness Education Committee	Salon II
10:15am – 11:30am	Recognition & Awards Committee	Granada
10:15am – 11:30am	Legislation Committee #1	Salon I
10:15am – 11:30am	Finance Committee #2	Valencia
11:30am – 12:30pm	Lunch	
12:30pm - 1:45pm	Coaches Committee	Salon I
12:30pm – 1:45pm	History & Archives Committee	Salon IV
12:30pm – 1:45pm	Rules Committee #1	Salon VII & VIII
12:30pm – 1:45pm	Audit Committee	Salon III
12:30pm – 2:30pm	Open Water – Safety Directors Clinic #1	Grand A
2:15pm - 3:30pm	Sports Medicine & Science Committee	Madrid
2:15pm – 4:30pm	LMSC Development Committee	Grand D
2:15pm – 4:30pm	Swimming Saves Lives Fund #1	Garden III
2:45pm – 4:00pm	Championship 1	Salon VII & VIII
3:00pm – 4:15pm	Long Distance Committee 1	Royal AB

4:45pm - 5:45pm	Legislation Open Forum	Grand A
6:00pm - 7:00pm	Coaches/Sports Medicine Presentation	Grand A
7:30pm - 10:00pm	LMSC Social	TBA

FRIDAY, September 13, 2013

6:00am – 7:00 am	Swim Practice	
6:00am – 7:00am	Dryland Workout	Harbor
7:45am – 9:00am	Records & Tabulations Committee	Seville
8:00am - 9:00am	Long Distance Committee 2	Salon VI & VIII
8:00am – 9:00am	Investment Committee 1	Salon III
8:00am – 9:00am	Championship Committee 2	Pacific
8:00am – 9:00am	Legislation Committee 2	Salon I
9:00am – 10:45am	Registration Committee	Grand A
9:30am – 10:30am	Finance Committee 3	Valencia
9:30am – 10:30am	Rules Committee 2	Salon VI & VIII
9:30am – 10:30am	LMSC Workshop #1- Marketing Resources	Barcelona
9:30am – 10:30am	LMSC Workshop #2 – Working with your Aquatic Facility	Seville
10:45am – 11:45am	Insurance Workshop – What’s covered and what is not.	Grand A
12:00pm – 1:00pm	House of Delegates #2 <i>Election/Awards</i>	Grand A
1:00pm – 2:00pm	New Board of Directors Orientation	Grand A
1:15pm – 2:15pm	Lunch/Lunch with New Delegates	
1:15pm – 2:15pm	Swimming Saves Lives Fund #2	Salon III
2:30pm – 4:15pm	House of Delegates #3 <i>Committee reports</i>	Grand A
4:30pm – 5:30pm	Open Water – Safety Directors Clinic #2	Grand A
4:30pm – 5:30pm	LMSC Workshop #3 - Club Development	Barcelona
4:30pm – 5:30pm	LMSC Workshop #4 - Dual Sanctioning	Seville
4:30pm – 5:30pm	Legislation 3	Salon I
4:30pm – 5:30pm	Investment Committee #2	Salon III
6:00pm - 8:15pm	International Masters Swimming Hall of Fame Induction Ceremony Complimentary tickets to USMS House of Delegates members	
6:00pm - 6:45pm	IMSHOF Reception - (Cash Bar)	North Tower Garden
6:45pm – 8:15pm	IMSHOF Induction Ceremony	Garden II & III

SATURDAY, September 14, 2013

6:00am – 7:00am	Swim Practice	
6:00am – 7:00am	Dryland Workout	Harbor
7:45am – 9:15am	Zone Meetings	
	Breadbasket	Salon I
	Colonies	Salon II
	Dixie	Salon VII
	Great Lakes	Madrid
	Northwest	Valencia

	Oceana South Central Southwest	Salon IV Granada Salon III
9:45am – 1:00pm	LMSC Leadership Summit – Swimmers Serving As Organizational Leaders: Mastering the Challenges	Grand A
1:15pm – 2:15pm	Lunch	
1:15pm – 2:15pm	Fitness – Brown Bag Lunch	Salon I
2:00pm – 2:30pm	Rules Committee 3	Grand A
2:30pm – 5:30pm	House of Delegates #4 <i>Committee Reports (Friday & Saturday) Championship Dates LD Rules, Rules, Legislation, Budget</i>	Grand A
7:00pm - 10:00 pm	AQUATICS AWARDS BANQUET	Grand Ballroom
SUNDAY, September 15, 2013		
8:00am - 9:00am	United States Aquatic Sports Board of Trustees (USAS)	Salon I
9:00am - 10:00am	Convention Evaluation & Feedback Session	Harbor
10:30am - 12:00pm	Board of Directors	Pacific

USMS Executive Committee Reports

President – Nadine Day

On behalf of United States Masters Swimming, I would like to thank you for your leadership and commitment to USMS. We have had challenges this past year and USMS has overcome them. We faced an unexpected increase in our insurance premium and our insurance carrier required new requirements for open water events. Our legislation, long distance and open water and finance committees worked together to ensure that we continued to provide opportunities in open water. We examined our sanctioning process and compliance of LMSCs. We found out some LMSCs were not reporting sanctioned events, and not collecting one event registrations and fees. These are missed opportunities for us.

We have a great document, “LMSC Standards”. This gives LMSCs an outline of the minimal requirement to achieve unity and consistency across the LMSCs. In addition, we did a risk assessment for the first time. We need to re examine who we are, and whom we want to cover and what activities we want to provide. What are the necessities/essentials and do we have the available resources? If we provide adequate resources and guidance, we can provide a consistent and unified message. Together everyone achieves success. We need to seize these opportunities and ensure the leadership is here to serve. This will not be easy and we must be willing to change.

As President, I am hoping to change the view of masters nationwide and worldwide. We need to promote opportunities for others and to encourage adults to swim. This creates more opportunities for our members. We are so fortunate to have a national presence and support.

This past year, I participated in the Caribbean and Central America Amateur Swimming (CCCAN) Leadership weekend. I served as a moderator for panel discussion on leadership and financial issues. We were given an opportunity to promote and help develop masters swimming in the CCCAN Federation. We have developed a good partnership. We encouraged participation and CCCAN masters swimmers were welcomed to participate in our USMS sanctioned events.

USMS along with the meet host of the Sarasota Sharks, hosted the 2013 UANA Masters Pan American Championships. This was the most successful Masters Pan American Championships in recent history. Indy Aquatics Masters hosted the USMS Spring Nationals. Mission Viejo Nadadores hosted the largest USMS Summer Nationals and the 2.4 OW Championships. Davis Aquatics Masters hosted the One Hour Postal Championships. Tri Valley Masters hosted the 1 mile OW Championships. Gulf Coast Swim Team hosted the 5K OW Championships. Swim Las Vegas hosted the 10K OW Championship. We still have Adirondack Masters hosting the 2 mile cable swim. Swim Louisville Masters will host the 5K/10K Postal. Central Illinois Masters Swim Team will host the 3,000/6,000 yard postal this Fall. We thank you all for hosting these National Championship events and thanks to all the clubs that host local events as they provide opportunities for our members.

I also had the opportunity to attend the FINA World Congress in Barcelona, Spain. I attended the Swimming Congress, Masters Congress and the General Congress. During the Masters Congress, I was one of the United States of America delegates. The dynamics of the Congress is similar to the USMS HOD, however most of the discussion and work occurs before the Congress from the technical committees. Out of 29 pages of the submissions, 5 items were pulled; all by USA. All failed. The issue that impacted USMS the most was MSW 6.2 and MSW Appendix 1. We only pulled MSW 6.2; I was told prior to the Congress the rationale about MSW 6.2. *MSW 6.2 requires times must take place in a masters meet, formally sanctioned by a FINA member Federation, organized for on behalf of a club or organization, which is a member of this FINA member Federation or recognized by FINA, conducted under the rules of FINA (especially Master FINA Rules) and in which only swimmers registered in a club member of a FINA Member Federation participated.* There were events that adults tried to submit records and top ten times, however the events are not approved by any federation and swimmers were not part of a federation. The FINA Masters committee did their due diligence and had the FINA Bureau review it and also the FINA Legal committee. FINA did this to protect our federations and protect masters swimming around the world. I expressed during the Congress that USMS would be working on a solution for this legislation. The USMS rules committee has submitted legislation to comply with FINA MSW 6.2, we are proposing all unattached swimmers will be an unattached club of their LMSC. The swimmers will not be able to swim relays or score club points. This impacts every short course meters and long course meter meet. Every swimmer in the meet must be a member of a club and

USMS Executive Committee Reports

a federation. If not, all the times achieved during the meet for everyone will not count for FINA world records or FINA top ten times.

I am also proud to announce that Mel Goldstein was selected as FINA Masters Technical Committee Vice Chair. This was an extraordinary accomplishment to be appointed as vice chair during a first term appointment. We also have another representative, Dr. Jim Miller, who was re-appointed to the FINA Sports Medicine Committee. Congratulations to Mel and Jim.

Are you willing to serve your organization? I would like to challenge each of you during the convention to focus on United States Masters Swimming and our mission: To promote health, wellness, fitness and competition for adults through swimming.

- We value HEALTH AND FITNESS, constantly challenging ourselves to achieve, in competition and in accomplishing our own goals.
- We value RESPECT for our teammates, competitors, coaches, employees, and volunteers.
- We value FUN, enjoying camaraderie with our fellow swimmers and embracing swimming as a joyful and satisfying avocation.
- We value LEARNING through coaching, programs, and communication.
- We value EXCELLENCE in safety, education, innovation, performance, leadership, and the provision of services and programs.

Let's make this the best year to come.

Swimming for Life!!!!!!

Vice President Administration - Michael Heather

I will not bore you with a recount of things I have done for or in the name of USMS this year. Instead, I will try to be like a good camper, leave the place a little better than I found it. I hope my efforts at any level will have suggested that my love for the sport is not confined to the swimming pool. I have always tried to do the right thing, even if it was not convenient, or downright uncomfortable.

As I end my tenure on the board of directors after 23 years, It has occurred to me that there is something I should say that will instill confidence and hope into the younger generation coming along to take my place. Play nice with others and always treat others as you would want to be treated. It goes without saying that as we grow as an organization, some people will take advantage of a situation or other people to get what they want, whatever that may be. If we all remember that this volunteer opportunity is not an end all or rocket science, we can sooner discover that it is sometimes fun and always interesting enough to give a little more of your time to find out what happens next.

I used to break up the board meetings by injecting a little humor when I thought things were getting too serious. Perhaps there is another out there that can restart that engine of mirth. More will always get done with a smile, even more if you are laughing. Don't be afraid to smile, it is a sign that you have learned something or are about to share something of value. Always be inquisitive. Demand answers if necessary, accept them with grace. Last year I attached a document designed to help you be happy. This year I will leave you with the best advice I can give to anyone, "Play nice with others and always treat others as you would want to be treated." We can get more done, be happy, instill confidence and earn respect just by doing those simple things.

Live long and prosper

USMS Executive Committee Reports

Vice President of Local Operations – Ed Tsuzuki

2013 has been an incredible year of accomplishments in the Local Operations division. I have been fortunate to have a terrifically dedicated group of committee chairs who are both productive and collaborative, as they provide great support for our growing USMS membership. I am amazed and humbled by the never ending commitment of our volunteers as well as the many contributions from a very caring and supportive staff.

The **Records and Tabulation Committee**, chaired by Chris Stevenson, continuously strives to improve the clarity of our documentation and has completed revisions to the [Guide to Operations](#), the list of committee policies, and the Pool Length Certification form. The committee works very hard to support our members while also maintaining consistency in policy and rules interpretation as well as accuracy in our data. The committee manages and enhances the widely accessed “Event Results Database” and Mary Beth Windrath and Walt Reid continue in their very important role of collecting, verifying and compiling all Top 10 submissions and record applications for all three courses.

The **Recognition and Awards Committee**, chaired by Sally Dillon, oversees all of the USMS service awards, and this year will be adding a new “Open Water Swimming Service Award,” which was submitted by the Open Water Committee. The committee has completed several revisions to their policy manual and has redesigned the Ransom Arthur and Dorothy Donnelly service pins. They offer special congratulations to this year’s Ransom Arthur award winner, Patty Miller from Virginia, as well as to Ted Haartz, who will be inducted to the International Masters Swimming Hall of Fame as an “Honor Contributor.” The committee is looking forward to announcing the USMS Dorothy Donnelly Service Awards, USMS Club of the Year Awards, and June Krauser Communications Award at convention.

The **History and Archives Committee**, chaired by Meegan Wilson, oversees a huge list of projects which continue to document and preserve USMS history to ensure that the achievements of USMS and Masters swimmers will be maintained for posterity. The committee is actively writing and editing stories about members, digitizing old documents and registration data, and archiving artifacts at the Henning Library at the International Swimming Hall of Fame. The committee is requesting assistance from the National Office and USMS membership in identifying swimmers with incomplete data from old top ten listings. The committee also requests that our members consider donating any historical (local or national) USMS documents before discarding them. As more historical donations are located, they can be preserved and archived.

The **LMSC Development Committee**, chaired by Paige Buehler, has three sub-committees focused on the following topics:

- **Mentoring** – (led by Chris McGiffin) responsible for working with LMSCs, especially those struggling to meet LMSC Standards, determining criteria for convention grants, and communicating LMSC Standards survey results.
- **Education** – (led by Tim Waud) responsible for identifying and/or creating, and managing LMSC volunteer workshops at the annual meeting/convention and determining other methods and topics for year-round education to assist LMSCs.
- **Practices and Standards** – (led by Tom Moore) responsible for documenting “recommended practices” and developing/maintaining a resource library of them and for administering and collating LMSCs’ performance evaluations against LMSC Standards.

The committee fosters communication across all LMSCs and LMSC volunteer roles by providing

- An online resource library of recommended practices
- Online discussion forums for posting questions
- Peer-to-peer teleconferences for interactive discussion of issues
- Outreach and mentoring through the zone chairs, and
- Educational seminars and workshops on selected topics

The committee is very pleased to present a Leadership Summit at convention, focusing on volunteer engagement, led by international author/speaker Betty Stallings, an expert in leadership and volunteer engagement.

USMS Executive Committee Reports

I'd also like to thank our 8 **Zone Chairs** (Breadbasket – Stacy Broncucia, Colonies – Jeff Strahota, Dixie – Jerry Clark, Great Lakes – Daniel Cox, Northwest – Tim Waud, Oceana – Michael Moore, South Central – Tyler Blessing, Southwest – Mary Hull), for providing leadership, recognition and support at a more “local” level, despite the broad geographic areas included in their zone.

As you can see, it has been another exciting and productive year for the Operations Division and as I complete by second and final term as Vice President of Local Operations, I'd like to thank all of the veterans who have mentored me as well as our many tremendously committed and talented volunteers who do so much to keep the USMS community so vibrant and “fit”!

Vice President Programs – David Diehl

The mission of United States Masters Swimming is to promote health, fitness and wellness in adults by offering and supporting Masters swimming programs. The Vice President for Programs has ex-officio status as the Executive Committee liaison and oversight responsibility over the National Officials Committee, the National Long Distance Committee and the National Open Water Committee and provides coordination with the Board of Directors and the USMS National Office.

OFFICIALS COMMITTEE: The Officials Committee mission is to create a safe, fair and consistent meet experience for all Masters Swimmers across the country and within each LMSC by developing a well trained, knowledgeable core of Masters Officials through recruiting and education. During the past year, the Officials Committee met quarterly to conduct its business through various sub groups and worked on and completed the following projects:

- Filled the key positions for the Spring and Summer Nationals. Officials Committee Liaisons worked closely with the Meet Referees. Also, the Officials Committee liaison was named for each National Championship.
- The Committee made a motion that one of the assigned positions for SC and LC National Championship, be considered from certified officials from the Officials Committee
- Submitted proposed rule change to 601.5 Effective Date to change the new rule effective date from January 1 to March 1 to better align with a more realistic date based on Rule Book deliveries.
- Distributed Summary of 2013 Rule changes to all LMSC Officials Chairs.
- Reviewed, updated and re-issued USMS vs. USA Swimming Rule Differences Quick Reference Card.
- Ordered USMS Officials Pins to distribute at Spring and Summer Nationals.
- Completed annual refresh of LMSC Officials Chair contact list.
- Revisited USMS Officials Training Material and Officials Certification program.
- Developed and published the "Application to Officiate" for the Spring and Summer National Championships.
- Established USMS Officials Committee Forum
- Reviewed the Officials Section of the USMS Guide to Operations.

OPEN WATER COMMITTEE: The purpose of the Open Water committee is to "...promote the development of and participation in open water swimming..." The Open Water Committee continues to work very closely with, and in conjunction with, the Long Distance Committee to develop the growth of open water swimming through:

- nurturing the development and growth of USMS sanctioned events.
- ensuring the safety and proper management of open water events.
- developing education and training programs for open water event officials and swimmers.
- Open water safety, education, guidelines, code changes, awards, and service to open water events.

The Committee met every six to eight weeks and established a number Open Water Sub-Committees: Event Development, Safety, Webinars for Event Officials, Swimmer Clinics, Service Awards, Rules and Legislation to complete their assigned work. Other activities included: OW Manual Update, Event Results Database, Ranking System, Swimmer Challenge System: OEVT, E2EEM, Marketing & Promotion, Communications Plan, Inter-committee Collaboration, Insurance Fee Rebate.

USMS Executive Committee Reports

Worked with the National Office on the development of a USMS open water logo; approved collaboration between the OWC and LDC for enhancing the safety of USMS Open Water National Championships, approved the creation and implementation of a U.S. Masters Swimming Open Water Service Award to be presented at the 2013 Annual Meeting. Selected the winner of the first USMS Open Water Service Award, approved legislation and rules proposals for the 2013 Annual Meeting to be submitted in collaboration with the LDC, approved new guidelines for open water practices, training swims and clinics.

LONG DISTANCE COMMITTEE: The Long Distance Committee continued working closely with National Championship event hosts to ensure the success of the USMS Open Water and Postal National Championships. The Committee met every six to eight weeks and established a number of working groups (Rules & Legislation, PARA, Club Assistant, Safety, Manuals, NC Selection) to complete their assigned work. The Committee had significant cooperation, inputs, and proposed rule suggestions from the Open Water Committee in furtherance of USMS open water swimming growth and development. The following projects have been worked on during the past year:

- The open water and pool postal rules have been thoroughly reviewed.
- The USMS One Hour Postal National Championship had nearly 3,000 entries. .
- The Committee is providing liaison support for all USMS Open Water National Championships
- With the Open Water Committee, all safety plans are critiqued and recommendations made.
- The Committee selected the 2013 national long distance and postal swims.

The Long Distance Committee continued working closely with National Championship event hosts, ensuring the success of five Open Water and five Postal USMS National Championships. In addition, the LDC supports and enforces Part 3 of the USMS Rule Book, keeps the manuals and guidelines as up-to-date as possible, continues to recognize All Americans and All Stars, and develops new programs to help ensure the success of our events.

Vice President Community Services – Jody Smith

USMS Executive Committee Reports

Treasurer – Ralph Davis

It has been my honor and pleasure to server as the Treasurer of USMS for the past four years. My objective as the Treasurer was to provide financial leadership to the organization. I have listed below some of the major financial administration accomplishments during my four years as Treasurer. These accomplishments were achieved because of excellent support of the BOD, Finance Committee, Investment Committee, Audit Committee, CFO, Executive Director and the other members of the USMS staff.

FINANCIAL ADMINISTRATION ACCOMPLISHMENTS

Recruited and hired a new Controller
Created a new Chart of Accounts
Converted to non-profit specific business software- Blackbaud
Engaged a local CPA firm with non-profit expertise
Updated the Cash Disbursements Policy
Established a Monthly Controller's Letter
Implemented Quarterly Forecasts
Established USMS/LMSC fee collections and exchanges
Developed and implemented an Investment Policy
Created an Investment Committee and selected members
Engaged Northern Trust as our Investment Advisor
Volunteer air travel paid in advance by USMS
Implement new staff benefits delivery options
Created an Audit Committee and selected members
Created a Charter for the Audit and Investment Committee
Move Swimmer Magazine in house with \$100,000 in annual savings
Developed an Investment Spending Policy
Oversight of the national office remodel
Implemented internal controls over programs and grants documentation for the Swimming saves Lives Foundation
Created a Gift Acceptance Policy for Swimming Saves Lives Foundation
Developed a disaster recovery plan for the USMS office and operations
Promoted Controller to CFO
Implemented the Florida Uniform Prudent Management of Institutional Funds Act
Reduced merchant service fees from 2.5% to 2% that gives USMS a \$70,000 savings over three years
Engage risk management and insurance consultant for USMS insurance options review

United States Masters Swimming continues to be on very solid financial ground. As of July 31, 2013 we had in excess of \$2.8 million in cash and investments. Our 2013 investment returns are forecasted to be 8.0 % to 8.5 % for the year. Our 2012 investment returns was 8.9%. The Investment Policy implemented in 2011 gives USMS the opportunity to generate a reasonable return for the organization over the long term. For the first time, \$66,500 is available for the 2014 operating budget based on the Investment Spending Policy.

The 2012 Financial Statements are complete and the certified audited financial report will be available on our website by the end of August. Our audit firm is Kerkering, Barberios & Co. of Sarasota, Florida. The USMS tax return for 2012 is completed and approved by the Board and will be filed with the IRS by August 15th.

Secretary – CJ Rushman

I wanted to take this opportunity to thank USMS for the opportunity for allowing me to serve as Corporate Secretary for the past four years. It has been a privilege to aid the USMS mission and this position has given me more than I could have expected. I just hope that I can repay back USMS over my next numerous years with the organization. I need to thank the members of both the Executive Committee and the Board of Directors for their support, encouragement and friendship. I truly learned a great deal from their past experiences from the personal and professional side. I would like thank the National Office that has assisted me with many of the day to day operations

USMS Executive Committee Reports

of being a Corporate Secretary. I'd like to thank all of our many tremendously committed volunteers who do so much to keep the USMS community vibrant, exciting and growing.

As in the past years what I did this year was much the same as previous predecessors did; ordinary secretary stuff. I have been posting the different committee's conference call minutes to the website as well as schedule their committee calls. I have written and distributed minutes for the Executive Committee, Board of Directors during the past year. I wrote, distributed and posted minutes from all Executive Committee, Board of Directors and other committee meetings held during the year, including the meetings in Mesa Arizona and Sarasota. As this 2013 convention has approached, I have been soliciting and compiling the official list of delegates, and preparing other convention-related materials.

U.S. Masters Swimming

Strategic Plan Update

Four decades ago, Dr. Ransom Arthur penned a document boldly stating a then radical belief that adults should swim for fitness. Much talent, time, and treasure has been invested since then to advance our belief. It hasn't been without challenges. Today, USMS stands as the only self-governed Masters Swimming organization in the world. We accept, with honor, the responsibilities that come with our position as a global leader in encouraging adults to swim.

At the 2011 USMS annual meeting, we adopted a strategic plan that supports a goal of growing to 100,000 members. The summary within these pages reminds us of our values and strategies, and shares progress of the plan while providing a look ahead.

SWIMMING FOR LIFE,



Nadine Day
President



Rob Butcher
Executive Director

Our Values

- ▶ We value **HEALTH AND FITNESS**, constantly challenging ourselves to achieve, in competition and in accomplishing our own goals.
- ▶ We value **RESPECT** for our teammates, competitors, coaches, employees, and volunteers.
- ▶ We value **FUN**, enjoying camaraderie with our fellow swimmers and embracing swimming as a joyful and satisfying avocation.
- ▶ We value **LEARNING** through coaching, programs, and communication.
- ▶ We value **EXCELLENCE** in safety, education, innovation, performance, leadership, and the provision of services and programs.

Our Strategies

- I. Enhance** the volunteer experience and improve volunteer performance through role clarity, training, recognition, and recruitment.
- II. Create and enhance** membership value through expanded and improved USMS products, services and delivery infrastructure.
- III. Increase awareness** of and strengthen the USMS brand and image in targeted markets.
- IV. Engage and activate** partnerships with organizations that align with the USMS mission, vision and values, for the purpose of increasing benefits to our members, enhancing and expanding the USMS brand, building USMS membership and improving access to swimming facilities.

Our Core Business Areas

- ☑ Membership sales and consistent membership service
- ☑ Education and certification for Masters Swimming coaches
- ☑ Education and support for existing USMS programs
- ☑ Incubation of new USMS programs
- ☑ Sanction and promotion of pool, open water, and virtual events
- ☑ Development and promotion of swimming-related content
- ☑ Sponsorship, advertising, and partnerships
- ☑ Swimming Saves Lives Foundation

USMS Milestones

- **1968** Dr. Ransom Arthur publishes Swimming and Cardiovascular Fitness in the Older Age Group
- **1970** The first Masters Nationals were held in Amarillo, Texas, with 47 swimmers
- **1973** After much lobbying, the Amateur Athletic Union sponsors a Masters Swimming Committee
- **1978** The Amateur Sports Act broke up the AAU and USMS became the only self-governed Masters Swimming national governing body in the world
- **1980** United States Aquatic Sports was formed and in 1988 USMS gained full and equal recognition, along with USA Swimming, USA Water Polo, USA Diving, and USA Synchro
- **1986** USMS registered its 20,000th member
- **1992** USMS hosted the FINA World Championships in Indianapolis
- **1996** The USMS website, usms.org, was created and has become the leading web resource for Masters Swimming
- **2001** USMS registered its 40,000th member
- **2006** USMS hosted the FINA World Championship at Stanford University
- **2008** In 2008 and 2009, USMS hired a full-time executive director, rebranded itself, introduced online registration, registered its 50,000th member, and established its National Office in Sarasota, Fla.
- **2012** USMS hosted the Marriott Summer Nationals following the USA Swimming Olympic Trials in Omaha, Neb., in the same venue.
- **2012** The Swimming Saves Lives Foundation is established functioning under the nonprofit umbrella of USMS
- **2013** USMS hosted the Pan-American Masters Championship, the first time the event has ever been hosted in the U.S.
- **2020** USMS will celebrate its 50th anniversary

Programming Priorities

We have 52 Local Masters Swimming Committees and 18 national volunteer committees. Our National Office consists of an executive director and six divisions: membership services and LMSC support; club and coach services and education; communications and publications; marketing and promotion; information technology; and administration, financial, and Swimming Saves Lives Foundation. All are aligned to implement our strategic plan.

Engage Volunteers

OBJECTIVE: Recruit and train new volunteers, create and publish written volunteer job descriptions, and recognize volunteers.

OUR PROGRESS

Membership is growing and so is the number of clubs. Provision of services is becoming more extensive and delivery time-sensitive. Since 2012, LMSCs have experienced the following volunteer turnover rates:

- ✓ Registrar 15%
- ✓ Sanction chair 31%
- ✓ Top 10 21%
- ✓ Treasurer 23%

Volunteer job descriptions that define the necessary skills, responsibilities, and time commitment have been created and published at usms.org. The National Office has provided service when volunteers are unable to.

LOOKING AHEAD

Utilize convention and zone workshops to provide relevant education, training, and recruitment for volunteers. LMSC officers should have working knowledge of the USMS Guide To Operations, which includes information on keeping bylaws up to date, documenting, retaining, mentoring, and passing on institutional knowledge to new volunteers. Continue to share volunteer stories in *SWIMMER*, *STREAMLINES* and other communication channels.

OBJECTIVE: Improve volunteer communication.

OUR PROGRESS

STREAMLINES for Volunteers is a bimonthly publication with content created for volunteers. SLV is archived at usms.org. Committees and LMSCs have dedicated discussion areas at usms.org so information may be shared and archived.

LOOKING AHEAD

LMSCs should keep their websites up-to-date with accurate information from usms.org. Meeting minutes should be published in a timely fashion. Committees to assign publications liaisons in order to get vital information to their target audiences.

Enhance Membership

OBJECTIVE: Educate and certify Masters Swimming coaches, who can make or break member experience.

OUR PROGRESS

The coach certification program helps coaches become successful. Levels 1 and 2 teach on topics such as characteristics of a successful Masters Swimming coach, understanding the adult learner, coaching triathletes and open water swimmers, writing workouts, marketing, and stroke school. Level 3 prepares the Masters coach to become the CEO: leadership, budget, events, and developing a support team. All levels are taught in a live classroom environment. Since 2010, 1,100 coaches have attended certification. Surveys of attendees reveal:

- ✓ The majority of coaches attending have been coaching less than three years.
- ✓ 87% responded the program helped improve their Masters Swimming programs.
- ✓ While early in measuring, we see an improved membership retention rate for Masters Swimming programs with a certified coach vs. the overall USMS membership retention rate.
- ✓ The primary interest swimmers participate in their programs are:
 - 44% fitness
 - 31% competitive pool swimmers
 - 22% triathletes
 - 3% open water swimmers

LOOKING AHEAD

Add more coach improvement education products—71% of attendees said they would like to participate in future educational opportunities. Transition management of the certification to USMS. Survey coaches so we can offer products that fit their needs. Train LMSC/Zone ambassadors who can provide quick and accurate turnaround information to facilities seeking to start Masters Swimming programs. Study the cost-benefit of a national Masters Swimming coach conference.

OBJECTIVE: Improve and enhance membership.

OUR PROGRESS

A rewards incentive program is offered for members who renew by December 31. Masters Swimming coaches provide online workouts for members. Enhancements continue to the Fitness Logs with Nike providing prizes. Some content has shifted to a members-only area of usms.org.

LOOKING AHEAD

Develop partnerships with national fitness and weight-loss chains that will offer discounts to USMS members. Utilize membership surveys to uncover member spending habits so we can target those categories for chain discounts.

OBJECTIVE: Create an in-house registration system.

OUR PROGRESS

Controlling our registration system is a necessity for providing new membership products. It has required the upgrade of our IT infrastructure and the addition of new programming staff.

LOOKING AHEAD

Features of the 2014 registration cycle include a coach membership and the ability to register workout groups. Enhancements to be added in 2015 include the ability for club registration information to populate in Places to Swim and new membership types such as a multi-year or introductory memberships.



→ Increase Brand Awareness

💡 OBJECTIVE: Promote USMS at the grass roots.

OUR PROGRESS

Since 2012, we've made 147 site visits (74 to existing or newly registered clubs, 49 to workout groups, and 24 to facilities with no USMS affiliation). The 123 clubs and workout groups represent 12,824 registered USMS members. Event hosts and clubs have requested more than 30,000 USMS branded swim caps. They have also requested more than 400 USMS banners for their facilities.

LOOKING AHEAD

Continue to make site visits for the purpose of educating and promoting the benefits of USMS. Train volunteer ambassadors within LMSCs who have the skills and desire to support this cause. Implement an online ordering process of marketing resource for clubs, workout groups, and event hosts.

💡 OBJECTIVE: Promote USMS through our publications.

OUR PROGRESS

Five years ago, *SWIMMER* magazine and usms.org were our two communication voices. Both have undergone major facelifts and upgraded content management systems. Our website was completely redesigned. We now publish more than 30 e-newsletters annually, we have a robust social media program, we produce more than 30 original videos each year, and we have sponsor partners who want to promote USMS.

LOOKING AHEAD

Creation of a USMS app. Add more content writers. Develop a newsstand model for *SWIMMER* magazine and digitize and archive historic Masters Swimming images. Add resources to take advantage of public relations opportunities.

💡 OBJECTIVE: Promote USMS through the Swimming Saves Lives Foundation

OUR PROGRESS

We have a goal to create a \$10 million foundation. We completed a viability evaluation verifying this can be accomplished, we've identified two giving cases that have emotional appeal and tremendous societal benefit (adult learn-to-swim programs and medical research that advances the benefits of adult swimming), we created and recruited an SSLF Board of Trustees, and we received a record 38 SSLF grant requests for 2013.

LOOKING AHEAD

The CDC estimates that 37% of American adults can't swim the length of a 25-yard pool. Drowning is a societal issue and preventable. In 2012-2013, SSL funded five grants that benefited approximately 200 adults with learn to swim opportunities. In 2013-2014, we expect to provide grants to more than 30 programs that would benefit nearly 4,000 adults with a learn to swim opportunity. Our investment and commitment to eradicating adult drowning is a hand-in-glove complement to our purpose of encouraging adults to swim. Our goal within the next 10 years is to create a network of more than 1,000 SSLF partner providers who are positively impacting lives, with USMS serving as a leader on this issue.

← Activate Partnerships

💡 OBJECTIVE: Establish partnerships with pool providers and improve access to pool facilities

OUR PROGRESS

We are forging relationships with organizations such as NIRSA-Leaders in Collegiate Recreation, College Swimming Coaches Association of America, National Swimming Pool Foundation, National Drowning Prevention Alliance, and the Salvation Army Kroc Center Association. We have become a sought-after presenter at their conferences.

LOOKING AHEAD

Establish relationships with national pool operators such as 24 Hour Fitness, LA Fitness, Boys & Girls Club of America, and Jewish Community Centers of America and educate their aquatics directors on the benefits of offering a Masters Swimming program, certify their coaches, seek access discounts for members, and market their facilities to USMS members.

💡 OBJECTIVE: Sponsor promotion of the USMS brand.


OUR PROGRESS


The number of sponsor/advertising partners has increased from 13 to 35. Household brands such as Marriott, Nationwide, and Garmin add cachet to USMS. Sponsors use the USMS logo in their advertising, websites, and social media campaigns, thus expanding our brand beyond our own communication outlets.


LOOKING AHEAD


Stage unique events that can generate positive and significant publicity for USMS. Encourage technology partners to offer Masters Swimming web templates to clubs, workout groups, and LMSCs so online information is consistent.

Other Priority Initiatives

 Implement our short-term and long-term risk management program with our new risk management partner, Entertainment Sports and Insurance eXperts (ESIX).

 Expand our National Office to better serve our members, clubs, and constituents.

 Develop opportunities to boost our open water national championship events and other open water events.

 Develop a marketing and merchandising plan for our 50th anniversary in 2020.

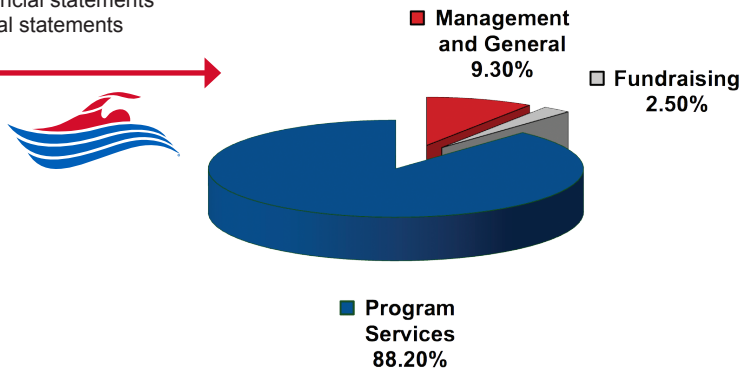
 Continue to lead global discussions on Masters Swimming issues as we foster international relations, seek FINA committee appointments, and target international events we might want to host.



2009 - 2014 Financials

Ordinary Income/Expense	Net Pan Ams		Net Omaha			
	2014	2013	2012*	2011*	2010*	2009**
Revenues						
Membership	2,137,118	1,957,016	1,805,676	1,618,184	1,471,422	1,306,167
Education, Coach & Club Services	140,750	107,875	80,256	42,245	20,700	19,470
Events Revenue	96,340	132,083	78,958	129,748	82,942	51,893
Sponsorships	558,820	548,966	487,566	451,721	330,886	271,277
Other	76,500	10,000	107,833	66,716	49,554	34,369
Total Income	3,009,528	2,755,940	2,560,289	2,308,614	1,955,504	1,683,176
Expenses						
Membership	1,291,291	1,240,893	1,174,324	1,069,122	1,075,757	999,832
Education, Coach & Club Services	571,599	464,898	351,994	235,925	197,220	203,854
Events Expense	232,827	227,285	261,857	197,280	161,066	134,770
Marketing	214,550	165,100	144,209	193,264	90,738	47,369
Insurance	331,000	331,863	149,071	158,395	147,331	125,337
Convention	91,890	92,710	80,225	66,878	74,495	61,880
Administration	224,388	214,815	197,285	175,710	274,013	73,499
Swimming Saves Lives Fund Raising	51,896	42,006	56,037	126,357	29,051	2,875
Total Expense	3,009,440	2,779,570	2,415,002	2,222,931	2,049,671	1,649,416
Net Ordinary Income	88	(23,630)	145,287	85,683	(94,167)	33,760
Investment Activity	92,500	102,103	151,955	(31,435)	10,748	23,968
Other non-operating activity	(74,600)			(2,069)	22,953	33,318
Net Other Activity	17,900	102,103	151,955	(33,504)	33,701	57,286
Net Income	17,988	78,473	297,242	52,179	(60,466)	91,046

*2012-2010 Source audited financial statements
 **2009 Source reviewed financial statements



USMS BOARD OF DIRECTORS

President, Nadine Day
 Vice President of Administration, Michael Heather
 Vice President of Local Operations, Ed Tsuzuki
 Vice President of Programs, Dave Diehl
 Vice President of Community Service, Jody Smith
 Secretary, C.J. Rushman
 Treasurer, Ralph Davis
 Past President, Jeff Moxie
 Breadbasket Zone, Bruce Hopson
 Colonies Zone, Chris McGiffin
 Dixie Zone, Maria Elias-Williams
 Great Lakes Zone, Phil Dodson
 Northwest Zone, Hugh Moore
 Ocean Zone, Jim Clemmons
 South Central Zone, Jill Gellatly
 Southwest Zone, Phil Whitten

EX-OFFICIO BOARD OF DIRECTORS

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 Past President, Tom Boak
 Past President, Rob Copeland
 Past President, Mel Goldstein

Past President, Dan Gruender
 Past President, Ted Haartz
 Past President, Mike Laux
 Past President, Dr. Jim Miller
 Past President, Nancy Ridout
 USA Swimming Representative, Jeff Gudman
 Executive Director, Rob Butcher

USMS COMMITTEE CHAIR AND FINA APPOINTMENTS

Audit Committee, Elyce Dilworth
 Championship Committee, Jeff Roddin
 Coaches Committee, Scott Bay
 Compensation and Benefits, Sarah Welch
 Finance Committee, Jeanne Ensign
 Fitness Education Committee, Marcia Anziano
 Governance Committee, Hugh Moore
 History and Archives Committee, Meegan Wilson
 Investment Committee, Dave Burgio
 Legislation Committee, Sean Fitzgerald
 LMSC Development Committee, Paige Buehler
 Long Distance Committee, Donn Livoni
 Officials Committee, Ed Saltzman

Open Water Committee, Lynn Hazlewood
 Recognition and Awards Committee, Sally Dillon
 Records and Tabulation Committee, Chris Stevenson
 Registration Committee, Leo Letendre
 Rules Committee, Kathy Casey
 Sports Medicine and Science Committee, Jane Moore
 Swimming Saves Lives Foundation, Doug Church
 FINA Masters Committee Vice-Chair, Mel Goldstein
 FINA Sports Medicine Committee, Dr. Jim Miller

NATIONAL OFFICE STAFF

Executive Director, Rob Butcher
 Chief Financial Officer, Susan Kuhlman
 Membership Director, Anna Lea Matysek
 Membership Coordinator, Tracy Grilli
 Communications and Publications Director, Laura Hamel
 Club and Coach Services Director, Bill Brenner
 Marketing Coordinator, Kyle Deery
 IT Director, Jim Matysek
 Web Developer, Luke Shaheen
 Web Developer, Jeff Perout
 Office Manager, Claudia Woods

USMS Committee Reports and Agendas

Championship

Committee Members

Jeff Roddin, Chair; Erin Shields, Vice Chair

Tyler Blessing, Tom Boak, Debbie Cavanaugh, Jim Clemmons, Kim Crouch, Barry Fasbender, Don Gilchrist, Steven Goldman, Jack Groselle, Mark Moore, Michael Moore, Patty Nardozi, Sandi Rousseau, Ed Saltzman, Jeff Strahota, Lisa Watson, Jillian Wilkins.

Ex-Officio: Kyle Deery, Michael Heather, Jane Moore, Chris Stevenson.

Introduction

Our mission is to serve in an advisory capacity to national championship hosts and make recommendations and decisions that enhance the quality of championship meets for all registered U.S. Masters Swimming members; to actively solicit and receive bid proposals, review bids and select the sites for national championship meets; and support marketing opportunities for U.S. Masters Swimming Corporate Partners.

Discussions and Projects Since Last Convention

1. Established Local and Regional Club classifications for 2013 USMS clubs
2. Updated Coaches hospitality policy to remove ASCA certification requirement and to only require the coach be a current USMS member in good standing (tiered format for the number of passes per club remains the same as the old policy).
3. Discussed service animal policy at Nationals
4. Updated bid application
5. Updated the contract template and signed contracts with 2014 hosts
6. Assigned liaisons for 2014 Nationals (Sandi Rousseau and Jim Clemmons for Santa Clara and Jeff Roddin and Jack Groselle for Maryland)
7. Suggested 5-day Order of Events for 2014 Summer Nationals (rulebook only includes 4-day formats)
8. Updated Meet Liaison position description
9. Updated Meet Director's Guide to include more historical data to help future hosts with their planning
10. Discussed having the National Office send out final results instead of the host (fees would go to USMS)
11. Updated the schedule to clarify sources and deadlines to produce the Nationals Meet Program (joint venture between meet hosts, Championship Committee and the USMS National Office)
12. Reviewed No Show data from past Nationals with the goal to head off trends we want to avoid
13. Discussed warm-up hours on distance day at Nationals
14. Discussed relay entry procedures at Nationals
15. Requested budget item for 2014 to purchase USMS branded signs for starting blocks (much like what USA Swimming does for their major events)

Action Items

1. Update Championship Committee Policy document
2. Update and publish the Meet Director's Guide for 2014 hosts

USMS Committee Reports and Agendas

3. Re-confirm Order of Events for 2014 Spring Nationals (Santa Clara)
4. Approve Five Day Order of Events for 2014 Summer Nationals (Maryland)
5. Calculate NQTs for 2014 Nationals (experiment with new method to use USMS ERDB web tools)
6. Assign 2015 liaisons
7. Pursue hold harmless agreement for service animal owners to sign at Nationals

Championship Committee Meeting Agenda

Meeting # 1 – Thursday September 12th 2:45pm - 4:00pm – Salon VII & VIII

1. Approve Minutes from last meeting and any other business that may not have had a quorum
2. Recap/debrief 2013 Nationals:
 - A. Indianapolis (Short Course)
 - B. Mission Viejo (Long Course)
3. Review/discuss status and planning and approve awards for 2014 Nationals:
 - A. Santa Clara (Short Course, May 1-4)
 - B. University of Maryland (Long Course, August 13-17)
4. Review/discuss status and planning for 2015 Nationals:
 - A. San Antonio (Short Course, April 23-26)
 - B. SPIRE (Long Course, August 6-9)
5. Review/discuss any proposed Legislation/Rules changes that affect Championship Committee (Articles 103/104)
6. NQT's
 - A. 2014 Nationals
 - B. Distance events

Meeting #2 Friday September 13th 8:00am - 9:00am - Pacific

1. Nationals procedures/activities:
 - A. Mailed final results
 - B. Relay entries
 - C. Distance day warm-ups
 - D. Deck seeding/positive check-in policies
 - E. USMS branding ideas at Nationals
 - F. Other
2. Goals/Tasks for 2014
 - A. 2016 bid solicitation (targeted areas?)
 - B. Re-evaluate performance bonus criteria (56.0 Fee Schedule from contract)
 - C. Review entry fee structure
 - D. Service animal policy – explore hold harmless agreement with owner

USMS Committee Reports and Agendas

E. Sixth Event policy – explore alternatives

Meeting #3 – Saturday September 14th 2:30pm - 3:00pm – Grand A

2015 Championship Bids to the HOD

Coaches

Committee Members

Scott Bay, Chair; Stu Kahn, Vice Chair

Ken Brisbin, Chris Campbell, Michael Collins, Lisa Dahl, Alben Fischer, Jared Foster, Kristin Gary, Emmett Hines, Heather Howland, Bob Jennings, Cokie Lepinski, Kimberly Lloyd, Frank Marcinkowski, Erin Matthews, Tom Mester

Ex-Officio: Jody Smith, VP Community Services, Jillian Wilkins, Championships.

Associate Member- CJ Rushman

Introduction

The coaches committee has developed a number of subcommittees and task forces to both identify and carry out the priorities of the Coaches committee. The following briefs are a synopsis of what has been accomplished so far as well as some priorities for the future.

Discussions and Projects Since Last Convention

USMS CERTIFICATION CLINICS SUBCOMMITTEE- Led by **Stu Khan, Emmett Hines** and **Cokie Lepinski** has worked collaboratively with Club and Coach Services to revise and improve the USMS levels 1,2 and 3 Curriculum. We will have delivered clinics for levels 1-3 more than 20 times by the time of convention. In addition, there will be at least 5 more certifications opportunities to close out 2013 with several others pending as well as a reservations being made for 2014. In each presentation, the reviews have been overwhelmingly positive and the program has generated revenue rather than being an expense. We are very pleased to be able to work so closely with Bill Brenner and Mel Goldstein to make sure we continue to deliver the highest quality instruction and applaud the efforts of Bill and Mel in working with us to grow the program.

Level 4 as a complete program is being presented at convention and plans for level 5 are being finalized for 2014

ONLINE COACHING SUBCOMMITTEE- Led by **Stu Kahn**, this committee has selected 7 online coaches to provide workouts via the USMS forum to members. We believe that this will serve a large portion of the USMS population and drive more self coached and multisport athletes to the website and ultimately towards a lasting membership with USMS. All of the coaches selected for this task have been both timely and responsive in this effort. We have developed a policy for retention and replacement of coaches so we always have fresh ideas from our professional coach members. We will be aggressively soliciting applications for 2014 Online Coaching as some On Line coaches are nearing the end of their tenure. .

INTERNATIONAL COACHING TASK FORCE- Led by **Kristin Gary, Frank Marcinkowski and Heather Howland** has been working on revising our approach toward International meets.

USMS Committee Reports and Agendas

Using feedback from Riccione, Kristin and Frank prepared a report that we are using to guide our decisions for Worlds in Montreal 2014 and Russia 2015. We have studied the recommendations and incorporated some of them into our budget for 2014. Additionally, Kristin has been in contact with meet hosts for Montreal to ensure we have rosters and contact info for USMS swimmers to better meet their needs at this meet.

THE LMSC COACHES CHAIR SUBCOMMITTEE- Led by **Cokie Lepinski** assisted by **Chris Campbell** has had a dual function. First of all dissemination of information to Coaches Chairs in their LMSCs and also Identifying and supporting those chairs with information and educational opportunities. Through these efforts we have been able to identify and communicate with almost all LMSC Coaches Chairs. We have been pushing information out to these coaches and additionally created a survey to solicit feedback on what they would like to see out of the National Committee. This is an ongoing process and one we hope to continue on a regular basis.

USMS NATIONAL EVENT SUBCOMMITTEE ON-DECK COACHING PROGRAM- Led By **Erin Matthews** assisted by **Chris Campbell and Stu Kahn**, had a very successful response in Indy at Spring Nationals. This Program is successful and popular with the membership especially those swimmers who are at Nationals without the benefit of their club coach or are self coached. This provides a valuable resource for a large segment of the USMS population that competes and support for those without a coach attending our premier events.

We have also partnered with Sports Medicine and Science as well as fitness committees to provide workouts and programming for convention attendees. Last year's offerings for stroke clinics and Dryland were very well received and we are working to expand that for 2013 and beyond.

PUBLICATIONS SUBCOMMITTEE- Led by **Cokie Lepinski**, has established a working calendar and has ensured not only that there is content for publication but there is plenty of material to choose from for editors for several months out. There is a wide range of topics available and we are pleased to be able to work with National Office Staff to meet the needs of our swimmers. This group has also been very active in soliciting material from a wide variety people outside the committee to contribute material and reached out to other committees for collaboration.

AWARDS SUBCOMMITTEE- Led by **Heather Howland** The Kerry Obrien award has 12 applicants this year and the subcommittee is working on developing a protocol for determining recipients. COTY nominations have also been received and are being reviewed at this time.

HIGH PERFORMANCE CAMP- Led by **Cokie Lepinski** selected coaches Dominic Latell, Chad Dereix, and Sue Welker to join Cokie at this camp. They had received and number of applications and as of this writing were finalizing the selections. This is a program we plan to continue for 2014 and are pleased to be working with the triangle sports commission in Greensboro NC.

Action Items

8. Select a committee to review applications and portfolios for those coaches pursuing level 4 and level 5 certifications.
9. Establish a calendar for submission dates for Level 4. (By end of Convention)
10. Create a scoring matrix for portfolios and applications for advanced certification levels.

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Coaches Committee Meeting Agenda Thursday September 12th 12:30pm – 1:45pm – Salon I

1. Chair Welcome- Scott scottbay@usms.org
2. Review of 2013
3. Goals for 2014
4. Subcommittee and Task Force Summaries
 - a. Certification- Stu/Emmett/Cokie
 - b. International Coaching-
 - c. Awards- Heather
 - d. Publications- Cokie
 - e. Communications- Cokie
 - f. High Performance- Cokie
 - g. Web Workouts- Stu
 1. 2014 Coaching Subgroups
 - h. ON Deck/Convention- Erin
5. Old Business-
6. New Business-

Fitness

Committee Members: Marcia Anziano, Chair, Linda Shoenberger, Vice Chair
Andrea Block, Mary Jane Caswell, Pam Dameron, Suzi Green, Ali Hall, Lisa Hiller, Michael McDonnell, Kay Miller, Lorie Rick, Leslie Scott, Greta VanMeeteren, Robin Walker, Tricia Wallace, Kenneth Winterberger, Jody Smith (V.P.)

Introduction: The committee used the Forums this year to launch a new Fitness Activity designed to draw in more Fitness Swimmers. More detail can be found on this below. We continue to support Go The Distance, however the majority of this activity is now handled by the National Office. We no longer provide monthly articles for the web site, again this has been turned over to National Office staff. We continue to keep up communication with the LMSCs through our monthly newsletter to the local Fitness Chairs, or LMSC Chairs in the situations where there is not a Fitness Chair. After our success with the Fitness workout and the Brown Bag lunch last year at convention, we have decided to continue this again this year.

Discussions and projects since the last convention:

Check off Challenge: Alaska Masters is the host for the 2013 Check Off Challenge, “Ididaswim”, designed around the famous sled race in Alaska. Ken Winterberger has done a great job as the liaison for COC by supporting them throughout the year. We will have preliminary numbers on participation to present at the convention. No one has bid to host the 2014 Check off Challenge. The committee will be discussing this situation at the convention.

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Go the Distance: Go the Distance, 100% driven by the Fitness Logs (FLOGS) and supported by Nike, continues to grow. The major support for this event is the National Office. At this point in time, 8898 swimmers are using the FLOGS, compared to 6812 swimmers at this same time last year. Of these, 5225 are participating in Go the Distance, again up from last year's number at this time of 3132. Email issues are now being handled out of the National Office as most of the answers to the questions come from that source. Suzi Green continues to write small articles on the various participants.

Fitness Chair Newsletter: Ali Hall continues as our Fitness Chair Newsletter Coordinator. In this position, Ali writes periodic emails to all LMSC Fitness Chairs. She focuses on fitness activities that are supported at the LMSC level in an attempt to get more attention to the Fitness swimmer at the local level. She solicits ideas for new programs and shares the ideas submitted by the various LMSCs.

Presence at Convention: After the success of the Fitness Workout at the convention last year, we are again teaming with the Coaches Committee to present a fitness oriented workout. We will also be hosting a Brown Bag Lunch again this year. Note, all are to bring their own lunch (in a brown bag??) and we will share ideas as we enjoy the lunch. Greta VanMeeteren has agreed to facilitate the discussions. Watch in your packet for details on the lunch.

New Fitness Activity: These activities are designed to be non competitive in nature, thus allowing anyone to participate. The events were introduced on the forums by Committee member Michael McDonnell. The first one was entitled "It's my birthday and I'll swim if I want to", and it asked for fun activities for birthday swims. The second activity introduced was "Don't Fence Me In", which asked for swimmers to relate information on new and different open water experiences. Log in to the forums to get details on these activities. We plan to continue this in 2014 with additional topics of interest to all swimmers.

Fitness Committee Meeting Agenda **Thursday September 12th 10:15am – 11:30am – Salon II**

1. Introductions
2. Check Off Challenge – discuss the future of this activity
3. Fitness Award – no recipient this year again, discuss the value of this award going forward
4. GTD – review the issues that occurred during 2013.
5. GTD – establish responsibilities for 2014.
6. New Fitness activity for 2013 – status
7. Activities to be introduced during 2013

History and Archives

Committee Members

Meegan Wilson, Chair; Barbara Dunbar, Vice Chair

John Bauman, Carolyn Bennett, Peggy Buchannan, Trisha Commons, Cheryl Gettelfinger, Paul Hutinger, Susan Nolte, Gail Roper, Frank (Skip) Thompson, Steve White

Ex-Officio: Anna Lea Matysek (National Office), Ed Tsuzuki (Vice President Local Operations)

USMS Committee Reports and Agendas

Introduction

The USMS History and Archives Committee was formed to help document and preserve USMS history as stated in the USMS Rule Book, article **507.1.4** --*The History and Archives Committee shall record, collect and preserve documents, stories, photos, exhibits, oral histories and other memorabilia in an appropriate repository and in durable formats to ensure that the achievements of USMS and Masters swimmers will be maintained for posterity. The archived information shall be made available.*

The History and Archives Committee (H&A) has been working very hard this year to accomplish these goals. USMS historical data are archived at the International Swimming Hall Of Fame (ISHOF) Henning Library in Ft Lauderdale, on the USMS website and on USMS volunteers' computers. Many of our goals are ongoing since they take an enormous amount of volunteer time and effort and span multiple years or decades. Some of these include locating missing historical items such as registration files, championship results, USMS IDs and missing birth dates, meet results, top ten data, records data and literary information. The USMS History and Archives Committee requests that before USMS members or former members consider discarding historical USMS documents, please consider donating them to the History and Archives Committee for archival purposes. As more historical donations are located, they will be preserved on the USMS website or at the Henning Library. We also ask that local LMSCs maintain, document, and archive their history on their local websites with adequate data backup.

Discussions and Projects Since Last Convention

1. The History & Archives Committee continues the arduous task of carefully researching and digitizing the 1986 and 1987 USMS registration files, locating and correcting duplicate IDs and other registration errors.
2. A file of names for swimmers listed in the 1970 – 1992 USMS Top Ten Times, but whose permanent IDs, birth dates, and/or full names are missing from the USMS database, was sent to the National Office for posting in Streamlines and in the History and Archives section of the website in order to request identification help from USMS members.
3. Pre 1998 Open Water and Postal Championship results are being located, scanned and prepared for posting on the website.
4. The 1989 Pan Pacific Games has been scanned and posted on the USMS web.
5. Committee members have started the process of converting missing Relay Top Ten Times for years prior to 1998 into the proper electronic format for posting onto the USMS web site. The Records and Tabulation Committee will be involved as well.
6. In collaboration with the Records and Tabulation Committee, USMS Relay records for years prior to 1995 are being located for addition to the USMS web site.
7. H&A is in the process of scanning missing, previously published Top Ten booklets for posting on the USMS website. Current Top Ten booklets continue to be posted for member access by the Records and Tabulation Committee.
8. Swim-Master publications are being scanned into pdf files for posting.
9. The Committee was asked to review the historical data recorded in Appendix F of the USMS Rule Book. We decided that Appendix F contained important information that was utilized by our members and should remain a part of the rule book for the benefit of and as a service to our membership.
10. After the launch of the new USMS website, H&A reviewed and identified problems with navigation and postings on the H&A section. The information on the main H&A Stories web

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- page has been reviewed and updated.
11. Writing, editing, and updating stories continues, however since the launch of the new USMS website and USMS National Office policy changes, H&A no longer has the ability to or the access to updating and adding stories directly to the history section as previously existed. Stories and updates and similar functions or requests must now be sent to the National Office. Aside from causing extra work for the committee, these submissions have not been handled in a timely manner and have decreased H&A progress in this direction.
 12. H&A has received several document donations this year that are in the process of being inventoried, scanned, and archived.
 13. Pursuant to the request from H&A, the National Office will automatically archive two copies of the USMS Rule Book to the International Swimming Hall Of Fame Henning Library each year starting with 2013. Missing USMS 2010 and 2011 Rule Books were located and archived at the Henning Library.
 14. Two copies of the IAHSFF (International Aquatic History Symposium and Film Festival) 2012 book which contains an abstract of the H&A Oral History presentation will be archived at the Henning Library.
 15. H&A helped the Recognition and Awards Committee fact check and verify award submissions.
 16. Ideas and historical material were sent to the USMS editor for a potential article in Streamlines and/or in USMS SWIMMER magazine. H&A fact checked two SWIMMER articles at the editor's request prior to their publication.

Action Items

1. None at this time.

History and Archives Meeting Agenda Thursday September 12th 12:30pm – 1:45pm – Salon IV

1. Call History & Archive Meeting to Order, Sept. 12, 2013, Thursday, 12:30-1:45 pm
2. Roll Call - Meegan Wilson (C), Barbara Dunbar (VC), John Bauman, Carolyn Bennett, Peggy Buchanan, Trisha Commons, Cheryl Gettelfinger, Paul Hutinger, Susan Nolte, Gail Roper, Frank (Skip) Thompson, Steve White, Anna Lea Matysek, Executive Liaison Ed Tsuzuki (VPLO)
3. Introduce and welcome new delegates
4. Discuss the status of current projects
5. Discuss other web projects, time lines, and priorities
6. Discuss Action item
7. Adjourn

Legislation

Committee Members: Sean Fitzgerald, Chair, Meg Smath, Vice Chair
Joan Alexander, Marcia Anziano, Rob Copeland, Daniel Cox, Barbara Delanois, Peter Guadagni, Mary Hull, Arni Litt, Jane Masters, Debbie Morrin-Nordlund, Dick Pitman, Jim Shaw, Heather Stevenson, Erin Sullivan, Frank (Skip) Thompson
ex. officio: Kathrine Casey, Susan Ehringer, Michael Heather, Anna Lea Matysek, Patty Miller

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Introduction: 2013 is a Legislation year. We currently have 62 amendments to discuss. Any proposals submitted before Convention will be voted upon by the Legislation Committee whether to take them as Legislation year items or as Emergency Legislation in accordance with 601.2.3.

There is one hour of unopposed meeting time on Thursday to discuss these changes. The Legislation Committee will determine which items are most contentious. We will be discussing these items first during the unopposed meeting. We will then discuss any other items.

I would like to thank the Legislation Committee members, as well as the other committees and LMSC's for their work in bringing these proposals forward.

Discussions and projects since the last convention:

1. Worked with the Governance Committee to bring forth Legislation items from the Board of Directors.

Action items:

1. The nature of the Legislation Committee does not lend itself to "Actionable" items outside of the convention. Legislative amendments will be handled at the Convention.

Legislation Committee Meeting Agenda

Meeting #1 - Thursday September 12th 10:15am – 11:30am - Salon I

Legislation Open Forum – Thursday September 12th 4:45pm – 5:45pm – Grand A

Meeting #2 – Friday September 13th 8:00am – 9:00am – Salon I

Meeting #3 – Friday September 13th 4:30pm – 5:30pm – Salon I

1. Roll Call
2. Introductory Comments
3. Review of amendment criteria and voting procedures
4. Consideration and Recommendation of Proposed Legislative Amendments
5. New Business and Projects.

LMSC Development

Committee Members

Paige Buehler, Chair

Tyler Blessing, Stacy Broncucia, Jerry Clark, Daniel Cox, Leianne Crittenden, Randy Crutchfield, Mary Hull, Cheryl Kupan, Chris McGiffin, Michael Moore, Tom Moore, Lynn Morrison, Nicole Rembach, Jeff Strahota, Erin Sullivan, Tim Waud

Ex-Officio: Ed Tsuzuki (Vice President Local Operations)

Introduction

The LMSC Development Committee is responsible for managing LMSC boundaries, managing the LMSC standards list and publishing an annual standards scorecard for each LMSC. The committee fosters communication across all LMSCs and LMSC volunteer roles by providing

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- An online resource library of recommended practices
- Online discussion forums for posting questions
- Peer-to-peer teleconferences for interactive discussion of issues
- Outreach and mentoring through the zone chairs, and
- Educational seminars and workshops on selected topics

Discussions and Projects Since Last Convention

1. **Committee Structure:** The LMSC Development Committee continues to focus its efforts in three areas with subcommittees to manage and deliver projects.
 - Mentoring – responsible for working with LMSCs, especially those struggling to meet LMSC Standards, determining criteria for convention grants, and communicating LMSC Standards survey results.
 - Education – responsible for identifying and/or creating, and managing LMSC volunteer workshops at the annual meeting/convention and determining other methods and topics for year-round education to assist LMSCs.
 - Practices & Standards – responsible for documenting “recommended practices” and developing/maintaining a resource library of them and for administering and collating LMSCs’ performance evaluations against LMSC Standards.
2. **Best Practices:** Shortly after 2012 convention a task force, led by Tom Moore, was formed within the committee to look into how to collect and publish “best practices” which might also be “pretty good” practices or “recommended” practices. The Knowledge Repository would begin with the information collected in the Brainwriting workshop at 2012 convention and grow from there using practices culled from 1) discussions in the online forums, and 2) discussions in peer-to-peer teleconference calls. It would be posted to the Guide to Operations page of usms.org. The committee decided to focus on the following 11 Practice Areas:
 - 1) **Registration Practices** (including welcoming new members, etc) / Registrar
 - 2) **Finance Practices** / Treasurer
 - 3) **Governance Practices** / Secretary
 - 4) **Volunteer Practices** (recruiting new volunteers, helping volunteers work together effectively, etc) / Chair & Vice Chair
 - 5) **Membership Practices** (member satisfaction, outreach to new types of members, etc) / Chair & Vice Chair
 - 6) **Communication Practices** / Communications Chair & Webmaster
 - 7) **Team & Training Practices** / Coaches Chair
 - 8) **Fitness Event Practices** / Fitness Chair
 - 9) **Pool Competition Practices** / Sanctions Chair & Officials Chair & Meet Directors
 - 10) **Open Water Competition Practices** / Sanctions Chair & Open Water Event Directors
 - 11) **Top Times Practices** / Top 10 Recorder

The P&S subcommittee is actively seeking volunteers to serve as “point person” in each area to serve as a conduit for the information.
3. **Discussion Forums:** The Mentoring subcommittee set up discussion threads in the LMSC Administration online forum on usms.org with the goal of generating conversation around how LMSCs are struggling with meeting certain standards and what other LMSCs are doing to

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successfully meet them. The response has been light and while there have been many “views” there have been few posts. The P&S subcommittee is working toward creating or finding existing forums for more focused discussions and tying them into the areas of Best Practices as follows:

- 1) **Registrar Forum** / *Registration Practices* (including welcoming new members, etc)
 - 2) **Treasurer Forum** / *Finance Practices*
 - 3) **Secretary Forum** / *Governance Practices*
 - 4) **Chair & Vice Chair Forum** / *Volunteer Practices* (recruiting new volunteers, helping volunteers work together effectively, etc) & *Membership Practices* (member satisfaction, outreach to new types of members, etc)
 - 5) **Communications Chair & Webmaster Forum** / *Communication Practices*
 - 6) **Coaches Chair Forum** / *Team & Training Practices*
 - 7) **Fitness Chair Forum** / *Fitness Event Practices*
 - 8) **Sanctions Chair Forum** / *Pool Competition Practices & Open Water Competition Practices*
 - 9) **Officials Chair Forum** / *Pool Competition Practices*
 - 10) **Meet Directors Forum** / *Pool Competition Practices*
 - 11) **Open Water Event Directors Forum** / *Open Water Competition Practices*
 - 12) **Top 10 Recorder Forum** / *Top Times Practices*
4. **Peer-to-Peer (P2P) Teleconferences:** Built on the success of the Brainwriting workshop where volunteers in similar roles shared struggles and solutions, Mentoring subcommittee has worked to set up teleconference sessions and invited all the LMSC Treasurers. The 60-minute sessions were moderated by Randy Crutchfield, Indiana LMSC treasurer and LMSC Development Committee member. Similar sessions for Sanctions Chairs are being arranged for July/August with more to come.
 5. **LMSC Mentoring:** Chris McGiffin continued to guide the Mentoring subcommittee, comprised largely of the Zone Chairs, in continuing outreach with all the LMSCs, especially those scoring lowest on the 2012 Standards. The Zone Chairs are actively soliciting information from the LMSCs for any changes to their performance against LMSC required standards from their 2012 scores. This information will be collated into a 2013 overview prior to convention.
 6. **Webinars:** The Education subcommittee, under Tim Waud’s guidance, met its main 2013 goal of holding at least one webinar by June 30 and is on track to hold another one prior to convention. Jim and Patty Miller used teleconference and screen sharing technology to impart conflict of interest information during two sessions in May and June. Anna Lea Matysek is lined up to give a Guide to Operations “Tour” using the webinar format in July and August. This allows any LMSC volunteer access to educational opportunities like the ones offered at convention.
 7. **Convention Workshops:** The Education subcommittee created a request for proposals to solicit a professional speaker for convention and researched likely candidates. Betty Stallings was selected to conduct an informational workshop focused on volunteering on Saturday morning of convention entitled “Swimmers Serving as Organizational Leaders: Mastering the Challenges.” There will also be four one-hour workshops offered on Friday of convention.

Action Items

1. Approved meeting minutes from 10/21/12, 11/18/12, 1/20/13, 3/17/13, 5/19/13, 7/21/13.
2. Modified committee policies.

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3. Proposed changes to rules 502.10 and 507.1.6 to remove the word “minimum” when referring to LMSC standards.

LMSC Development Committee Meeting Agenda **Thursday September 12th 2:15pm – 4:30pm – Grand D**

1. Introductions
2. Mentoring subcommittee report
3. Education subcommittee report
4. Practices & Standards subcommittee report
5. LMSC Standards – performance update overview
6. LMSC Standards Policy – review cycle/working calendar
7. Best Practices project – next steps
8. Practice Point Volunteers
9. 2013 goals/objectives review & scoring
10. 2014 goals/objectives setting

Long Distance

Committee Members: Donn Livoni, Chair, John Traynor, Vice Chair

Bob Bruce, Heather Hagadorn, Ali Hall, Bruce Hopson, Colleen Driscoll, Jim Sauer, Susan Kirk, Karen Reeder, Phyllis Quinn, Tom Spence, Dick Sidner, Ann Svenson, Greta Van Meeteren, Jill Wright, Robert Zeitner, Ex O: Susan Ehringer, Ex O: Lynn Hazlewood, EC: David Diehl

Introduction: In 2013, the Long Distance Committee continued working closely with National Championship event hosts, ensuring the success of five Open Water and five Postal USMS National Championships. In addition, the LDC supports and enforces Part 3 of the USMS Rule Book, keeps the manuals and guidelines as up-to-date as possible, continues to recognize All Americans and All Stars, and develops new programs to help ensure the success of our events.

Discussions and projects since the last convention:

1. **Rules & Legislation** – In 2013, changes have been proposed and are under consideration by the LDC. The LDC has undertaken an exhaustive process to make the open water and pool postal rules friendly and inviting to participants while at the same time up holding the clarity, integrity and spirit of clearly written rules. The LDC had significant cooperation, inputs, and proposed legislative suggestions from the Open Water Committee in furtherance of USMS open water swimming growth and development.
2. **Postal National Championships**
 - The *One Hour Postal (OHP) USMS National Championship* had over 2,500 entries. The host, Davis Aquatic Masters, did an outstanding job. Results and awards were calculated quickly and accurately using Club Assistant’s software.
 - The USMS *5K/10K Postal Championships* are currently underway at the time of this report, and the *3000/6000 Yard Postal Championship* forms and online entries were ready to go three months in advance of the Sept 15th start date.

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- Club Assistant's online entry and reporting processes have really helped the hosts and the Long Distance Committee to quickly and accurately facilitate the event entries, verifications, financials, and results.
- Our liaisons provide pre-event support and post-event consultation to the event hosts and directors. They help the hosts manage the timelines, edit their entry forms, get up and running on the online entry system, create results, etc.
- Future: We have standardized all entry forms (both paper and online) and will continue to improve the forms. The postal swims continue to grow in popularity.

3. Open Water National Championships –

- The LDC is coordinating more than ever with all five event hosts to ensure adequate event pre-planning and operational readiness, post-event results reporting, and championship awards distribution. Likewise, the LDC coordinates with the USMS National Office staff for the supply of banners, USMS goodies and USMS Sponsor donations.
- Our liaisons provide pre-event support and post-event consultation to the event hosts and directors. They help the hosts manage the timelines, edit their entry forms, get up and running on the online entry system, create results, etc. The idea is to bring USMS closer to the event hosts without getting in their way, and to begin to create a consistent look and feel of USMS- sanctioned championship hosted events (recognizing, of course, that each open water venue is very unique and will continue to be that way).
- All five open water national championships used online entries. Our committee has noticed that results are far more accurate than ever before, and are rarely, if ever, corrected by the swimmers!
- Future: We plan to improve the LDC event liaisons involvement and consultation with event hosts. USMS Sponsors have contributed significantly to the loot that swimmers love to go home with and the LDC desires to grow the sponsors' exposure. 2014 will see six National Championships that are spread-out across the country to provide easier access to USMS members. Safety continues to be a high priority with the LDC and OWC. In all OW NC events, safety plans are critiqued and recommendations made to keep all volunteers, spectators and participants safe and preclude unnecessary risks. The LDC is encouraging all OW events to include cumulative relays (compiled by adding swim times after the event), hoping that this will help grow numbers and increase revenue. Swimmers on winning relays make LD Relay All-American. An informal working group is communicating with the Huntington Mile in Indiana to encourage them to offer a Masters 2-mile cable swim, thereby adding a mid-country cable site. The LDC would like to increase the number of such courses in the country to make such races more available to all swimmers. Cable swims are an excellent introduction to open water swimming for novices.
- The biggest challenge for 2013 and beyond events is the issues of safety standards as specified by our insurance carrier and any possible surcharge fees to cover the increased insurance costs. The uncertainty of what will happen with these two issues is limiting the number of bids being submitted to host the 2015 NC events and putting some of the 2014 NC events in jeopardy.

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Action items:

1. Prepare 2015 bid winner summary for announcement at Convention.
2. Hear reports from the working group regarding festival or combined OW NC events in the 2015 season.
3. Strategic marketing plan for all Long Distance NC events.
4. Continue to liaison with the on-going OW and Postal national championships.
5. Track, prepare and submit the 2013 All Americans, All Stars, Postal Series and national records to the website.
6. Evaluate and update host packets and standardized forms.
7. Prepare contracts for, and assign liaisons to the 2014 OW and Postal National Championship events.

Long Distance Committee Meeting Agenda

Meeting #1 – Thursday September 12th 3:00pm - 4:15pm – Royal AB

1. Attendance
2. Remarks by the Chair and Vice Chair
3. Announcement of 2015 National Championship hosts
4. Assignment of liaisons for 2014 events (training session TBA)
5. Rules/Legislation Proposals
6. Strategic Marketing Plan
7. Sanction fees & Safety standards
8. Reports:
 - Festivals
 - Increased participation ideas
 - 2013 Liaison Reports
9. Recess

Open Forum – Thursday September 12th 4:45pm – 5:45pm – Grand A

Legislation Open Forum - Long Distance Legislation Proposals Discussion

Meeting #2 – Friday September 13th 8:00am – 9:00am – Salon VII & VIII

1. Attendance
2. Remarks by the Chair and Vice Chair
3. Finish up any business held over from the first meeting
 - Continued discussion of Legislation Items for Submission to HOD
4. New business: Other items
5. Motion to adjourn
6. Adjournment

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Officials

Committee Members:

Edward Saltzman, Chair; Pat Baker, Vice Chair

Charles Cockrell, Ex-Chair; Marilyn Fink, Secretary; Nan Destafney, Steve Goldman, Caroline Lambert, Fred Pigott, John King, Brian Albright, Sean Murphy, Mary Pohlmann, Ed Stranc, Al Ness
Ex-Officio: Kathy Casey, Sandi Rousseau, David Diehl, Clark Hammond, Laura Hamel

Introduction:

The Officials Committee mission is to create a Safe, Fair and Consistent "Masters Meet Experience" for all Masters Swimmers across the country and within each LMSC; by developing a well trained, knowledgeable core of Masters Officials; through Recruiting and Education. The committee has initiated

projects to provide these officials with the tools and communications they need to perform their functions while maintaining the highest standards expected by our membership. The committee has also been working hard to strengthen our support for the USMS National Championship meets.

Discussions and Projects Since Last Convention:

1. Reviewed the Officials Section of the USMS Guide to Operations.
2. Met with USMS 2014 Spring Nationals Host to discuss Meet/Admin Referee Requirements.
3. Worked with USMS 2014 Summer Nationals Host to identify candidate for Meet Referee.
4. In process of updating all Officials documents contained in the USMS GTO.
5. At the request of the Championship Committee; reviewed the "Officials" portion of the 2014 Championship Contract and removed unnecessary language.
6. Discussed collaborating on the Open Water Officials Requirements Training Project with the OWC.
7. Completed annual refresh of LMSC Officials Chair contact list.
8. Revisited USMS Officials Training Material and Officials Certification program.
9. Reviewed, updated and re-issued USMS vs. USA Rule Differences Quick Reference Card.
10. Ordered USMS Officials Pins to distribute at Spring and Summer Nationals.
11. Developed and published the "Application to Officiate" for the Spring (Indy) and Summer (Mission Viejo) National Championships. These applications were posted on the USMS website and distributed to every USA LSC Officials Chair, USMS LMSC Officials Chair, and emailed to Officials who had previously worked a USMS National Championship during the past three years.
12. Officials Committee Liaisons worked closely with the Meet Referees for Indy and MV to establish requirements, track tasks to be completed against the liaison timeline (i.e. - USMS Sanction, USA Observation, OQM Application), provide information, and assist with officials recruiting.
13. Distributed Summary of 2013 Rule changes to all LMSC Officials Chairs.
14. Submitted proposed rule change to 601.5 **Effective Date** to change the new rule effective date from January 1 to March 1 to better align with a more realistic date based on Rule Book deliveries.

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15. Took down the Officials Committee Document Repository web site at the request of the BOD.

Action Items:

1. Assignment of OC Liaisons for the 2014 USMS Spring and Summer Nationals.
2. Finalize Training and Testing documents for the USMS Officials Certification Process - new urgency.
3. Assign Training Coordinator and develop backend support structure and tracking mechanisms.
4. Identify test LMSC and roll out certification for initial trial.
5. Work with the USMS Championship Committee to revisit financial support requirements for Officials at National Championships.
6. Review proposal for separate financial support of Officials Committee Liaisons to USMS Nationals.

Officials Committee Meeting Agenda

Thursday September 12th 10:15 am - 11:30am - Madrid

1. Approve minutes from last meeting
2. Approve 2014 Preliminary Budget Request
3. Discuss Liaison assignments for the 2014 Nationals Championships
 - A. Santa Clara - May 1-4, 2014
 - B. University of Maryland - August 13-17, 2014
4. Discuss open issues about Officials Committee Support for National Championships
 - A. Goldman proposal - assignment and financial support recommendations
5. Discuss Training program status - Need New Energy and Sense of Urgency for 2014
 - A. Assign sub-committee to finalize training material, tests, delivery mechanism
 - B. Assign Training Coordinator
 - C. Assign Training sub-committee to develop backend systems - engaged USMS IT resources
 - D. Discuss Trial LMSC, timing, coordination
6. New Business

Open Water

Committee Members

Lynn Hazlewood, Chair; Rob Copeland, Vice Chair
Jen Baker, Bob Bruce, Glenda Carroll, Dominic Latella, Chris Lundie, Sue Nutty, Dave Oplinger, Bill Roach, Heather Stevenson, John Traynor, Joanne Wainwright, Karin Wegner, Jim Wheeler
Ex-Officio: Dave Diehl, Donn Livoni

Introduction

In its fourth year of existence, the Open Water Committee is moving forward in a number of areas including open water safety, education, guidelines, code changes, awards, and service to open water events. Thanks to the leaders who have stepped forward this year—Rob Copeland, Jim Wheeler, John Traynor, Bob Bruce, and Bill Roach. Thanks also to Joanne Wainwright, our secretary, and to the

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other committee members who have participated in the committee's work. The next sections provide details on committee activities.

Discussions and Projects Since Last Convention

1. **Safety Subcommittee** (Chair Jim Wheeler)—Mission: "To develop and implement a nationwide open water safety program for all USMS sanctioned events." Tasks worked on by the Safety Subcommittee include: development of an agreement with the Long Distance committee to enhance safety of Open Water National Championships; providing advice to and participation on the Sanction Task Force; development of new sanction guidelines to meet enhanced safety needs; development of safety guidelines for open water practices, training swims and clinics; presentation of three safety webinars by Jim Wheeler in April and May; and comparison of USMS regulations and guidelines with other governing body regulations and guidelines.
2. **Officials Subcommittee** (Chair Bill Roach)—Mission: "To create guidelines and job descriptions and provide education for open water officials." Tasks worked on by the Officials Subcommittee include: developing officials guidelines including job descriptions for event officials; developing a Safety Director's Development plan; and developing a Safety Director's Training Manual.
3. **Rules and Legislation Subcommittee** (Chair Bob Bruce)—Mission: "To develop and support open water rules and legislation proposals." Tasks worked on by the Rules & Legislation Subcommittee include: developing legislation amendments to be submitted to the Legislation Committee; working with the Long Distance Committee to ensure that all proposals are sponsored by both committees; and developing rules amendments needed to support the legislation proposals.
4. **Open Water Guide to Operations Subcommittee** (Chair Rob Copeland)—Mission: "To create, update and maintain open water regulatory and educational documents including the Open Water Guide to Operations." Tasks worked on by the OWGTO Subcommittee include: working with the Sanction Task Force to create new Sanction Guidelines in response to safety issues; creating a new format for presentation of the OWGTO; updating existing guidelines as necessary; and converting all open water documents to the new format for publication in the fall.
5. **Development Subcommittee** (Chair John Traynor)—Mission: "To promote and assist with the development of open water sanctioned events." Development took a back seat to safety issues this year, but the subcommittee still worked on viable projects. Tasks worked on by the Development Subcommittee include: Clinics Grant program; Zone Championship development program; and support for other subcommittee's projects relating to development.
6. **Awards Subcommittee** (Co-Chairs Bob Bruce and John Traynor)—Mission: "To define and implement open water service, competitive, and fitness awards." Tasks worked on by the Awards Subcommittee include: development of the first USMS Open Water Service Award.
7. **Open Water Service Award Selection Subcommittee** (Chair John Traynor)—Mission: "To select the winner of the USMS Open Water Service Award and perform associated tasks." Tasks worked on by the Selection subcommittee include: development of the selection process; selection of the inaugural award winner; and development and production of the award commemorating the honor. The award will be presented during the 2013 Annual Meeting. The Selection Subcommittee includes members from both the Open Water and Long Distance committees. In the future, the selection subcommittee will also include previous

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winners.

8. **Insurance Fee Rebate Fund Task Force** (Chair Rob Copeland)—Mission: "To administer the USMS Insurance Fee Rebate Fund." The Insurance Fee Rebate Fund Task force was created by the BOD and administered by the Open Water Committee. Members were drawn from around USMS, including the Open Water Committee, Long Distance Committee, Board of Directors and Finance Committee. Beginning in April, the Task Force met each week there were applications to discuss and distributed rebates to a number of LMSCs.
9. **Convention Safety Directors Clinic Subcommittee** (Co-Chairs Rob Copeland and Bob Bruce)—Mission: "To develop and present a Safety Directors Clinic during the 2013 Annual Meeting." The subcommittee consists of members from the Officials and Safety subcommittees. The clinic will be presented in two parts—two hour lecture on Thursday and one hour interactive discussion on Friday. The purpose of this clinic is to expand on the information presented by Jim Wheeler in his webinars and workshops. The intention is to develop safety directors with in depth knowledge of open water safety and the ability to monitor sanctioned events and mentor less experienced safety directors.

Action Items

1. Approved minutes from monthly meetings during the year and submitted for posting on usms.org.
2. Subdivided the committee into subcommittees to work on tasks during the year. See previous section for more information on subcommittee work.
3. Worked with the National Office on the development of a USMS open water logo. The BOD approved the use of this logo in December.
4. Approved a collaboration between the OWC and LDC for enhancing the safety of USMS Open Water National Championships. The tasks defined in this agreement were later folded into the functions of the Open Water Compliance Coordinator.
5. Submitted suggestions to Laura Hamel for a series of articles on open water called OW 101 to be run on usms.org.
6. Approved the creation and implementation of a U.S. Masters Swimming Open Water Service Award to be presented at the 2013 Annual Meeting. Also, approved the selection of the award recipient by a special subcommittee with members from the OWC and LDC.
7. Selected the winner of the first USMS Open Water Service Award.
8. Approved legislation and rules proposals for the 2013 Annual Meeting to be submitted in collaboration with the LDC.
9. Agreed to participate in discussions with the Sanction Open Water Task Force, make suggestions to the TF, and assist in development of new Saction Guidelines for the 2013 open water season.
10. Agreed to administer the Insurance Sanction Rebate program for USMS.
11. Agreed to create and implement a standardized format for the Open Water Guide to Operations.
12. Approved new guidelines for open water practices, training swims and clinics. The BOD will determine the disposition of these proposals.
13. Recommended to the BOD that the OWC develop a single set of safety requirements, guidelines and best practices for all USMS open water training and events.
14. Agreed to terminate the Clinics Grant program following the 2013 open water season.

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Open Water Committee Meeting Agenda

The Open Water Committee will not have a formal meeting at the 2013 convention. The meeting on Thursday and the Open Water Workshop on Friday will be combined to create a three-hour Safety Directors Clinic, with a focus on pre-event "how-to" planning approaches. The clinic outline will be published in the convention packet along with other documentation to be used during the clinic.

Open Water - Safety Directors Clinic #1
Thursday September 12th 12:30pm – 2:30pm – Grand A

Open Water – Safety Directors Clinic #2
Friday September 13th 4:30pm – 5:30pm – Grand A

Recognition and Awards

Committee Members

Sally Dillon, Chair; Ray Novitske, Vice Chair

Carolyn Boak, Peggy Buchannan, Rich Burns, Betsy Durant, Cheryl Gettelfinger, Heather Howland, Margie Hutinger, Hugh Moore, Lori Payne, Walt Reid, Nancy Ridout, Laura Val, Robert Zeitner
Ex-Officio: Ed Tsuzuki (Vice President Local Operations)

Introduction

The Recognition & Awards Committee oversees all of the USMS service awards even though other committees select some recipients. We accept nominations and select recipients for the following USMS awards: Ransom J. Arthur M.D, Dorothy Donnelly Service, June Krauser Communications, and Club of the Year. We review and consider for approval proposals for other USMS service awards and maintain a history of the award recipients on the USMS website. The committee membership includes representation from the Coaches, History & Archives, Long Distance, and Records & Tabulation committees.

Discussions and Projects Since Last Convention

1. The committee held phone conferences in December and April and the minutes are posted on the USMS website. The committee conducted other business on the R&A Committee's private forum and within subcommittees.
2. During the committee's meeting in December it amended the R&A Committee Policy Manual as follows:
 - a) Article C-1 was amended to clarify that the official name of the Ransom Arthur award is the "Capt. Ransom J. Arthur M.D. Award"
 - b) Article C-10 had three amendments: a housekeeping change from "is notified" to "notify"; the addition of an additional sentence: "If the recipient is not present at Spring Nationals, an announcement will be made at an appropriate break in the meet"; and finally, a clarification was made by inserting "for the recipient" in the last sentence.
 - c) Article D-7 was amended to clarify that "up to" 15 Dorothy Donnelly Service Awards shall be given each year.
 - d) Article D-8 was split into D-8 and D-9 to separate two subjects and to clarify when the DDSA awards are presented at convention.

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3. During the committee's meeting in April it further amended the Policy Manual by voting to eliminate the requirement in Article E-3 that a winning club must wait at least five years before being nominated again.
4. The USMS Open Water committee submitted a proposal for a new USMS award, the "Open Water Swimming Service Award". The proposal was reviewed by the R&A committee and unanimously approved.
5. The 2013 Capt. Ransom J. Arthur M.D. Award recipient is Patricia (Patty) Miller. Patty received her award in May at the USMS Spring Nationals, which was held in Indianapolis, IN. A formal recognition will take place at the upcoming convention in Anaheim. Five other outstanding contributors to USMS were nominated: John Bauman (Wisconsin), Hill Carrow (North Carolina), Michael Heather (Southern Pacific), Michael Moore (Pacific), and Skip Thompson (Michigan). All past recipients of the award (who are registered with USMS) and the entire R & A Committee participated in the selection of the recipient.
6. Ransom Arthur and Dorothy Donnelly service were pins re-designed and ordered: With a relatively new USMS logo and a diminished supply of pins, it was determined that new pins were necessary. The R&A Committee approved designs for new RJA and DDSA pins at last year's convention along with a second vote on a revision taking place by email this past spring. A subcommittee solicited bids and accepted the proposal from Optimum Graphics, Inc. A number of bidders reported that they were unable to fill the order for the 10K gold RJA pins. Previous recipients of the RJA award were offered the opportunity to purchase the newly designed pin at their own cost. The newly designed pins will be presented for the first time at convention.
7. Ted Haartz was nominated for IMSHOF "Honor Contributor" – and selected! The committee submitted Ted as the nominee and we are thrilled that Ted has been selected. He will be honored along with the other inductees in Anaheim. Thanks for Walt Reid and Lori Payne for helping with the nomination process.

Action Items are highlighted in items 2-6 above

Recognition and Awards Committee Meeting Agenda **Thursday September 12th 10:15am – 11:30am – Granada**

1. The official "Pinning" of the 2012 RJA award honoree – Patty Miller.
2. Chair's report
3. Budget review
4. Review of annual projects – the awards we coordinate: Ransom Arthur, Dorothy Donnelly Service, June Krauser Communications, and Club of the Year awards
5. Report on ISHOF and IMSHOF
6. Discuss the promotion of the USMS awards and the efforts to garner more nominees

A more complete agenda will be available at the meeting.

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Records and Tabulation

Committee Members

Chris Stevenson, Chair; Greg Danner, Vice Chair

Mike Abegg, Barbara Dunbar, Emmett Hines, Ginger Pierson, Walt Reid (USMS Records Administrator), Jeanne Seidler, Mary Sweat, Hans Van Meeteren, Mary Beth Windrath (National Swims Administrator)

Ex-Officio: Ed Tsuzuki (Vice President Local Operations)

Introduction

The Records and Tabulation Committee is responsible for the process of recording and verifying Top 10 times, All-American and All-Star rosters, and USMS national records for all three courses. In addition to a chair and vice-chair, the committee includes the National Swims Administrator, who collects, verifies and compiles Top 10 submissions from the LMSCs, and the USMS Records Administrator, who collects and verifies record applications and maintains the USMS records.

The committee works closely with the USMS Webmaster & IT Director for the online publication of lists, rosters and records, and to simplify and automate the compilation and verification of all swim performances.

Discussions and Projects Since Last Convention

1. For the past year, the Records Administrator and Swims Administrator continued their customary roles of verifying, compiling and publishing USMS Records and Top 10 Swims, respectively. The committee chair published the list of Top 10 swims and All-Americans on the USMS website.
2. Committee business was taken up during five conference calls (Dec 16, Jan 13, Mar 10, Apr 21, and May 19) and electronically through email and the restricted Records and Tabulation forum that have been set-aside for this purpose.
3. The committee made recommendations on a case of age falsification. Based on precedent, the committee recommended all swims (relay and individual) be removed from Top 10 and All America lists. The committee recommended that the swims in the national Event Results Database be designated as “DQ.”
4. The committee constructed and prioritized a list of IT projects, which was submitted to the national office in January.
5. The committee noted that the 50m free splits from the 800m and 1500m free events at nationals are often inaccurate. Since the splits are submitted for Top 10 consideration this can become an issue in some of the older age groups where they are sometimes fast enough to make the list. The committee worked with the Rules Committee chair to develop a policy at nationals, and other meets that use “blanket” split requests, to prevent counters from inadvertently triggering the touchpad on the first 50. If the policies are not effective then the committee may propose a rules change in the future.
6. The following documents were updated for clarity and accuracy: the Guide to Operations, the list of Committee policies, and the Pool Length Certification form.
7. One change in policy this year is that Top 10 Recorders are now asked to submit all pool certifications to the USMS Records Administrator; previously this was required only when a record was broken. The TTRs were also asked to review the current database of certified pools for accuracy, a process that is ongoing.

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8. The committee asked for and received a rules interpretation from the Rules Committee about cases when a single lane of a competition course is measured and found to be short. Various scenarios were identified, but in summary: any swims in the lane are not eligible for Top 10 consideration but swims in other lanes are assumed to be good and are eligible for consideration.
9. The committee considered whether to recommend that USMS publish motivational time standards similar to those maintained by USA-S. These standards would be based on Top 10 lists but would be more accessible for swimmers who are not fast enough to be ranked in the top 10. The committee decided against this recommendation but one committee member noted support within his LMSC for the idea; they would try it for a period of time and he would report the reaction.
10. The committee formalized a policy for when it is acceptable to alter Top 10 lists after they are published; this policy is now included in the committee policy list (which should be consulted to find out details of this policy) pending approval by the BOD.
11. The committee recommended that meets should include a statement about the measurement status of the competition course to be used. Currently the rules state that such a statement must be included only if the pool is known to be short, but not if the pool has not been measured or if further measurements are needed to verify bulkhead placement.

Action Items

1. None

Records and Tabulation Committee Meeting Agenda Friday September 13th 7:45am – 9:00am - Seville

1. Introductions
2. Review & discussion of key actions for the past year, highlighting common misconceptions in the Guide to Operations
3. Discussion of possible upcoming rule/policy revisions
4. Possible use of age-adjustment curves (e.g. adopting age-adjusted “FINA points” system)
5. Pool measurement best practices

Registration

Committee Members

Leo Letendre, Chair; George Simon, Vice Chair

John Bauman, Scott Campbell, Susan Ehringer, Arni Litt, Nancy Ridout, Doug Sayles, Robin Tracy

Ex-Officio: Tracy Grilli, Michael Heather

Introduction

The Committee has been monitoring the progress of the development of the replacement registration system and is beginning to participate in the initial testing.

Registration Committee Meeting Agenda Friday September 13th 9:00am – 10:45am – Grand A

1. Discuss progress on the replacement registration system and outline path forward.
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Rules

Committee Members

Kathrine Casey, Chair; Leianne Crittenden, Co-Vice Chair; Matt Hooper, Co-Vice Chair; Kris Wingenroth, Secretary

Carolyn Boak, Charlie Cockrell, Sally Ann Dillon, Barry Fasbender, Marilyn Fink, Judy Gillies, Laura Groselle, Brian Hoyt, Catherine Kohn, Jessica Seaton, Ginny Trimble, Steve Unruh, Rand Vaillancourt

Ex-Officio: Susan Ehringer, Rule Book Coordinator; Sean Fitzgerald, Legislation Committee Chair; Mike Heather, Executive Committee; Dan McAllen, USA Swimming Rules & Regulations Committee Chair; Ed Saltzman, Officials Committee Chair

Introduction

The Rules Committee has jurisdiction over Part 1: Swimming Rules and the Glossary. Since this is a Legislation year, Rules amendments to Part 1 may be passed by a nine-tenths vote of the House of Delegates only if they are properly submitted, deemed an emergency by the Rules Committee and recommended for approval by the Committee. No proposed rule changes have been submitted, but one proposed change under the jurisdiction of both the Legislation and Rules committees has been submitted (see 601.4.5 for procedures).

Part 1 is based on articles 101, 102, and 105 of the USA Swimming Technical Rules, which, as amended, govern all Masters swimming competitions. The Rules Committee will make recommendations to the delegates on amendments approved by USA Swimming at this year's convention. There are two USA-S proposed amendments that could impact USMS rules and one housekeeping amendment that will be considered in accordance with 601.4.7A. The committee may also recommend changes made to USA-S article 103 (Facility Standards) to the USMS House of Delegates for USMS article 107.

Discussions and Projects Since Last Convention

1. Proofread the 2013 rule book for the correct insertion of:
 - A. adopted USMS amendments
 - B. USA-S approved amendments that were adopted by USMS
 - C. reference numbers throughout the rules
 - D. corrections to the rule book that were reported throughout the year
 - E. additions to the index
2. Updated the "Differences" documents for Appendix B in the 2013 rule book (USA-S, NCAA, FINA, and NFHS rules differences) and submitted the USMS/USA-S rules differences to USA Swimming for publication in their rule book.
3. Submitted rules text for "Major Changes for 2013".
4. Attended the "Our Kids Initiative" (OKI) meeting at Convention in September, shared the differences documents of swimming rules between USMS and other swimming governing bodies, and reviewed the USMS rules included in the OKI comparison of rules for all swimming governing bodies.
5. Published monthly articles in *Streamlines* for coaches that address the most frequently asked questions about rules.

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6. Updated the Rules Committee policies.
7. Reviewed the Glossary and Parts 2, 4, 5, and 6 for potential proposed changes to legislation that impact Part 1 and Rules Committee work and also proofread all references to Part 1 for accuracy. The committee submitted 17 proposed amendments to the Legislation Committee.
8. Compared USMS articles 101, 102, 103, and 108 to USA Swimming articles 101, 102, and 105 looking for any USA Swimming changes that may have been missed. One such change was found.
9. Provided a Rules Liaison and a Liaison in training to National Championship meets to assist with rules questions and rules interpretations and provided information for automatic split retrieval for official times.
10. Referred a challenge to the eligibility of a transsexual swimmer to a Medical Review committee in cooperation with the USMS Sports Medicine and Science Committee for resolution. The committee chair was Jessica Seaton and other members of the committee were Carolyn Boak, Lianne Crittenden, Sally Guthrie, Leo Letendre, Patty Miller, and Mary Pohlmann.
11. Submitted USMS proposed amendments to FINA Masters swimming rules through USAS and UANA.
12. Answered all questions about rules including the following:
 - A. FINA rules governed the Pan American Masters Swimming Championships in Sarasota, FL. The differences between FINA and USMS rules are in Appendix B of the USMS Rule Book.
 - B. Split request forms are required for split times to count for USMS records and Top 10 (103.18.1, 105.2.2, and 105.3.6). 105.2.2 and 105.3.6 also require a separate report of the split times in the summary of results prepared by the meet host and submitted to the LMSC Top 10 recorder. Even when doing automatic splits at nationals, a split request form for all swimmers for all events, except individual backstroke events, is submitted to the meet referee, and a separate split report is submitted to the USMS Top 10 recorder. Split requests for individual backstroke events must be submitted at all meets, including nationals, prior to the individual backstroke event, so officials can watch for a legal backstroke finish at the initial-split distance requested.
 - C. At least one foot has to be at the front of the block, but placing the toes of one foot at the forward edge of the block is not required (101.1.1). Both feet cannot be at the back of the block; at least one foot has to be on the front part of the platform. It is permissible to place both feet at the front of the block. Once the feet are placed, the swimmer is to remain there (103.8.5A).
 - D. Caps and goggles that meet the FINA criteria and follow USMS rules are allowed even though they are not on the FINA approved list. A note in FINA By law 8.5 specifically exempts Masters pool swimmers from the requirement that swimwear bear the FINA approved label if the swimwear meets the FINA requirements. FINA cap and goggle requirements include: caps cannot be attached to the swimsuit or goggles, must follow the natural shape of the head, cannot include outside artificial shaping (rigs, spoilers etc.), cap material can have some rigidity but must follow the shape of the head (no hard helmets), and any seams must be functional and not create outside shapes. Goggles must be an independent item not attached to a cap.
 - E. A swimmer who is deck-starting can start from the edge of the gutter if the deck level ends before the edge of the water and drops down to a gutter, allowing enough room for a swimmer

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to stand in the gutter, and the gutter then extends to the edge of the water. In this case, in order to have one foot as far forward as the swimmers on the blocks, swimmers who deck-start would be allowed to stand in the gutter to be in compliance with the rules requiring that at least one foot must be at the front of the block (101.1.1 and 103.8.5), and the front edge of the block (in this case the gutter) must be “flush with the face of the end walls” (107.11.2).

F. When using an automatic system as the primary timing system, with one watch as the secondary or tertiary system, a valid one-watch time adjusted in accordance with 103.17.3C-G will count for USMS official purposes as an automatic time (103.18.7).

G. A minimum of two people can fulfill the minimum requirement of four official positions (referee, starter, two stroke and turn judges; the referee and starter cannot be the same person, 103.2.1). A referee must be certified as a referee or, if certified as a starter or stroke and turn judge, must receive training on specific duties of a referee (103.3.1). Uncertified officials may serve as starters or stroke and turn judges if they receive training in the specific duties of the assigned positions and serve under the supervision of a certified official (103.3.2). The LMSC Officials chair can provide such training. These rules address only the minimum requirements, not specific meet situations.

H. The competition pool has to be measured (all lanes) before the meet if it has not been certified for length and is not on the USMS list of certified pools. When entering a dual-sanctioned meet or a USA Swimming meet, if the USA-S meet information states that the pool “has not been certified in accordance with 104.2.2C(4)”, that is the USA Swimming pool measurement rule and means that the pool is not certified for length. If the pool length certification is not on file with USMS either, then all lanes must be measured in order for times to count for USMS purposes (USMS 105.1.6 and 105.1.7A&B). The list of pools certified by USMS can be found on the USMS website in the “Top Ten/Records and Tabulation” section of the Guide to Operations. If the USA-S meet is not dual sanctioned, it is the swimmer’s responsibility to ensure that the pool is measured (read “How to get your times to count for records and Top 10 Tabulation” in the same section of the Guide to Operations for details).

I. FINA does not accept world records from USMS-recognized meets (see page 157 of the 2013 USMS Rule Book, “Application for USMS and/or World Record”, 5th bullet and page 151, FINA Information, FMS1.12).

J. Swimmers stay behind the blocks at the short series of whistles and get on the blocks or in the water at the long whistle (101.1.1, 101.1.2A, and 103.8.5A).

K. Both parties have to be involved in the dual-sanctioning process of a meet between the local USMS and USA-S organizations (see page 142-143 of the 2013 USMS Rule Book, “Dual Sanctioned Events”).

L. To check if your suit is legal, look at the approved suit list on the FINA website or show the suit to the meet referee.

M. All relay teams at USMS-sanctioned meets must be composed of USMS members of the same USMS-registered club (102.9.1).

N. Only USMS exemptions for swimwear will be accepted for USMS-sanctioned and USMS-recognized competition. Exemptions from other swimming governing bodies will not be accepted. (See Rules Committee Policies.)

O. Doing breaststroke during a freestyle race and briefly submerging during each stroke cycle is the style of that stroke and is not a disqualification (101.5.2).

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- P.** Any kind of tape on the body is not allowed unless approved by the meet referee (102.12.1E, 102.13.9). Kinesio tape is not a kind of tape that can be approved by the referee.
- Q.** Swimmers with disabilities are welcomed and included in USMS competition. Accommodations for swimmers with disabilities are listed in USMS article 108.
- R.** Swimmers doing a forward start in the water may face any direction (101.1.1).
- S.** There is no time limit on turns.
- T.** A leadoff split time from a relay at a USMS-recognized meet for which a split request has been properly submitted and complies with all of 103.18.1 and 105.2.2A will be considered for USMS Top 10 and records even though the relay is not composed of members from the same USMS club and the relay time is not eligible for USMS consideration (202.2.1E[7]).
- U.** Even though the midpoint line for long course competition has been deleted from the USMS rule book, it is still permissible to use a midpoint line in long course competition. Such a line can also be a recall rope for long course competition (107.15).

Action Items

1. In response to an interpretation request from the USMS Top 10 recorder regarding a specific dual-sanctioned meet, the times for USMS swimmers who competed at that meet in lanes 1-5 and 7-8 only will be accepted for USMS consideration.
2. The USMS Medical Review committee, appointed by the Rules Committee and the USMS Sports Medicine and Science Committee, considered a challenge to the eligibility of a transsexual swimmer and determined that the swimmer had met all the requirements of the IOC and USMS policy for eligibility to compete for official USMS times.
3. Arena waived FINA approval of three of its Powerskin Carbon Pro suits three days before competition began at nationals in Indianapolis. Effective May 7, 2013, in accordance with USMS article 102.12.1D, Arena Powerskin Carbon Pro suits bearing the following FINA approval codes (found on the FINA stamp on the back of each suit) are no longer allowed in USMS pool competition: AR220993 (women's), AR220994 (women's), and AR141364 (men's).
4. The Rules Committee submitted 17 proposed amendments to the Legislation Committee.

Rules Committee Meeting Agenda

Meeting #1 – Thursday September 12th 12:30pm – 1:45pm – Salon VII & VIII

1. Review and approve minutes.
2. Review the 2014 budget and 2013 expenditures.
3. Consider whether to accept a proposed legislation amendment, that also falls under the jurisdiction of the Rules Committee, as an indivisible package (2/3 committee vote required, 601.4.5A).
4. Consider proposed USA-S housekeeping amendment and prepare recommendation for the House of Delegates (not treated as an emergency amendment, 601.4.7A).
5. Consider proposed USA Swimming amendments and prepare potential recommendations for the House of Delegates.

Meeting #2 - Friday September 13th 9:30am – 10:30am – Salon VII & VIII

1. Review proposed legislation amendments that impact Part 1 and Rules Committee work.

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2. Review proposed tasks for 2014: Proofread rule book, update Differences documents, post current interpretations, develop situations manual or data base of frequently asked rules questions and/or common rules problems, appoint joint task force with Legislation to review the Glossary for terms that are not used in the rule book, continue collecting a history of proposed rule changes.

Meeting #3 - Saturday September 14th 2:00pm – 2:30pm – Grand A

1. Consider USA Swimming amendments as approved by the USA Swimming House of Delegates and prepare final recommendations for the USMS House of Delegates.

Sports Medicine and Science

Committee Members

Jane Moore, Chair; Sally Guthrie, Vice Chair

Jon Blank, Heide Crino, Laura Hamel, Lisa Hiller, Jane Katz, Lo Knapp, Katherine Longwell, Jim Miller, Ellen Parchen, Mary Pohlmann, Jessica Seaton, Robin Tracy

Ex-Officio: Jody Smith – Executive Committee

Introduction

The Sports Medicine and Science Committee works to educate members and the public on topics of sports medicine and science. The committee has held meetings via conference call every two months since last convention.

Discussions and Projects Since Last Convention

1. The committee held two conference call meetings.
2. Vice Chair Sally Guthrie led a review of all on-line articles related to sports medicine and science. Other committee members and members of the Health Network helped to update several articles.
3. The committee continues to work with the Coaches Committee to develop educational materials on dry land training and nutrition. Committee member Katherine Longwell led creation of a survey distributed via Streamlines to collect information on dry land training habits. Committee members Katherine Longwell and Jim Miller will be giving presentations at the 2013 ASCA Clinic.
4. The committee maintains the US Masters Swimming Health Network. Committee members serve as members of the network along with other interested medical and science professionals. Network members review articles with health, medical, or science related information before the articles appear in US Masters Swimming publications. Network professionals also respond to questions from US Masters Swimming members. A number of articles have been reviewed this year.
5. Sally Guthrie and Jim Miller are working on a presentation for 2013 Convention. They plan to coordinate with Coaches and Open Water Committees to provide a panel to discuss variables in open water swimming.

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6. Jane Moore, Jon Blank, Jim Miller, and Mary Pohlmann worked with Sandi Rousseau from Championship Committee to update the job description for the Coordinator of Medical Care for National Championship Meets.
7. Committee members also work with other committees including Rules, Championship, and Fitness on issues related to medicine and science.

Action Items

1. Ideas for health/medical/science-related topics and plan for production of educational displays.
2. Review and update committee goals.

Sports Medicine and Science Committee Meeting Agenda **Thursday September 12th 2:15pm – 3:30pm – Madrid**

3. Welcome and Introductions.
4. Education: displays and screenings at national championship meets; other.
5. Health Network: review and planning.
6. Research Projects: updates from past projects; review of new proposals, if any.
7. Committee goals and work plan for 2013.
8. Legislation/Rules/Open Water Proposals: review any with science/medical aspects.
9. Other Business
10. Next Meeting
11. Adjourn

Breadbasket Zone

Stacy Broncucia, Chair

Introduction

The Breadbasket Zone consisting of eight different LMSC's had a total of 4,429 registered swimmers for the 2012-2013 season. State meets were held by six of our LMSC's with Iowa hosting the 2013 Breadbasket Zone meet. Many other meets were held as well including long and short course meters.

The 2012 LMSC survey went very well with all of our LMSC's scoring 93 percent and above.

Due to USMS insurance changes unfortunately we were not able to hold the OW Zone Championship in Minnesota as we had hoped.

Breadbasket Zone Meeting Agenda **Saturday September 14th 7:45am – 9:15am – Salon I**

1. Introduction and recognition of new delegates.
2. LMSC Minimum Standards (quick congratulations)
3. Open Water Zone Championships – possibility of next year?
4. Zone funds still available – ideas??
5. Elect Zone Chair
6. Award Zone Meet for 2014
7. Open discussion

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Colonies Zone

Jeffrey Strahota, Chair; Deb Morrin-Nordlund, Vice Chair

Committee Members: All members in Colonies Zone LMSCs attending convention (and any LMSC officers not making the journey)

Introduction

The Colonies Zone includes 10 LMSCs: Virginia, Potomac Valley, Maryland, Delaware Valley, New Jersey, Metropolitan, Adirondack, Niagara, Connecticut and New England.

Discussions and projects since the last convention

1. Zone meeting held April 21, 2013
2. SCY, LCM and 2 OW Zone Championship events have been held this year
3. Discussion: How to effectively incorporating more swimmers into zone SCY champs distance free events
4. Bid solicitation for 2013 Zone Championship Meets (all 3 pool courses + Open Water); bids due 8/31/13
5. Solicitation for nominations from all LMSCs for Colonies Dot Award – Nominations due 8/31/13
6. USMS National Committee Projects
 - a. LMSC Development Committee/ Scorecard distribution and updates
 - b. Open Water Committee - Zone Open Water Series

Action items

1. Zone Dot Award Nominations
2. Zone Championship bid collection and distribution
3. LMSC Development Survey distribution
4. Follow up with zone hosts re: distance free events

Colonies Zone Meeting Agenda

Saturday September 14th 7:45am – 9:15am – Salon II

- 1) Introductions
- 2) Approval of April 2013 meeting minutes
- 3) Presentation of 2013 Zone Dot Award
- 4) Zone Election Nomination/Forum
- 5) USMS Open Water Insurance
- 6) Zone Championship Updates
 - a) Discussion of 2013 Pool and Open Water Championships
 - b) Discussion of Bids for 2013 SCM and all 2014 Zone Championships
- 7) LMSC Development Committee Topics
 - a) Scorecard Review process
 - b) Peer-to-Peer offerings
 - c) Committee Assistance
- 8) Zone Website/e-mail list
- 9) New Business

USMS Committee Reports and Agendas

- 10) Zone Elections
- 11) Adjourn

Dixie Zone

Jerry Clark, Chair

Introduction

In the middle of July 2013 our zone, with its seven LMSCs, has 7,022 swimmers registered as compared to 6,586 in mid-July of 2012, a 6.67% increase.

When USMS learned of the large cost increase in insurance coverage for sanctioned open water events, all our LMSCs stepped up and financially supported those open water events in their areas that wanted to be sanctioned by USMS. This was a truly impressive showing of support; we're hopeful that the cost declines significantly this coming year. Furthermore, all our LMSCs voted to go forward with a Zone Open Water Series in 2013, and with quick work by Jacque Grossman, Jen Baker, Tim Root and Stephen Fair, a solid plan was put in place to score all USMS registered swimmers participating in any of the USMS sanctioned open water events in our zone throughout the calendar year. Tim created our scoring system 25 – 18 – 15 – 12 - 10 – 8 – 6 – 4 – 2 – 1 for 1st through 10th places. At year end, the top three women point getters and top three men point getters in each age group will be presented (by email) an attractive certificate honoring their achievements.

Our zone committed to a partial day program with Bill Brenner, who will present methods of growing our memberships, at the Atlanta airport Marriott hotel on August 24th. Each LMSC has been asked to pay the travel expense of one or more (no limit) volunteers. The meeting will commence at 11:00 and adjourn at 3:00pm, which allows the reps to get there and back home in the same day. We feel this is a good investment of LMSC funds because proactive marketing of USMS should gain new members. Our LMSCs have much more comfort with working to meet the LMSC standards this year and most of them now have outstanding score sheets. Sincere thanks to all the LMSC Chairs for their cooperation and work.

Thank you Barb Protzman for putting great newsletters together four times per year, and Thank you Dick Brewer for being a great website manager for the Dixie Zone. We all appreciate what you do.

Discussions and Projects Since Last Convention

1. Creating a database of pool measurements in LMSCs – Jerry Clark

Dixie Zone Meeting Agenda

Saturday September 14th 7:45am – 9:15am – Salon VII

1. Introductions (pass the signup sheet around) – Debbie Cavanaugh
2. Nomination of Zone Chair for next two years – Lisa Watson
3. 2014 Meet Calendar and Zone Championship Meets - TBD
4. Newsletter – Barb Protzman

USMS Committee Reports and Agendas

5. Top Ten & Records – Ed Saltzman
6. Current “hot” topics – Anyone
7. Adjourn – Jerry Clark

Great Lakes Zone

Daniel Cox, Chair

Introduction

The Great Lake Zone: Most of the LMSCs in the GLZ have either increased or held steady the number of swimmers despite the fact that GLZ does not have the population growth that other areas of the country enjoy. Most notably, Michigan (despite sustaining a major population decline statewide and in Detroit), has been able to increase its numbers. Ohio is another LMSC that needs to be congratulated. The LMSC had the largest city in the state (Columbus) within its borders, yet the city did not have the largest number of swimmers or a very active swimming community. Through the efforts of Carl Bromer (the new LMSC chair), Columbus has come alive and is now taking its rightful role in hosting the State Championship each year. The Columbus market is growing and is full of young professionals. This makes it the perfect place to develop more teams and members! I look for more good things from Ohio in the next few years!

GLOWS had fewer venues this year but were still able to provide some good competition. We have a new team in charge of GLOWS consisting of Scott Reeves, Mike McDonnell and Denise Brown. Together, they have done a great job keeping GLOWS alive and kicking! Going forward, we hope to add back some of the venues that dropped out due to cost.

This year we held our first Great Lake Open Water Championships. I want to thank Big Shoulders for hosting the event this year!

Through its members and the generosity of the LMSC's in our Zone, we have been able to award prizes to the winners of the GLOWS series and the Great Lake Championships. We have established our open water championship and GLOWS while smaller is healthy.

One more piece of the puzzle to bring our Zone closer together would be for us to re-establish our zone meet. This is on the agenda and we hope to see it happen in 2014!

I'm also happy to report that our LMSC are in compliance with all Minimum standards.

Discussions and Projects Since Last Convention

1. Glows
2. Open Water Championships
3. LMSC Minimum standards

Action Items

1. Zone Meet

Great Lakes Zone Meeting Agenda

Saturday September 14th 7:45am – 9:15am – Madrid

1. Roll call and introduction of New Delegates
2. Financial Report

USMS Committee Reports and Agendas

3. GLOWS Report
4. News Letter/Web site
5. Recommendations for GLZ at large board seat
6. Great Lakes Zone Meet/Open Water Championship
7. Great Lakes Zone LMSC Updates/reports
8. Other Business
9. Adjourn

Northwest Zone

Tim Waud, Chair

Committee Members: Matt Bronson (IW), Lisa Dahl (PN), , Donn Livoni (MT), Paula Moores (SR), Jeanne Teisher (OR), Dennis Tesch (UT), Joanne Wainwright (AK), Sarah Welch (treasurer), Hugh Moore (webmaster)

Introduction

During the previous year, the Northwest Zone hosted, or will host, Zone championship events in all four event types (SCM, SCY, OW, and LCM). Zone conference calls were conducted on a quarterly basis. The USMS Northwest Zone Discussion Forum page was used to enhance communications within the Zone. The Zone currently has 3,530 registered members, with OR and PN each having over 1000 members each.

Discussions and projects since the last convention

1. Zone Championship Meets
 - a. SCM – Pacific Northwest LMSC hosted the 2012 SCM Zone Meet October 20-21, 2012.
 - b. SCY – Oregon LMSC hosted the 2013 SCY Zone Meet March 22-24, 2013.
 - c. Open Water – Pacific Northwest LMSC to host the 2013 Zone Open Water Championship September 23, at Angle Lake, Seattle, WA
 - d. LCM – Oregon LMSC to host the 2013 LCM Zone Meet August 23-25, at Mt Hood Community College in Gresham, OR
2. Zone Conference Calls: Quarterly Zone conference calls took place in December, March and July.
3. LMSC Leadership Changes: Sarah Welch is stepping down as the Northwest Zone Treasurer, this is an election year and the Zone Chair and Treasurer positions are available.
4. The Zone is scheduled to provide funding assistance for three delegates from small LMSCs to attend the 2013 USMS Convention in Anaheim, CA (one each from Alaska, Snake River and Utah).

Action items

None

USMS Committee Reports and Agendas

Northwest Zone Meeting Agenda

Saturday September 14th 7:45am – 9:15am – Valencia

1. Introductions
2. Old Business
 - a. 2013-14 Zone championship meet update
 - i. 2013 SCM – Open to other than Oregon and Pacific Northwest LMSC. Meet information and entry form due.
 - ii. 2014 SCY – Pacific Northwest LMSC. Meet information and entry form due no later than January 15th
 - iii. 2014 LCM – Open to other than Oregon LMSC.
 - iv. 2014 OW – Inland Northwest LMSC. Event information and entry form due no later than May 15th
 - v. 2014 SCM – Oregon LMSC. Bids due to Zone Chair no later than September 1st
 - b. Update on Zone newsletter
 - c. Update on Zone conference calls
 - d. 2014 Convention - Small LMSCs scheduled for Zone funding assistance
 - i. Inland Northwest
 - ii. Montana
 - iii. Snake River
3. New Business
 - a. Committee report on Zone funding assistance to Small LMSC Delegates –Paige
 - b. Financial Report - Sarah
 - c. Election – Chair and Treasurer Positions
4. LMSC Reports (3 minutes each)
 - a. Alaska
 - b. Inland Northwest
 - c. Montana
 - d. Oregon
 - e. Pacific Northwest
 - f. Snake River
 - g. Utah
5. USMS Committee Member Reports and Issues
 - a. LMSC SCORECARDS
 - b. Other USMS Committee member reports
6. Convention “hot topics” and discussion on Legislation items
7. Other Business
8. Adjourn

USMS Committee Reports and Agendas

Oceana Zone

Michael Moore, Chair

Introduction

Oceana Zone includes the Pacific and Hawaii LMSCs. The committee meets annually at the U.S. Masters Swimming convention and conducts other business as needed by email.

Discussions and Projects Since Last Convention

The two LMSCs only share a contiguous ocean. Both are well run LMSCs and have show good year-to-year growth. Hawaii has grown over 5% over last year's year-end numbers, Pacific is up about 5% on a year to date numbers.. As of the middle of July, there are 11,258 USMS members in the Oceana Zone. Both LMSCs have met the LMSCs standards and are considered well run organizations.

This year Pacific hosted the USMS 1 Mile Open Water Championships and in 2014, the U.S. Masters Swimming Spring Championships will be held in Santa Clara.

Oceana Zone Meeting Agenda

Saturday September 14th 7:45am – 9:15am – Salon IV

1. Introductions
2. Reports the LMSCs
3. Election of the Oceana Zone Rep
4. Discussion of a Zone Championship
5. Review of proposed Legislation that may be of interest to the Zone
6. New Business
7. Adjournment

South Central Zone

Tyler Blessing, Chair

Introduction

This committee meets annually at convention and conducts any business deemed necessary by email during the year. It is comprised of the delegates from the following six LMSCs. (Arkansas, Border, North Texas, Oklahoma, South Texas and Gulf).

Discussions and Projects Since Last Convention

1. 2013 SCY Zone Championship held at (South Texas) UT Austin Texas Swim Center
2. 2013 LCM Zone Championships held July 19-21 at (Oklahoma) Jenks Trojan Aquatic Center

Action Items

1. Discuss new zone policies regarding the running of Zone Championship meets

USMS Committee Reports and Agendas

South Central Zone Meeting Agenda

Saturday September 14th 7:45am – 9:15am – Granada

1. Discuss 2013 Zone Championship meets.
2. Award the 2014 Zone Championship meets.
3. Discuss the impact of Open water sanction fees on Zone open water events.
4. Finalize 2013 -2014 calendar
5. New Business
6. Elect South Central Zone chair for 2014-2015

Southwest Zone

Mary Hull, Chair

Introduction

The Southwest Zone includes Arizona, New Mexico, San Diego-Imperial, and the Southern Pacific LMSCs. All four LMSCs have hosted meets this year. The zone has also had some open water swims and the Summer Long Course Nationals was hosted by Mission Viejo August 7-11.

Southwest Zone Committee Meeting Agenda

Saturday September 14th 7:45am – 9:15am – Salon III

1. Introductions
2. Election of Zone Chair
3. LMSC reports: Arizona, New Mexico, San Diego Imperial, Southern Pacific
4. Zone meets for 2014
5. Zone open water for 2014
6. Old business
7. New business

2013 Elections

Nadine Day – Candidate for President



The Election Committee has deemed that Nadine Day is a member in good standing of USMS. The candidate has indicated she is planning to attend the HOD Meeting for this election year and is planning to attend all HOD Meetings during her tenure in office.

The candidate is running for reelection and is not required to provide a letter of nomination or a letter of recommendation.

The candidate provided the following responses on the Candidate Questionnaire/Consent-To-Run Form:

Please list the USMS National HOD Meetings you have attended, including the dates of attendance:

2002-present

III. Section Three: Questions

Why are you interested in this position and why do you believe you would be a good candidate?

I am running for reelection for the office of USMS President because I will be able to provide stability and continuity of leadership for the organization. We are changing and growing, for example, we are currently working to transition more operational duties to the national office. We have growing pains and I am prepared to help lead the USMS Board of Directors to overcome these challenges and figure out the best solutions for the organization.

As current President of USMS, I have been fully and enthusiastically committed in leading the organization for the past two years. I have followed and promoted the USMS mission: "To promote health, wellness, fitness and competition for adults through swimming."

This past year, USMS was faced with an unexpected significant increase in our insurance premium. We worked together as a TEAM to move forward and ensure that we had insurance for 2013. This endeavor required many volunteers, such as the board of directors, an insurance task force, long distance committee, open water committee, rules committee chair, legislation committee, finance committee, and the national office working together. USMS is placing safety for our members as a priority.

I have shown that I can work with elected officers, the board of directors, national committee chairs and LMSC chairs. I am familiar with escalating insurance premiums, the transition of registration in house, programs and services to LMSCs, Clubs, Coaches and Event Directors. I believe that we need to assess our performance and expand our initiatives with partnerships. We also must provide the necessary resources for people to succeed.

I have been an officer at the club level, local level and national level. This experience has provided me with insight of the challenges that our organization faces at various levels. Our volunteers at the grassroots level are the key component to ensure our organizations success and I believe working together will foster our growth. If re-elected, I will provide the leadership required to continue to strive to promote USMS's mission, vision, and objectives.

What do you consider to be the major issues facing USMS now and in the future? As a person holding an elected position within USMS, how would you address these issues?

One of the more pressing issues at this time has been the increase in the USMS insurance premium. While working on this issue, we have found other issues that require our attention. We have had the challenge to re-evaluate our governing structure, compliance issues and programs.

We have recognized the importance of monitoring the structure of our organization. USMS 2.0 task force, which reports to the Governance committee, was appointed to look at other organizations and to examine their strategic plans, industry trends, governance and best practices. By gathering information, USMS can make better decisions in planning for our future. I will work with committees, leaders, and members on planning and succession of our organization. I have demonstrated my belief that decisions should not be made unilaterally and decisions are made for the betterment of USMS as an organization.

I still see USMS struggling with the transition of volunteer lead organization to shared governance, in which both volunteers and an executive director lead the organization. We will always depend on many dedicated volunteers and I applaud the commitment of our members. USMS needs to continue to transition operational duties to the national office, which will allow the volunteer leaders to focus on initiatives and policies.

We also have to look at the governance structure at the LMSC level. The LMSC Development committee, zone chairs, membership staff and club and coach services must collaborate and ensure that the same consistent message is being communicated. We have discovered many inconsistencies that have occurred with having 52 LMSCs. It is our duty to ensure that LMSCs have the resources needed to follow the LMSC standards. Education, stabilizing our infrastructure and providing consistent operational management will enhance the communication to the members. I also believe that the leadership at the local level and clubs are the driving force for growth. We need to provide opportunities for our members to participate and to volunteer by utilizing their expertise, which is critical for our success.

Another issue, which is vital to the success of our organization, is COACHES. Coaches interact with our members every day. Programs that succeed have coaches that are dedicated in promoting masters swimming. I am committed to ensuring that coaches are recognized for their efforts and provide them with resources to promote Masters swimming. USMS and LMSCs need to invest in coaches to improve member services and programs. Strong coaches make strong clubs, which makes stronger LMSCs, which results in a more powerful organization and more members.

This coming year, USMS will bring membership registration in-house; USMS will have better control of our revenue and will be able to address membership benefits. USMS will be able to monitor trends and utilize the information to improve membership services. As a result, USMS should see membership growth by signing up new members and retaining current members.

With all of these issues, the primary linkage is communication. I am committed to ensure communication occurs in two directions. I will keep the leaders of the organization informed. If re-elected, I will continue to promote quality assurance and strive to enhance programs and services for our members. I will lead our volunteers to promote USMS's mission and vision.

Please list USMS committees on which you have served. Include the dates you were on the committees and the names of the committee chairs under whom you served:

- BOD 2008-present
- BOD Task Force
- Ex-officio on BOD Task Force: 2011-present
- Workout Group Task Force: 2011-Chair present, 2010 Chair-Rob Copeland
- Club Development/Mentor: 2006-2009: Chair-Julie Heather, Jeanne Ensign
- Executive Director Search: 2008 Chair-Jim Miller
- Executive Director Transition Team: 2008 Chair-Jim Miller
- National Office Search: 2008 Mike Heather
- BOD Committee
- Compensation and Benefits 2007-2011: Chair. Committee was responsible for Employees Benefit Policy, Paid Time- Off Policy, Severance Package, Executive Bonus, Employee Handbook and Relocation Package of USMS Staff.
- Marketing Committee 2003 to 2008: Chair-Doug Garcia, Tom Boyd, Chris McGiffin
- Sports Medicine 2003-2007: Chair-Jessica Seaton, Jody Welborn
- 2005 USMS Convention-Sport Medicine Presentation on "Rehabilitation of Common Swimming Injuries"
- Safety Education 2004-2006: Chair-Julie Heather, Shannon Sullivan

- Publications Committee 2005-2007: Chair-Lynn Hazelwood

Please list any other experience that relates to your qualifications for the position.

I have been a member of the US Masters Swimming BOD for the past eight years with four of those years as a member of the Executive Committee. I have been involved with the policy making of the organization, including the strategic plan in 2007 and 2011. For the past two years, I have served as the President of USMS and feel that with the recent challenges that USMS faces with insurance and compliance I can provide a continuity of leadership for the organization.

NIRSA (National Intramural Recreational and Sports Association) USMS representative 2006, 2007, 2008;
Dorothy Donnelly Service Award 2007, Great Lakes Zone Director 2005-2009; Illinois LMSC Chair-2005-2009
Illinois Vice Chair 2002-2005, Illinois Sanction Chair 2001-2005.

Please list any other information you would like included.

I am a physical therapist and co-own a private practice, which gives me the flexibility to serve our organization. I have been a coach for the past 14 years. I have an ASCA Level 3 coaches certification and have completed Level 1/2 USMS Masters Coaches certification. I have worked in the administrative level of health facilities serving as a clinical administrator, rehabilitation director and director of physical therapy.

Please write a short summary statement that will be posted on the display board with your photograph at the HOD Meeting

United States Swimming is an outstanding organization dedicated to life-long swimming. The leadership at the Club, LMSC, Zone, National and Administration are passionate about this organization. We all want USMS to excel and be successful. We are proud to be members of USMS.

If reelected, I would be honored to continue to serve as your USMS President. I will help lead our board of directors and volunteers to follow the initiatives that the HOD will establish for the coming years. I have been active in the leadership of the organization for the past eight years. I feel that I can provide stability and continuity with the newly elected executive committee members and work with USMS Executive Director. I will maintain open communication and welcome feedback from our members. I will work continuously to promote quality assurance and strive to enhance programs and services for our members. I will lead our volunteers to promote USMS's mission and vision.

Sean Fitzgerald – Candidate for Vice President of Administration



The Election Committee has deemed that Sean Fitzgerald is a member in good standing of USMS. The candidate has indicated he is planning to attend the HOD Meeting for this election year and is planning to attend all HOD Meetings during his tenure in office.

The candidate was nominated by Lisa Watson and received letters of recommendation from Lisa Watson and Rob Copeland. These letters follow the questionnaire.

The candidate provided the following responses on the Candidate Questionnaire/Consent-To-Run Form:

Please list the USMS National HOD Meetings you have attended, including the dates of attendance:

2000 – present

III. Section Three: Questions

Why are you interested in this position and why do you believe you would be a good candidate?

The Vice President of Administration seems like a natural progression for my involvement in USMS. I have been serving as the Chair of the Legislation Committee since 2005. As Chair of the Legislation Committee, I have been an ex-officio member of the Rules Committee. During my tenure, USMS has also split the Long Distance and Open Water Committees. I was involved in the changes to Part 3 of the Rule Book during that time. I was also a member of the Legislation Committee when Part 4 was added. That experience uniquely qualifies me to serve as Vice President of Administration, since I have been working with the portfolio for the past 8 years. Finally, my participation on the Governance Committee has given me insight into the workings of the Board of Directors and some of the long term issues and Strategic plans of the organization.

What do you consider to be the major issues facing USMS now and in the future? As a person holding an elected position within USMS, how would you address these issues?

I think that maintaining the balance of work between the Central Office Staff and our strong volunteer base will be a continuing issue. As our membership grows, so does the HOD. At the same time, more of the volunteer positions are being transitioned to the Central Office Staff. This gives us fewer opportunities to engage our volunteers on a national basis throughout the year. We also need a long term plan for the growth of Open Water Swimming. The insurance issue raised this year will be slow to go away, if it ever does. We need to find additional sources of funding not only for Open Water Swims, but for the entire organization.

Please list USMS committees on which you have served. Include the dates you were on the committees and the names of the committee chairs under whom you served:

2000 – 2007 International Committee: June Krauser and Mary Pohlmann served as chairs
2003 – 2005 Legislation Committee, Rob Copeland served as chair
2005 – 2013 Legislation Committee Chair
2009 – 2013 Governance Committee: Patty Miller, Anthony Thompson, Hugh Moore served as chairs
2005 – 2013 Rules Committee ex-officio: Kathy Casey served as chair

Please list any other experience that relates to your qualifications for the position.

I have been serving as vice chair of the GA LMSC since 1998. That same year, I was elected Treasurer of International Gay and Lesbian Aquatics for two 2 year terms. In 2003 I was elected as co-chair then co-president of IGLA. In 2005, I was the Meet Director for the 2005 IGLA Championships held at the Georgia Tech Aquatic Center, organizing the events for Diving, Water Polo, Synchronized Swimming as well as Masters Swimming. After taking a year off, I was elected to be one of IGLA's representatives to the Federation of Gay Games. In 2008, I became the Secretary of the FGG where I served until last year.

Please list any other information you would like included.

None Provided.

Please write a short summary statement that will be posted on the display board with your photograph at the HOD Meeting

I am excited to have the opportunity to run for the position of Vice President of Administration for United States Masters Swimming. As I complete my eighth year as the Chair of the Legislation Committee, it is time for me to move onwards and hopefully upwards. The VP of Administration is the next logical step. I have a thorough understanding of the committees I would oversee. As Chair of Legislation, I was an ex-officio member of the Rules Committee. I also worked with the Open Water and Long Distance Committees as they separated their duties and created a new Part 3 of the Rule Book. On a local level, I acted as meet director for the 2005 IGLA Championships, bringing nearly 1000 athletes to the Georgia Tech Aquatic Center. I was also involved in the 2010 USMS Short Course National Championships, hosted by the Georgia LMSC. I believe I would be an asset to the Board as USMS continues to expand and create new opportunities for adult swimming.

I look forward to joining the Board of Directors of USMS.

Cheryl Gettelfinger
Chair –USMS Election Committee

Dear Cheryl:

It is with great pleasure that I nominate Sean Fitzgerald for USMS Vice President of Administration. Sean has been active in our Georgia LMSC for many years. He has successfully served as our Vice Chair for 16 years, and during that time has proven to be a valued member of our Board of Directors. He participates in our monthly conference calls and bi-annual meetings, serves as meet director for our state SCM championship meet as well as another SCY meet, and has created a yearly 'Grand Prix' series for our Georgia swimmers which has proven to be very popular.

In addition to contributions in our Georgia LMSC, Sean has also become a valuable asset to USMS on the national level. Sean has served on various national committees and has served as Chair of the Legislation Committee for the last 8 years. This position has obviously required numerous hours of service not just at convention, but throughout each year. His administrative experience at both the state and national level certainly makes him an excellent candidate for this position. I am delighted to endorse his candidacy for Vice President of Administration, and give my permission for this letter to be advertised to our USMS delegates.

Sincerely,

Lisa Watson
Chair- Georgia LMSC

~~~~~

Rob Copeland  
100 Grouse Point  
Fayetteville GA 30215

April 16, 2013

Cheryl Gettelfinger  
Election Committee Chair  
U.S. Masters Swimming

It is my honor to write this letter of recommendation for Sean Fitzgerald as U.S. Masters Swimming Vice President of Administration.

I believe Sean possesses the critical skills, aptitude and experience to lead our administration division. As VP of Administration, Sean will have responsibilities over our Championship, Legislation, Registration and Rules committees. While chairing the Legislation Committee for the past 8 years, Sean has developed a deeper understanding of how these committees work together and how they fit to form the foundation of USMS. Equally important to understanding the committees of the Administration division are Sean's leadership skills and his ability to be a key player in turning the strategic vision of Masters Swimming into a reality. And just as critical is his volunteer spirit; in the 15 years that I've known him; Sean has and continues to demonstrate this spirit within his club, the GA-LMSC, USMS and across the broader aquatic community. I am confident this spirit will continue to shine as Sean steps up to the next level of service leadership.

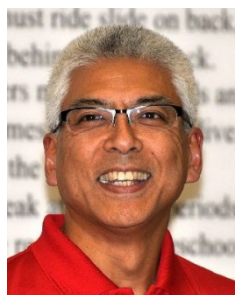
Sean will be an advocate for his committees and Sean will be a strong voice on the USMS Board and as an important membership of our leadership team. I recommend Sean without reservation to serve as the Vice President of Administration for U.S. Masters Swimming.

Very truly yours,

  
Rob Copeland

p.s. The USMS ad hoc Election Committee has my permission to reproduce and distribute this letter.

## **Ed Tsuzuki – Candidate for Vice President of Administration**



The Election Committee has deemed that Ed Tsuzuki is a member in good standing of USMS. The candidate has indicated he is planning to attend the HOD Meeting for this election year and is planning to attend all HOD Meetings during his tenure in office.

The candidate was nominated by Nadine Day and received letters of recommendation from Nadine Day and Patty Miller. These letters follow the questionnaire.

**The candidate provided the following responses on the Candidate Questionnaire/Consent-To-Run Form:**

**Please list the USMS National HOD Meetings you have attended, including the dates of attendance:**

1999 – San Diego, CA; 2000 – Kissimmee, FL; 2002 – Dallas, TX; 2003 – San Diego, CA; 2004 – Orlando, FL; 2005 – Greensboro, NC; 2006 – Dearborn, MI; 2007 – Anaheim, CA; 2008 – Atlanta, GA; 2009 – Chicago, IL; 2010 – Dallas, TX; 2011 – Jacksonville; 2012 - Greensboro

### **III. Section Three: Questions**

**Why are you interested in this position and why do you believe you would be a good candidate?**

I have been a USMS member for 19 years and have served as an officer at the LMSC level for 16 years and also as a national delegate and active committee member for the last 14 years. I have also served as the Vice President of Local Operations for the last 4 years, have led the End-to-End Event Management Task Force and bring a tremendous amount of passion and energy to the USMS organization at the LMSC, Zone and National levels. I am interested in continuing in a leadership role and expanding my experience as Vice President of Administration, which oversees the Championship, Legislation and Rules Committees. It is my impression that these committees are very well organized and run and I believe I can learn a great deal from my interactions with all of them.

**What do you consider to be the major issues facing USMS now and in the future? As a person holding an elected position within USMS, how would you address these issues?**

One major issue continues to be membership growth and retention. We must continuously strengthen the value of membership and deliver consistent, positive membership experiences – for all of our member profiles – the pool or open water competitor, the fitness swimmer, the triathlete, and the coach. I believe that we can introduce creative approaches to membership types and fees, providing targeted approaches to recognize and encourage renewals and/or extended memberships. I am also very interested in continuing to provide rewarding opportunities for our incredible volunteer base. The organization thrives because of the commitment and dedication of our volunteers at the local and national level and it is critical that we improve training, communications, and recognition for this valuable “workforce.”

**Please list USMS committees on which you have served. Include the dates you were on the committees and the names of the committee chairs under whom you served:**

Records and Tabulation Committee  
Chair – Pieter Cath (1999-2004)  
Chair – Mary Beth Windrath (2005-2007)  
Chair – Ed Tsuzuki (2008-2009)  
Computer On-Line (1999-2000)

**Please list any other experience that relates to your qualifications for the position.**

In addition to serving on the Executive Committee and Board of Directors for the last four years, I have served as Chair or Vice Chair of the Records and Tabulation Committee for 10 years. I have also led the End-to-End Event Management task force which has been responsible for the development of the on-line meets database, event rankings, automation of the top ten tabulation process and most recently the on-line sanctions request and integrated calendar of events.

**Please list any other information you would like included.**

I live and breathe swimming. In addition to the “administrative” involvement detailed in this bid, I am an active pool and open water competitor and have been the head coach of the Bernards High School (New Jersey) girls and boys swim teams for the past 25 years.

**Please write a short summary statement that will be posted on the display board with your photograph at the HOD Meeting**

I have been a USMS member for 19 years, served as an officer at the LMSC level for 16 years, as a national delegate and active committee member for the last 14 years. I have served as a national committee chair, vice chair or as Vice President of the Local Operations division and member of the Board of Directors throughout my tenure as a national delegate. I bring a tremendous amount of passion and energy to the USMS organization at the LMSC, Zone and National levels and am eager to continue serving on the Executive Committee and Board of Directors in a new role as the Vice President of the Administration division. One of the things I have been most proud of during my tenure is the close working relationship I have been able to develop with the committees and their chairs as well as with the National Office staff and I look forward to the opportunity to do the same within the Administration division. I believe we have an incredibly enthusiastic and dedicated volunteer base and would like to continue to promote the development of and growth of United States Masters Swimming.

April 26, 2013

Dear United States Masters Swimming House of Delegates,

I am honored to bring forth my nomination for Vice President of Administration in nominating Ed Tsuzuki. I have had the privilege to work with Ed Tsuzuki for 4 years as he served as Vice President for Local Operations. His leadership and guidance with the LMSCs has shown to be forward thinking. He has worked hard to unify LMSCs. Ed has lobbied for volunteer recognition and the preservation of USMS history. He was instrumental with the end-to-end event management system, which we use to sanction USMS events. Ed received the Ted Haartz staff award last year, which exemplifies that he has a good relationship with both staff and volunteers. These qualities of leadership, communication and compassion would serve him well in this role.

Ed also has an understanding of the Board of Directors role and responsibilities. He has the vision of seeing the Big Picture of USMS. He is willing to accept change and challenges that USMS faces and will make the best decisions for USMS’s future.

It is my honor and duty to endorse Ed Tsuzuki to be United States Masters Swimming’s Vice President of Administration.

Sincerely,

Nadine KM Day  
USMS President

To whom it may concern: I give my permission to have this letter published. Nadine Day

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April 29, 2013

To Whom It May Concern:

I am pleased to provide this letter of reference for Ed Tsuzuki and his candidacy for the U.S. Masters Swimming position of Vice President of Administration. I have worked with Ed in his capacity as Vice President of Local

Operations for the past several years and have been impressed by his commitment to USMS and its members and volunteers, as well as his leadership style.

Ed has worked with the committees assigned to him in a manner that empowers and supports their work. He has participated with the committees and very actively on the Executive Committee and Board of Directors while juggling a demanding international travel schedule for his job. Despite that schedule, he is responsive and follows through.

Ed has a big picture focus that will suit him well in the Vice President of Administration position, where he would work with the “business” committees such as the Legislation, Rules, Registration and Championship Committees.

Quite importantly, Ed exhibits a demeanor and professionalism that suit him well to be Vice President of Administration. I have seen Ed work with our volunteer leaders in a patient, professional manner that encourages and rewards high performance. Ed communicates clearly and has a friendly, cheerful and supportive manner that makes the volunteer experience rewarding for those who have the pleasure of working with him.

Sincerely,

Patty Miller

Note: I consent to publishing of this letter.

Jody Smith – Candidate for Vice President of Community Services



The Election Committee has deemed that Jody Smith is a member in good standing of USMS. The candidate has indicated she is planning to attend the HOD Meeting for this election year and is planning to attend all HOD Meetings during her tenure in office.

The candidate is running for reelection and is not required to provide a letter of nomination or letters of recommendation.

The candidate provided the following responses on the Candidate Questionnaire/Consent-To-Run Form:

Please list the USMS National HOD Meetings you have attended, including the dates of attendance:

Anaheim, CA - September 26-30, 2007
Atlanta, GA - September 24-28, 2008
Chicago, IL - September 16-20, 2009
Dallas, TX - September 15-19, 2010
Jacksonville, FL – September 14-18, 2011
Greensboro, NC – September 12-16, 2012

Also attended the USAS Convention in 2004, 2005 and 2006

III. Section Three: Questions

Why are you interested in this position and why do you believe you would be a good candidate?

My interest in serving USMS as the VP of Community Services stems from my desire to improve the experience of our members, coaches and programs, grow our membership and support our volunteer efforts both locally and nationally.

From the day I joined my first Masters program over thirteen years ago my passion for Masters Swimming has continued to grow from year to year. As my enthusiasm for the sport has grown, so has my involvement at both the local and national level.

My experiences as a swimmer, event host, facility manager and coach provide me a multifaceted perspective on the issues and opportunities facing USMS and our members. In addition to being a USMS board member the last two years, I have also served on the Pacific Masters Board and the San Jose Arena Authority (mayor appointed) and reported to the Board of Mountain View Masters Swimming, so I'm versed in the roles and responsibilities of board members. I have a strong understanding of the current USMS landscape and have worked with numerous volunteers and staff members on USMS projects and events.

What do you consider to be the major issues facing USMS now and in the future? As a person holding an elected position within USMS, how would you address these issues?

The current challenges I see USMS facing are the following:

- Clear communication between the board of directors, USMS committees, staff, LMSC's and volunteers.
- Structuring and supporting open water swimming and events given the new circumstances and constructs related to insurance.
- Growth in membership as well as an organization.

As Vice President of Community Services and a member of the Board of Directors my priority continues to be an adherence to our mission and goals as determined by the membership and our Strategic Plan. As liaison to the Sports Medicine and Science, Fitness and Coaches Committees, I will continue to work with these teams of volunteers to align with our overall objectives and assist in the communication of the committee's plans at a national and LMSC level. And I will address each issue and opportunity with the philosophy, "what is the best and most efficient way to achieve the goal or implement the plan" and not be limited by what has been done historically.

Please list USMS committees on which you have served. Include the dates you were on the committees and the names of the committee chairs under whom you served:

Championship Committee, Jan 2008- Sep 2011, Chairs Mark Moore (2008-2010) & Jeff Roddin (2010-Current)
Coaches Committee, Nov 2010 – Sep 2011, Chair Craig Keller

Please list any other experience that relates to your qualifications for the position.

Other relevant work, event and sports governing body experience:

- Assistant Athletic Director – University of Oregon
- Competition Director – 2013 USA Track & Field Olympic Trials
- Associate Athletic Director – San Jose State University
- Special Events Manager & Avery Aquatic Center Manager – Stanford University
- Meet Director – USA Swimming National Championships, NCAA Water Polo Championships
- Tournament Director – NCAA Men's Basketball, First and Second Rounds
- Associate Director – USA Track & Field National Championships

Please list any other information you would like included.

None Provided.

Please write a short summary statement that will be posted on the display board with your photograph at the HOD Meeting

As an active member of this community and someone that plans on "Swimming for Life", I submit my nomination to serve USMS as the Vice President of Community Services. Within our organization I've been a participant, an event host, a large aquatic facility manager and most recently a coach. And I will bring the knowledge and understanding gained in these functions to this position. I will also bring my experience as a leader, organizer and administrator to this role. As a volunteer, I have been involved at the club, LMSC and national level and have devoted time to be aware of the dynamics of our organization, our history and our plans

for the future. I look forward to the opportunity to work directly with the USMS Fitness, Sports Medicine and Science and Coaches Committees. I'm passionate about USMS, our members and our programs, and I'm committed to serving our community as an active member of the Executive Committee.

Chris Stevenson – Candidate for Vice President of Local Operations



The Election Committee has deemed that Chris Stevenson is a member in good standing of USMS. The candidate has indicated he is planning to attend the HOD Meeting for this election year and is planning to attend all HOD Meetings during his tenure in office.

The candidate was nominated by Ed Tsuzuki and received letters of recommendation from Ed Tsuzuki and Betsy Durrant, in accordance with our Election Operating Guidelines. These letters follow the questionnaire.

The candidate provided the following responses on the Candidate Questionnaire/Consent-To-Run Form:

Please list the USMS National HOD Meetings you have attended, including the dates of attendance:

Anaheim, CA: Sept 27-30, 2007
Atlanta, GA: Sept 25-28, 2008
Chicago, IL: Sept 17-20, 2009
Dallas, TX: Sept 16-19, 2010
Jacksonville, FL: Sept 15-18, 2011
Greensboro, NC: Sept 13-16, 2012

III. Section Three: Questions

Why are you interested in this position and why do you believe you would be a good candidate?

Like so many USMS volunteers I am motivated by the desire to “give back” to the swimming community and to enhance the swimming experience for adults. Contact at the club and LMSC level is still the dominant force shaping the experience of most USMS members, and my involvement at the local (LMSC) level is extremely important to me. The VP of Local Operations position looks to be the best way to leverage my enthusiasm for local volunteerism at the national level.

What do you consider to be the major issues facing USMS now and in the future? As a person holding an elected position within USMS, how would you address these issues?

A longstanding challenge facing USMS is that the quality of Masters swimming can vary quite a bit from LMSC to LMSC and even within LMSC boundaries. At the same time there is a tension between national policies, and the desire for standardization, and the ability of LMSCs to implement those policies. What sounds like a good idea and works well for one LMSC may not be as effective for another. I think one of the main jobs of the VP of Local Operations is to address and coordinate these issues through the various committees under his/her supervision (LMSC Development, Records & Tabulation, Recognition & Awards, History & Archives). At the Board level I would be looking for opportunities to allow LMSC flexibility and provide assistance in dealing with the challenges that the LMSCs face. Increased collaboration at the Zone level is worth exploring; I would look for resources and expertise that exist in nearby LMSCs for guidance and assistance in helping all LMSCs address their challenges.

Please list USMS committees on which you have served. Include the dates you were on the committees and the names of the committee chairs under whom you served:

Records and Tabulation, 2007-present. Served under Ed Tsuzuki 2007-2009, served as vice chair 2008-9, serving as chair 2009-present.
Championship, 2009-present (ex-officio) under Jeff Roddin.
USMS 2.0 Task Force, 2013-present under Hill Carrow.

Please list any other experience that relates to your qualifications for the position.

I am very involved at the LMSC level:

- Top 10 Recorder since 2006, responsible for maintaining LMSC records and submitting times for Top 10 consideration for all three courses.
- LMSC Webmaster since 2010, during which time I completely redesigned the website (www.vaswim.org) to use the WordPress content management system. Beyond updating and maintaining the website I am in charge of electronic communications within the LMSC. As part of these duties I post “what’s new” items every 3-5 days on the website and compose the monthly email newsletter digest of these posts that is sent to the entire LMSC. I also work with the LMSC Registrar to maintain the monthly mailing addresses for the print newsletter, including managing an “opt out” program to receive only the electronic version of the print newsletter.
- LMSC Vice-chair 2006-2008
- LMSC Chair 2008-2010
- With my wife I am co-director of 2013 Colonies Zone LCM Championship meet.
- Since 2010 I have maintained the Colonies Zone records and Colonies Zone Championship records.
- In my “real” job I have been a chemistry professor for 20 years. I have had a significant amount of administrative and management experience. I was the Environmental Studies program coordinator for 10 years, a position that required coordinating the activities of departments from five different schools across the university. I also served as the Geography department chair for three years.

Please list any other information you would like included.

None provided.

Please write a short summary statement that will be posted on the display board with your photograph at the HOD Meeting

I have been a USMS member for 25 years and have been involved with USMS as a volunteer since 2006. I have served in many roles at both the LMSC and national level, and my greatest passion is to encourage volunteerism and effective management at local levels.

April 26, 2013

To the United States Masters Swimming House of Delegates,

I am very pleased to nominate Chris Stevenson for the position of Vice President Local Operations for the 2013 elections. I have worked very closely with Chris for over 6 years as he has been the chair of the Records and Tabulation Committee since 2009 and has been a member or vice chair of the committee since 2007. Chris is also extremely active within the Virginia LMSC where he serves as both Top Ten Recorder and webmaster. He has also served as the Virginia LMSC vice chair and chair from 2006 to 2010. Chris is particularly well suited to serve as a member of the Executive Committee and Board of Directors based not only on his leadership experience but also on his deep understanding of the USMS organization, its mission, and its operations. Chris has a solid working relationship with the national office and is particularly good at drawing out the best in our volunteer base. He is extremely collaborative at all levels of the organization and as a committee chair demonstrates very strong facilitation skills.

Under Chris’ leadership, the Records and Tabulation Committee has never been more organized and productive. The committee continuously strives to add clarity to rules, policies and documentation and also provides

tremendous support to the extensive volunteer base of top ten recorders by driving improvements to our automated tabulation tools.

It is my pleasure to endorse Chris Stevenson to be United States Masters Swimming's next Vice President of Local Operations. This letter may be published.

Sincerely, Ed Tsuzuki
USMS Vice President, Local Operations

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Letter of Reference for Chris Stevenson

It is with great enthusiasm that I am writing a reference for Chris Stevenson for Vice President of Local Operations. Chris made an impression as a worker and as a leader as soon as he got involved in the administrative side of Masters Swimming. He will be a wonderful asset to the Board of Directors and the Executive Committee. I believe Chris has chosen to run for the office that is perfect for him.

Local Operations is an area where he has had experience and has been extremely successful. Our LMSC (Virginia) is active and vibrant because we have been fortunate to have people like Chris who have vision and leadership skills, but who also are willing to do the necessary work for success. He is very supportive of everyone who assumes a leadership responsibility. He has helped me many times in many ways in my endeavors as newsletter editor and as a meet director. I find him very willing to help and easy to work with. He has had experience as local Top Ten Chair, Webmaster, and LMSC Chair. This year he has taken on the role of co-meet director for a new meet which has been designated as the Colonies Zone LC Meet.

When Chris attended his first convention, he was noticed immediately because he asked the right questions and was able to contribute during meetings because of his prior experience locally. He is currently Chair of the USMS Records and Tabulation Committee. In meetings Chris both contributes and listens. He has ideas but always listens to other ideas or improvements to his suggestions. I have had experience as a USMS officer and as a member of the USMS Board of Directors, and I believe our organization will benefit from Chris' leadership. He has the interest and ability to recruit new volunteers for the organization; he will help them get going and then step back and let the new volunteer do the job.

I strongly urge you to support Chris Stevenson for Vice President of Local Operations.

Betsy Durrant

This letter may be included in the published election materials.

## **Chris McGiffin – Candidate for Vice President of Programs**



The Election Committee has deemed that *Chris McGiffin* is a member in good standing of USMS. The candidate has indicated he is planning to attend the HOD Meeting for this election year and is planning to attend all HOD Meetings during his tenure in office.

The candidate was nominated by *Rob Copeland* and received letters of recommendation from *Paige Buehler* and *David Diehl*, in accordance with our Election Operating Guidelines. These letters follow the questionnaire.

**The candidate provided the following responses on the Candidate Questionnaire/Consent-To-Run Form:**

**Please list the USMS National HOD Meetings you have attended, including the dates of attendance:**

Attended 2005 - 2012 HOD Meetings

### **III. Section Three: Questions**

**Why are you interested in this position and why do you believe you would be a good candidate?**

In the last nearly three years serving on the Board of Directors, I am finding that one way to directly contribute to the health and wellness of US Masters Swimming is to become a volunteer. My volunteer experience started in 2004 when I found the time and energy to serve as the Chair of my LMSC. With little training or experience being an LMSC volunteer, I knew that I would have to tap into other sources of support. Luckily, I picked up a lot of knowledge from the LMSC leaders who preceded and served with me. The practical experience I gained during the five years as Chair continues to grow now as I volunteer at the national level.

I am interested in the position of VP of Programs because I would like to continue my service to USMS and this particular role will offer me the opportunity to work with the Long Distance, Officials, and Open Water Committees. I feel that the strength of my candidacy draws upon my experience and contributions from serving as the At-Large Director of the Colonies Zone and my active involvement with multiple BOD working groups - Volunteer Roles Task Force (VRTF), IT Liaison, and BOD Grievance Panels.

I feel privileged to serve as a volunteer leader, and look forward to more opportunities to learn, contribute and to help move US Masters Swimming forward.

**What do you consider to be the major issues facing USMS now and in the future? As a person holding an elected position within USMS, how would you address these issues?**

There are a variety of challenges for USMS currently. In the near term, one area of attention lies in supporting the needs and concerns of our volunteers. Even as we gain more National Office staff, the majority of our organization's strength is directly related to the ability to attract and retain effective volunteer leaders, especially at the local LMSC level where USMS growth can be strongly influenced. One way to support local volunteers is to share the knowledge of others. As Chair of the Volunteer Roles Task Force (VRTF), I am helping to draft volunteer role templates that we hope will serve as a reference to our current leaders and as a source of information for potential future leaders. Enhancing the volunteer experience is one of the key initiatives of the updated US Masters' Strategic Plan. As the efforts of the VRTF proceed, we understand that templates alone will not transform the organization, and that active collaboration among volunteers will be a primary factor in helping to drive consistent membership service and enhance the volunteer experience.

Another area of concern for USMS is the limited resource of pool space and time. While many open water swimmers might say that there are limitless opportunities to organize workouts by heading to the nearest lake, bay or ocean ☺, practically speaking, it is obvious that access to pool facilities remains a central component to the basic needs for most of our members. What can we do as an organization to help develop clubs and workout groups that will survive, and thrive? I would like to work with USMS Club Development to get underneath this concern, and examine viable options and actions we can take to improve club and member retention. If our Vision Statement says that "USMS will be the premier resource for adult aquatic fitness in the United States and will make fitness through swimming available for as many adults as possible," how can we take things to the next level so that facilities will see the value of partnering with USMS to create programs that will benefit their bottom line? It is more than a sales pitch. Long-lasting programs exist, and we can see that they last mostly because of the people involved. We have the business models to demonstrate the success, but there is more work to do in order to build clubs that last.

USMS faces another, more immediate challenge of addressing the very significant concerns related to the increase in our insurance coverage and its impact on our Open Water event business, our LMSCs, Event Directors and ultimately our members. For now, the circumstances are difficult, and the insurance costs may be here for longer than we wish. I am confident that we can work together and find ways to improve the situation and still provide safe and enjoyable events for our members.

On the subject of Open Water, I fully support the idea of emphasizing safety. The OW committee's work to hold safety webinars is a worthy undertaking, and efforts to create a Safety Director Development program and

clinics will help train and educate interested Open Water personnel, raising the level of knowledge and increasing the number of people with that knowledge to plan and conduct more events with greater expertise. I would also support the development of training program designed for Open Water Event Directors. Certification programs for Safety Directors and Event Directors may influence event insurance underwriting in a positive direction, hopefully resulting in lower premiums.

As far as Long Distance is concerned, I would like to help focus on improving the efficiency of compiling event records, All-Americans and All-Stars data. and enabling this information to present for each participant on their My USMS Swimmer Info page. At the moment, this information is collected and reported manually, and in this area there are clear opportunities to implement more automated solutions. Growing LD events, such as the postals, deserves attention. We do an excellent job promoting pool championships, but more can be done across available communication channels to encourage members to experience the fun and competition available.

With Officials, I am aware that there is a significant need to expand the content currently available in the Guide to Operations section of usms.org. I am working with the USMS IT staff to make this happen. I am also interested in supporting efforts toward developing a USMS Officials Certification program; one that will offer training and education for both pool and open water officials. We do rely substantially on the availability of certified officials for all of our competitions, and expanding the base with future classes of trained USMS Officials would be an effective way to meet the demand for the long term.

**Please list USMS committees on which you have served. Include the dates you were on the committees and the names of the committee chairs under whom you served:**

USMS Legislation Committee member (under Rob Copeland and Sean Fitzgerald): 2005 -2011

USMS Marketing Committee member (under Tom Boyd): 2006-2007

USMS Marketing Committee Chair: 2008 - 2009

USMS LMSC Development Committee member (currently under Paige Buehler): 2010-present

USMS Board of Directors, At-Large Director, Colonies Zone: 2011-present

**Please list any other experience that relates to your qualifications for the position.**

Continuous USMS Member since 1995: Berkeley Aquatic Masters, Berkeley Heights, NJ

National Top Ten finisher

LMSC Record holder

Club Planner for Annual Holiday Party

Club Treasurer

Club Coach - USMS Level 2 Certified

NJ LMSC Chair: 2004 - 2009

NJ LMSC Vice Chair: 2010-present

NJ LMSC Co-Registrar: 2011-present

Facilitated LMSC bylaw updates

Implemented LMSC Membership Promotion Campaign

Developed an LMSC Continuous Membership Recognition Awards Program

Helped to create the Lou Abel Distinguished Service Award

Helped to create an Annual LMSC Awards Banquet

Led efforts to sanction the first LMSC Open Water event

Club Development Workshop: Mentor program (Dallas, TX) attendee/graduate

BOD Experience:

Served as a member of multiple BOD Grievance Panels

Serving as Chair of the Volunteer Roles Task Force (VRTF)

Serving as member of the IT Liaison Task Force

**Please list any other information you would like included.**

None provided.

**Please write a short summary statement that will be posted on the display board with your photograph at the HOD Meeting**

Chris McGiffin, candidate for USMS Vice President of Programs. As a USMS member since 1995, I have served or currently serve in volunteer and leadership positions at the Club, LMSC, and national levels of the USMS organization. I am committed to working with the USMS Board of Directors in promoting the organization's missions, objectives and goals to serve US Masters Swimming and its members.

Rob Copeland  
100 Grouse Point  
Fayetteville GA 30215

April 16, 2013  
Cheryl Gettelfinger  
Election Committee Chair

U.S. Masters Swimming

It is my honor to nominate Chris McGiffin as U.S. Masters Swimming Vice President of Programs.

Chris has served USMS with distinction for many years in a variety of leadership capacities, most recently as a member of the USMS Board of Directors, since 2010, and as a member of the LMSC Development Committee.

I believe as Vice President of Programs Chris will continue to provide strong leadership to Masters Swimming and to the committees of the Programs division.

I recommend Chris without reservation to be the next Vice President of Programs for U.S. Masters Swimming.

Very truly yours,

Rob Copeland

p.s. The USMS ad hoc Election Committee has my permission to reproduce and distribute this letter.

~~~~~

Paige Buehler
814 Mabelle Street
Moscow, ID 83843
208.892.1328 – swim@galacticnorth.net

April 27, 2013

Esteemed Elections Committee,

US Masters Swimming is in the enviable position of having Chris McGiffin nominated for Vice President of Programs. I feel that his portfolio of skills and accomplishments coupled with his passion for swimming make him an ideal candidate for this position and I would like to recommend him.

Chris has served as a charter member on the LMSC Development Committee while simultaneously holding several other positions at the local and national level, including At-Large Director for the Colonies Zone on the Board of Directors. During the time that I have served as chair of the LMSC Development Committee, Chris has demonstrated many of the key attributes that are needed for the position of Vice President of Programs.

Chris took on the Herculean task of chairing the task force to document all the volunteer roles within USMS at all levels. This involved drafting templates for each role, soliciting and incorporating feedback from the people in those roles, making the templates available to every volunteer and finding an owner for the role templates going forward.

Networking and information sharing is one of Chris's core values and strengths. He sees great value in connecting people and the knowledge they hold. As the chair of the Mentoring Subcommittee on the LMSC Development Committee, Chris oversees several projects that do just this. He has also been a presenter at several convention workshops.

Finally, Chris believes in good management practices for good results. He is organized, publishes agendas, makes sure minutes are recorded accurately and uses meeting time wisely. He is knowledgeable of roles and processes at multiple levels in USMS and uses that knowledge to provide vision and motivate volunteers effectively while actively listening to input and facilitating positive outcomes.

It is my pleasure to recommend Chris McGiffin as a candidate for the position of Vice President of Programs. You are invited to publish this letter of recommendation.

Sincerely,

Paige Buehler
USMS LMSC Development Committee – chair
Inland Northwest LMSC – past-chair

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April 17, 2013

Cheryl Gettelfinger  
Chair of the Election Committee

I am writing this Letter of Recommendation in support of Chris McGiffin for the position of United States Masters Swimming (USMS) Vice President of Programs. My name is David Diehl, the current VP for Programs, I have been involved with USMS for over 35 years and have known and worked with Chris since he began his involvement with USMS.

Chris is a dedicated member of USMS who has served in a leadership capacity for many years at both the local and national level. He is currently an At-Large Director of USMS as well as serving as the chair of the Volunteer Roles Task Force (VRTF). I have had the pleasure of working with Chris as a member of the VRTF. Chris provided outstanding leadership of the VRTF which completed a thorough review of the major volunteer positions and the creation of detailed templates for each position. Chris worked diligently to consult and coordinate with many people with the expertise to draft templates for each position. He then coordinated with his task force members to finalize each template which was then posted on the USMS web site.

I heartily recommend Chris McGiffin as the next USMS Vice President of Programs. I know Chris will perform his duties in a manner that will enhance USMS and help make the organization operate more effectively and efficiently because of his experience and leadership.

David Diehl  
VP for Programs

(This letter may be published)

## **Chris Colburn – Candidate for Secretary**



The Election Committee has deemed that Chris Colburn is a member in good standing of USMS. The candidate has indicated he is planning to attend the HOD Meeting for this election year and is planning to attend all HOD Meetings during his tenure in office.

The candidate was nominated by Meg Smath and received letters of recommendation from Mo Chambers and Chris Campbell, in accordance with our Election Operating Guidelines. These letters follow the questionnaire.

**The candidate provided the following responses on the Candidate Questionnaire/Consent-To-Run Form:**

**Please list the USMS National HOD Meetings you have attended, including the dates of attendance:**

Dearborn, MI (September 13-17, 2006)  
Anaheim, CA (September 26-30, 2007)  
Atlanta, GA (September 24-28, 2008)  
Chicago, IL (September 16-20, 2009)  
Dallas, TX (September 15-19, 2010)  
Jacksonville, FL (September 14-18, 2011)  
Greensboro, NC (September 12-16, 2012)

### **III. Section Three: Questions**

**Why are you interested in this position and why do you believe you would be a good candidate?**

I am interested in the office of USMS Secretary because I firmly believe in giving back to the sport that has had such a positive impact on my life. Besides the obvious health and wellness benefits of swimming, Masters Swimming has given me lasting friendships and an extended family of like-minded individuals who are passionate about giving back to the sport we love.

I believe I would make a good candidate because I have a deep interest in the strategic and operational workings of U.S. Masters Swimming. As Secretary, I would be honored to work with all levels of our volunteer infrastructure and our staff to bring about a better future for our sport. In my “day job” as an IT professional, I have extensive experience with compiling and organizing meeting notes, project plans, and documentation to ensure the success of our team’s operations. As a linguist with a background in writing, I have done research on developing effective communication for a myriad of audiences. As a long-time coach and volunteer, I understand both the operational and functional processes of the office. I have formed working relationships with many members of both the volunteer and staff leadership that would facilitate my ability to do the work required by this position.

**What do you consider to be the major issues facing USMS now and in the future? As a person holding an elected position within USMS, how would you address these issues?**

The two major issues I see for USMS in both the short and long term involve member retention and the role of volunteers in the organization. We have done a great job with our efforts to attract new members to Masters Swimming in the past few years. If we want to grow our numbers even faster and more consistently, we need to maintain our new member efforts while ensuring that we strengthen the initiatives that will keep those members coming back year after year. Moreover, as we transition many previously volunteer roles to the National Office staff, we need to continue to define current, relevant roles for the passionate volunteers who wish to devote their time and talent to U.S. Masters Swimming.

As an elected officer, I would work diligently with the Board of Directors, the National Office, and the Masters Swimming community to help define clear, effective roles for our volunteers that enable us to move forward with the mission of the organization. Further, I would help to identify and implement ways to focus our programs on a two-pronged approach that addresses both membership growth and member retention.

**Please list USMS committees on which you have served. Include the dates you were on the committees and the names of the committee chairs under whom you served:**

Coaches Committee:

- 2000 (Scott Rabalais, Chair)
- 2007 – May 2008 (Vice Chair; Mo Chambers, Chair)
- June 2008 – 2010 (Chair; Chuck Burr, Scott Bay, Kerry O’Brien, Vice Chairs)
- 2011 (Craig Keller, Chair).

**Please list any other experience that relates to your qualifications for the position.**

- Head Coach, Delaware Swim Team Old Dawgs, 1996-1999
- Pilot Coordinator, Colonies Zone Regional On-Deck Coaching Program, 1999
- USMS On-Deck Coaching Coordinator, 2000, 2007-2010
- Illinois LMSC Vice Chair, 2005-2009
- Illinois LMSC Webmaster/IT Director, 2005-2011
- Head Coach, Academy Bullets Masters, 2006-present
- USMS Club Development Task Force, 2008-2009
- Illinois LMSC Chair, 2009-2011
- Illinois LMSC/ILMSA Coach of the Year, 2009
- USMS Kerry O'Brien Coaching Award, 2009
- USMS Dorothy Donnelly Service Award, 2009
- Allegheny LMSC Vice-Chair, 2011.

**Please list any other information you would like included.**

When I'm not coaching, swimming, working on pools with my wife, or working with technology, my hobbies include spending time with family; driving; cycling (on- and off-road); watching reruns of cop shows; checking out new and different eateries; and NEVER wearing a red shirt on an away mission.

**Please write a short summary statement that will be posted on the display board with your photograph at the HOD Meeting**

In addition to coaching Masters swimmers for over 23 years, I have worked actively at the local, regional, and national levels in three different LMSCs for the past 15 years. I have given back to Masters Swimming wherever possible in coaching, leadership, and communications-related roles. I have a deep interest in the strategic and operational workings of U.S. Masters Swimming. My experiences with technology, linguistics, and coaching have given me the organizational, communications, and strategic thinking skills to succeed in this position. As Secretary, I would be honored to work with all levels of our staff and volunteer infrastructure to bring about a better future for our sport.

171 Creekwood Way  
Nicholasville, KY 40356

May 14, 2013

To the Election Committee:

I am pleased to nominate Chris Colburn for the office of secretary of United States Masters Swimming.

I have worked with Chris on both the national and zone level for the past decade and have found him to be extremely competent, easy to work with, and, most important, easy to get along with. I have previously held the office of secretary, and am therefore familiar with the competencies required for the position, and Chris has them all. He is an excellent writer and communicator, and is well organized and has a good grasp of the issues facing U.S. Masters Swimming. As chair of the Coaches Committee, he always provided minutes for the committee's meetings in a timely manner, and in the correct format, without me having to badger him. He was also chair of the Illinois LMSC while I was secretary, and I never had to send him a second notice to declare delegates. I am confident that Chris will do an excellent job communicating the decisions of USMS, as well as maintaining the necessary convention records. I also trust that as a member of the Board of Directors and Executive Committee, he would make fair, informed, carefully considered decisions that are in the best interests of USMS.

I had to look back over past correspondence to figure out how long I've known Chris, and was a little surprised that it hasn't been more than 20 years. It seems like I've known him for a very long time, and like we've been good friends from the start. When I was elected secretary, I found that the job required more social interaction

than I would have expected. This most definitely would not be a problem for Chris! Once you meet him, you are his friend, and he would do anything you asked him to do. He is not averse to doing the “grunt work,” and he does everything with a cheerful outlook and within a rapid timeframe. I can recommend Chris for this office without reservation, and am personally delighted that he has decided to run.

I give my permission to publish this letter.

Sincerely,



Meg Smath  
Chair, Kentucky LMSC  
Past USMS secretary

~~~~~

Mo Chambers
15603 SE Rivershore Drive B Vancouver, WA 98683 B moswimn@mac.com

May 15, 2013

Dear USMS Election Committee:

It is both an honor and a pleasure to submit this letter in support of Chris Colburn’s nomination for the office of Secretary of United States Masters Swimming (USMS). Chris brings with him an unmatched level of accountability and professionalism, a rich passion and enthusiasm for the sport of Masters Swimming, and a clear understanding of the sport from the grass roots to the national level.

I met Chris for the first time at the 2006 USAS Convention in Dearborn, Michigan. As the convention was coming to a close, I was approached by then president Rob Copeland to step up as the chair of the coaches committee. I accepted the position only under the condition that Chris Colburn be my vice-chair. Looking back, I believe this could be one of the smartest moments in my life. Chris was, quite simply, amazing. His attention to detail, his follow through on tasks, and his vision to the future were outstanding. Needless to say, in less than two years, Chris stepped into the role of committee chair without missing a beat. What I see in Chris is a very unique ability to understand the big picture while keeping a close eye on the details – a skill set perfectly matched to the position of secretary of our organization.

It is no secret that Chris Colburn is one busy guy. However, in between juggling his full-time job in the information technology industry, driving to Pennsylvania to spend time with his wife, and his various responsibilities in USMS and its local committees, Chris continues to bring his enthusiasm and rich understanding of swimming to the Academy Bullets Masters five mornings each week. It is the feet grounded on our pool decks bringing consistency and quality to our growing population of Masters swimmers that sits at the heart of the success of USMS and Chris Colburn gets that. Making a difference in the lives of his thirty-five dedicated “Bullets” never comes off his radar. His passion and enthusiasm for Masters swimming and the USMS organization is unwavering and inspirational – again, a perfect match to a position on the Executive Committee.

As a twenty-five year member of USMS, a past Coach of the Year, and a past local and national committee chair, I appreciate Chris’ wide vision and experience in every level of our sport. From the grass roots to the national level, the local committees in between, chairing events and working on special task forces, Chris always brings his A-game. Did I mention that he is smart? Combine that with his passion, his dedication, and his experience and Chris Colburn in the office of Secretary will be a huge win for USMS.

Thank you and yes, USMS may publish this letter.



1997 USMS Coach of the Year
1996 Pacific Masters Swimming Coach of the Year

~~~~~

May 14, 2013

To the USMS Nomination Committee,

This letter is submitted in support of the nomination of Chris Colburn for the Office of USMS Secretary.

I have known Chris since 2008, when I first became a USMS National Convention Delegate, and shortly thereafter, a member of the USMS Coaches Committee. I was immediately struck by his passion and commitment to Masters Swimming. This strikes a resonant chord with me. Furthermore, his educational background in linguistics dovetails perfectly with the communication skills required of the officers of USMS. While he was Chair of the Coaches Committee, I was impressed by his organizational and administrative skills. In recent years, the Coaches Committee has expanded its charter with respect to the education and certification of USMS Coaches, and Club Development, among the many aspects of what we as coaches do on a daily basis. This is due in no small part to Chris's tireless efforts on deck, whether he is serving in an official USMS capacity or not.

The secret ingredient, however, comes from his day job. His involvement in the Information Technology industry has given him a tremendous background in what my profession calls "Systems Engineering." In simple terms, this means having a good sense of where your process has been, where it is, and where it's going to go. Additionally, the "whys" and "hows" are extremely relevant. Where is our process going, why do we want to go there, and how will we get there? This is "vision," and Chris has this in abundance.

I believe that Chris's vision, communication and administrative skills will serve him in good stead as USMS Secretary. I am pleased to support his bid for this office.

I give USMS permission to publish this letter.

Sincerely,

Chris Campbell

Coach, Mountain View Masters  
Head Coach 2006 to 2010  
2010 Pacific Masters Coach of the Year  
2010 Kerry O'Brien Coaching Award Winner  
2012 Dorothy Donnelly Service Award Winner  
Pacific Masters Coaches Committee Chair, 2005 to 2010  
USMS Coaches Committee Member 2008 to Present.

## **Phil Dodson – Candidate for Treasurer**



The Election Committee has deemed that *Phil Dodson* is a member in good standing of USMS. The candidate has indicated he is planning to attend the HOD Meeting for this election year and is planning to attend all HOD Meetings during his tenure in office.

The candidate was nominated by *Jeanne Ensign* and received letters of recommendation from *Rob Copeland* and *Ralph Davis*, in accordance with our Election Operating Guidelines. These letters follow the questionnaire.

**The candidate provided the following responses on the Candidate Questionnaire/Consent-To-Run Form:**

**Please list the USMS National HOD Meetings you have attended, including the dates of attendance:**

<Michigan - 2006, Greensboro - 2007, Los Angeles - 2008, Chicago - 2009, Dallas - 2010, Jacksonville – 2011, Greensboro - 2012>

### **III. Section Three: Questions**

**Why are you interested in this position and why do you believe you would be a good candidate?**

I am interested in the Treasurer position because of my passion for Masters swimming, my personal and professional enjoyment of managing business finances and belief I make a positive impact on USMS.

I have been a self-employed CPA, providing financial and management services to small business entrepreneurs since 1991. I bring an entrepreneurial spirit with a professional and unique business perspective to this Officer position. I am also currently engaged with 8 different non-profit organizations, providing services ranging from accounting and tax return services to Board advisor, permanent part time CFO manager and volunteer Treasurer. I am professionally qualified with both, a strong financial management background and a general business operating experience to serve on our policy-making body.

I was one of 5 USMS volunteers who researched and developed the latest USMS Strategic Plan that was adopted by the HOD in September, 2011. I have a clear understanding of the USMS Strategy and how it is supposed to support and improve our organization and our members. I currently chair the Open Water Sanctions Task Force, wherein I gained valuable experience in coordinating financial and safety recommendations through Long Distance, Open Water, Finance, Legislation committees and the Board.

**What do you consider to be the major issues facing USMS now and in the future? As a person holding an elected position within USMS, how would you address these issues?**

Big Picture:

USMS continues to transition from an all-volunteer managed organization to a professionally managed organization. With the majority of Board members' tenure dating before this transition, the Board is susceptible to retaining the old vision and procedures of volunteer management. Under current President Nadine Day there is significant attention and resources devoted to Board development. In my 2 ½ years on the Board, I feel the transition at the Board level is working, though at times too slow. As Treasurer, a major responsibility and focus will be to identify and bring Board attention to fiduciary and business considerations.

USMS leadership strives for strong membership growth. It is important to remember the goal is not membership growth, rather increased value to the membership, then growth will follow. Initiatives, new and under development, to enhance membership value are in place. It will take strong leadership to keep the organization focused on this path and not over focus on the same old volunteer activities and USMS programs.

USMS needs a strong vibrant volunteer base at the local level. The organization needs to develop more initiatives, training and support for local volunteers. The 2011 strategic plan recognizes these issues and new programs have been initiated with others under development. It will take very strong leadership to encourage the national volunteer base and leadership to look back to their roots for more emphasis on volunteers at the local level.

Micro picture:

Insurance costs for each Open Water event went from \$0 in 2012 to \$1,800 in 2013, creating four major problems, a) costs, b) funding, c) member education and d) reducing risk. None of these issues have easy solutions, but working together the organization will adapt and end up as a strong supporter of Open Water, although under a different paradigm than prior to 2013.

USMS continues to develop and integrate the Swimming Save Lives Foundation (SSL) concept, but without a clear financial plan. The SSL concept should prove to be a valuable benefit to our organization and members. But, it needs to be integrated in a careful, slow and well managed build up with the ultimate goal to be self-funding in a few years. I find myself in a small minority of concerned leadership on this issue, but promise to remain ever vigilant and outspoken.

Three years ago I presented the following outline of personal goals I hoped to achieve for the Board, working as a Board member. I have added points 8 -10 as Treasurer specific goals:

- 1) Encourage Board focus on policies, global issues and strategic initiatives, discourage micro management.
- 2) Support, but question, monitor but not interfere, and provide guidance to our professional staff and committees.
- 3) Improve financial reporting to the Board and educate the Board on interpreting financial results and acting thereon.
- 4) Instill a need for cost benefit justifications for major USMS programs.
- 5) Seek development of metrics and follow-up procedures for evaluating programs' successes.
- 6) Encourage Board focus on membership value. Use an entrepreneurial approach to develop membership initiatives in: member only web content, group insurance programs, expanded affinity programs, alliances with other fitness / athletic organizations, club and coach development, joint LMSC program initiatives and open water events.
- 7) Support development of initiatives to create a significant SSL endowment fund.
- 8) Work with the Finance Committee Chair to engage committee members and utilize their professional experience to work on goals 3 - 5 above.
- 9) Establish an LMSC optional investment program that piggy backs off the USMS managed investment portfolio and investment committee. A program whereby LMSC excess reserves are invested separately, but side by side USMS investments, utilizing the same low cost, conservative, professional investment advisory services and strategies as USMS.
- 10) Initiate a SSL vendor solicitation activity, whereby we will solicit the philanthropic arms of our largest vendors for SSL donations, above and beyond any USMS sponsorships.

**Please list USMS committees on which you have served. Include the dates you were on the committees and the names of the committee chairs under whom you served:**

Finance Committee, 2007-current under Jeff Moxie, Ralph Davis, Homer Lane and Jeanne Ensign  
Audit Committee, 2010-current under Jill Gellatly and Elyce Dilworth

**Please list any other experience that relates to your qualifications for the position.**

USMS experience:

- My first year on the Finance Committee (FC), I developed budget procedures that focused review on 95% of revenue and expense line items, significantly increasing the productivity of the FC at Convention and quality of its budget approval responsibility.
- I have been involved with the FC annual FOG review and revisions since 2007 culminating in the significant revision at 2009 Convention. This revision fully integrated FOG with the Strategic Plan to transition to a paid professional staff.
- I headed the FC task force to draft the Audit Committee Charter, which was presented and adopted by the Board in January 2010.
- I wrote and presented the Clubs and LMSC Accounting workshop at 2007 convention. The Club portion was updated in Spring 2009 and used by Mel Goldstein in his Club Handbook.
- From May 2011 to September 2011, I was one of 5 members in the Strategic Task Force which developed and presented the USMS Strategic Plan, adopted by the HOD at convention in 2011.
- I chair the Open Water Sanctions Task Force which from December 2012 to February 2013 developed safety and emergency fee recommendations, shepherded them through Finance and Legislation and ultimately Board approval. It is currently inactive but available for emergency action when needed.

LMSC experience:

- I was Finance Chair for five years before being elected as Treasurer effective May 1, 2010 (and re-elected April 2012). During this period I have improved accounting control procedures, prepared financial statements, tax returns and annual budgets.

- I have also guided the fiscal responsibility in ILMSA and reduced ILMSA dues so that total members' dues, including USMS, have only increased \$4 in the last six years!
- In January 2010, I drafted and implemented an investment policy for ILMSA excess reserve funds. I manage the investments and outperformed the general stock market from Jan 2010 through Dec 2011 and returned 3.66% in 2012.

**Please list any other information you would like included.**

I am 60 years old, married 33 years with three children, 28, 26 and 24. The two oldest are part time LAX coaches and my youngest is a swim instructor. Besides my passion for swimming, as a 5 time cancer survivor I also enjoy living. I have adopted the Swim Across America cancer awareness and fund raising efforts in Chicago as a personal mission to battle this disease. I have organized the largest fund raising team in Chicago, both by participation and dollars raised and personally been the #1 or #2 individual fund-raiser in Chicago for the last 8 years. In the summer of 2011, I started a fund raising effort for a youth learn to swim program which taught 80 and 160 Chicago inner city youths in 2011 and 2012, respectfully.

I have 37 years' experience in accounting and financial management. My career experience ranges from working for public accounting, a fortune 500 manufacturing corporation to company start-ups and entrepreneurial businesses. I have been self-employed since 1991, with a focus on small businesses. However, my very first client was a non-profit, with the same revenue as USMS. Today I still provide them accounting and tax services, meeting with and advising the Board monthly.

I am a volunteer Treasurer for the Chicago Engineers Foundation, a small non-profit whose mission is to promote and support the higher education of Chicago youth in engineering through providing college grants, approximately \$90,000 per year. I also volunteer on the Finance Committee for the Union League Club of Chicago, a \$26,000,000 plus members' club organization. Both these experiences provide cross fertilization of ideas and practices that benefit USMS.

I work with several small business owners. While I primarily provide tax and accounting services to them, they value me most as a business advisor. These entrepreneurs have a unique perspective on business and strategic thinking. I have learned a lot from my clients over the years. I bring my accounting discipline and entrepreneurial spirit to the Board of USMS.

As a self-employed individual, I have the flexibility to commit the time required to involve myself. As an individual driven and motivated to excel, I can make a difference.

**Please write a short summary statement that will be posted on the display board with your photograph at the HOD Meeting**

I am interested in the Treasurer position because of my passion for Masters swimming and my belief that I can make a difference. I have 37 years of business experience working with both small-business entrepreneurs and non-profit organizations, an interesting and unique combination. There are major, but achievable challenges facing USMS: transitioning Board focus towards more business and fiduciary thinking, managing membership growth to increase value to core members, seeking members consensus for solutions to Open Water costs and carefully planning and managing integration of the SSL initiative so that it serves our membership without being a financial burden. I bring the experience and discipline to serve as Treasurer on our policy-making body to face these challenges.

Jeanne Ensign  
511 East Roy Street #314  
Seattle, WA 98102

April 22, 2013

Cheryl Gettelfinger  
Chair of the Election Committee  
Elections@USMS.org

Dear Cheryl:

It is my honor to nominate Phil Dodson for the office of Treasurer of U.S. Masters Swimming. His professional expertise, USMS experience and boundless enthusiasm as a volunteer fulfill the qualities necessary for the position. I highly recommend him for this office.

Best Regards,

Jeanne Ensign  
USMS Finance Chair

~~~~~

Rob Copeland
100 Grouse Point
Fayetteville GA 30215

April 16, 2013

Cheryl Gettelfinger
Election Committee Chair
U.S. Masters Swimming

It is my honor to write this letter of recommendation for Phil Dodson as U.S. Masters Swimming Treasurer.

Phil has served USMS for many years in a variety of volunteer leadership capacities, most recently as a member of the USMS Board of Directors, and as a member of our Audit and Finance Committees. As well as volunteering within his LMSC and as a member and leader of numerous national initiatives.

Phil's get it done, bottom line approach to the issues USMS has faced has proven valuable in bringing the Board to agreement on some difficult matters. I know Phil will bring this same approach along with proven business and finance skills to the position of treasurer.

I believe some key skills of the USMS treasurer are 1) understanding the financial structure and goals of USMS, 2) the ability to work closely with our controller and executive director, 3) the ability to speak to the Board, House of Delegates and our membership about our financial position and how it effects our programs and members, and 4) to be an integral part of our volunteer leadership team. In my years of knowing Phil as a competitor, as a volunteer and leader of USMS, Phil has time and time again demonstrated he has these key skills and is capable and ready to meet the challenges of USMS as we continue to grow and mature.

In the years that I have known and worked with Phil, we have frequently come down on the opposite sides of issues. What I have come to admire about Phil is the courage of his conviction and his willingness to listen to other points of view and then to work towards real and viable solutions. Then regardless of the outcome Phil's passion for and commitment to USMS continue to shine through. And I see this continuing as our next treasurer.

I recommend Phil without reservation to be the next Treasurer of U.S. Masters Swimming.

Very truly yours,

Rob Copeland



Phil Dodson as the Election Committee has my permission to reproduce and distribute this letter.

~~~~~

Ralph Davis  
USMS Treasurer  
2683 Cades Cove  
Brighton, MI 48114  
Rdavis6114aol.com

April 19, 2013  
Cheryl Gettelfinger  
Chair of the Election Committee Elections@usms.org

Dear Cheryl,

I am writing to recommend Phil Dodson for Treasurer of United States Masters Swimming, a seat on the Board of Directors of United States Masters Swimming. Phil is uniquely qualified for this position because of his strong financial management background and general business operating experience. Phil, a CPA, has demonstrated his financial skill and management prowess by running his own firm since 1991.

Phil has served faithfully on the Finance Committee since 2007 and has served on the Audit Committee since its inception in 2010. During this time he has volunteered on a number of task force projects, including budget procedures, FOG review, USMS Strategic Plan, Audit Committee Charter and a new charter of accounts for USMS. Phil will always work tirelessly for USMS

It is a pleasure for me to heartily recommend, without reservation his nomination for Treasurer of United States Masters Swimming.

His honesty, loyalty, creativity, and ambition will serve our organization well. I look forward to having him as the Treasurer of USMS.

Yours Truly,

Ralph Davis. Treasurer USMS

The USMS ad hoc Election Committee has my permission to reproduce and distribute this letter.

## USMS BOD Committee Reports and Agendas

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### Audit

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#### Committee Members

Elyce Dilworth, Chair; Jill Gellatly, Vice Chair  
Phil Dodson, Jeanne Ensign, Paul Griffin  
Ex-Officio: Ralph Davis, Susan Kuhlman

#### Introduction

The Audit Committee's primary responsibility is to monitor the reliability and integrity of the financial statements of United States Masters Swimming, Inc. (USMS), monitor compliance with legal and regulatory requirements, monitor and evaluate the effectiveness of the organization's operating systems, and monitor the independence and performance of USMS's external auditors.

With regard to the 2012 audit, USMS received an "unmodified" opinion from Kerkerling, Barberio & Co. (K&B).

#### Discussions and Projects Since Last Convention

1. Reviewed and recommended approval of the 2012 audited financial statements to the BOD. Included annual meeting of members with K&B in Sarasota.
2. Reviewed and recommended approval of the Form 990 tax forms for the year ending December 31, 2012.
3. Executive Summary report provided to BOD for July mid-year meeting. The report included the results of the 2012 audit process and findings.

#### Action Items

1. Review Audit Committee Charter and make any proposed changes, if needed.
2. Recommend to Finance Committee changes to FOG, if any.

#### Audit Committee Meeting Agenda Thursday September 12<sup>th</sup> 12:30pm – 1:45pm – Salon III

1. Review of Audit Committee Charter
2. Discuss any proposed changes to FOG
3. Executive Session

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### Comp and Benefits

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#### Committee Members

Sarah Welch, Chair; Dr. Jim Miller, Vice Chair  
Erika Braun, Ed Coates, Hill Carrow  
Ex-Officio: Nadine Day, President

## USMS BOD Committee Reports and Agendas

### Introduction

The purpose of the Compensation and Benefits Committee is accountable to the Board of Directors. The Committee makes recommendations to the USMS BOD on overseeing the corporation's and the executive director's overall compensation.

The committee is responsible for recommending changes in USMS' overall compensation plans and policies and programs related to compensation and benefits (with the collaboration of the Executive Director). The committee has overall responsibility for evaluating and recommending compensation, including bonus structure and goals, for the Executive Director. The Committee recommends to the BOD which is responsible for adopting any comp and benefits policy changes and approving Executive Director goals and bonus awards.

### Discussions and Projects Since Last Convention

1. Since last convention the committee worked with the Executive Director to develop recommended bonus goals for the ED for 2013, presented those for approval to the BOD and revised them according to BOD direction.
  1. The Committee also finalized compensation reviews for several key staff positions, recommending salaries for these positions based on salary data collected by the committee and consistent with the adopted 2013 USMS budget.
  2. The committee finalized and presented and the Board adopted the policy which the Executive Director will use to guide his allocation of staff bonuses.

### Action Items

1. MSA'd and approved by the BOD: Bonus Goals for Executive Director.
2. MSA'd and approved by the BOD: Policy on Staff Bonuses

### Comp and Benefits Committee Meeting Agenda

1. Review and approve results by Executive Director for 2013 performance relative to 2013 bonus goals.
2. Review and possibility recommend approval for changes in USMS 401(k) retirement plan.
3. Review and conduct compensation analysis and recommend salaries for any new positions in the proposed USMS budget.
4. Develop and recommend Executive Director 2014 bonus goals, with consultation liaison representatives from the BOD and present those bonus goals to the BOD at convention.

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### Finance

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### Committee Members

Jeanne Ensign, Chair; Laszlo Eger, Vice Chair

Tom Boak, Sherri Bogue, David Burgio, Joan Campbell, Phil Dodson, Elyce Dilworth, Betsy Durrant, Paul Griffin, Harry Greenfield, Kildine Harms, Lucy Johnson, Homer Lane, Sarah Welch, Laura Winslow

Ex-Officio: Ralph Davis, Susan Kuhlman



## USMS BOD Committee Reports and Agendas

### Introduction

The committee met several times during the year by conference call, and will meet to discuss the budget during the last weeks leading up to convention.

The committee approved four over budget items during the year starting with the increased cost of liability insurance and the accompanying issues for sanctioned open water events. Following lengthy discussions the committee followed recommendations from the Sanction Open Water Task Force in arriving at a conclusion, approving an over budget amount and making a recommendation to the Board.

Subsequent over budget items became progressively easier to analyze and approve.

### Discussions and Projects since Last Convention

1. Reviewed monthly financial reports from the Controller
2. Reviewed final 2012 operating results and 2013 forecasts.
3. Reviewed quarterly reports from the Investment Committee.
4. Approved over budget item 12/19/12: \$191,000 to cover increased cost of the liability insurance premium.
5. Approved over budget item 3/5/13: \$20,000 for the Open Water Committee to administer an OW Insurance Surcharge Relief Rebate Program.
6. Approved over budget item 5/8/13: \$3,000 to send Mel Goldstein to the FINA Masters Technical Congress in Barcelona.
7. Approved over budget item 6/2/13: \$5,700 for an insurance risk assessment by an outside firm.
8. A sub-committee (Laszlo Eger, chair, Betsy Durrant, Harry Greenfield and Ralph Davis) formulated a Club and Work Out Group fee recommendation for an annual registration fee for Club and Work Out Groups of \$25. The full committee accepted the recommendation and forwarded it to the Board for consideration at their July meeting.
9. The Committee will receive the budget from the national office on or about August 22 and will schedule a conference call (or calls) to discuss. The staff develops the budget using the annual forecast following the period ending June 30<sup>th</sup> and includes staff recommendations and initiatives, and input from standing and board committees.

### Action Items

1. Approval of minutes of meetings since prior convention
2. Approval of 2014 budget
3. Approval of 2012 amendments to FOG (inadvertently not approved during 2012 House of Delegates)
4. Approval of current year amendments to FOG

### Finance Committee Meeting Agenda

**Meeting #1 - Wednesday September 11<sup>th</sup> 3:00pm – 5:00pm – Royal AB**

**Meeting #2 – Thursday September 12<sup>th</sup> 10:15am – 11:30am – Valencia**

**Meeting #3 – Friday September 13<sup>th</sup> 9:30am – 10:30am - Valencia**

1. Welcome and introductions

## USMS BOD Committee Reports and Agendas

2. Approval of minutes of meetings since prior convention
3. Controller's report – Susan Kuhlman
4. Treasurer's report – Ralph Davis
5. Audit Committee report – Elyce Dilworth
6. Investment Committee update – Dave Burgio
7. Review all elements of the 2014 budget, recommend amendments and present to Board and HOD for final approval
8. Discuss recommended changes to the Financial Operating Guidelines (FOG) and present to HOD for final approval
9. Other

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### Governance

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#### Committee Members

Hugh Moore, Chair; Anthony Thompson, Vice Chair  
Lianne Crittenden, Sean Fitzgerald, Patty Miller, and Jim Wheeler

#### Introduction

The Governance Committee is responsible for ongoing review and recommendations to enhance the quality of the USMS governance structure, including the Board, committees, local, and regional divisions of USMS.

#### Discussions and Projects Since Last Convention

1. Drafted legislation to make Audit and Investment Committees permanent committees of the board. This was subsequently submitted as Legislation by the BOD.
2. Discussed Social Media policy. This was subsequently presented to and approved by the BOD
3. The committee suggested to the BOD that they address committee quorums. The BOD subsequently submitted legislation on the subject.
4. Reviewed board evaluations from 2012 and noted that there were five questions that indicated weak performance. At the July face-to-face BOD meeting the BOD addressed these issues.
5. The committee has been gathering information so that it can discuss: How would we design an organization structure for USMS if we started with a blank sheet of paper? Included are
  - Data from the USMS 2.0 Task Force.
  - Reviewing Committee Descriptions and reporting structures
  - Purpose/use of Convention Delegates
  - Structures within USMS: Clubs, Chapters, LMSCs, Zones, CommitteesDiscussion will continue at convention.

#### Action Items

1. Submitted legislation for consideration by the BOD to make Audit and Investment Committees permanent committees of the board
2. Agreed that the Policy Committee should report to the BOD through the Governance Committee
3. Recommended to the BOD that they adopt Social Media policy.

## USMS BOD Committee Reports and Agendas

4. Recommended to the BOD that they address committee quorums.
5. Led breakout groups of the BOD to work on improving board effectiveness.

### **Governance Committee Meeting Agenda** **Wednesday September 11<sup>th</sup> 2:30pm - 3:45pm – Salon III**

1. Introductions
2. Design an organization structure for USMS starting with a blank sheet of paper.
3. New Business

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### **Investment**

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#### **Committee Members**

Dave Burgio, Chair; Elyce Dilworth, Vice Chair  
[Stan Benson, Ralph Davis, Homer Lane, Bill Sherman]  
Ex-Officio: Susan Kuhlman

#### **Introduction**

This Committee is responsible for overseeing USMS's Investment Philosophy of investing the financial assets of USMS in excess of needed working capital, consistent with a policy of prudent investment planning and protection of assets according to the established USMS Investment Policy approved by the USMS Board of Directors.

#### **Discussions and Projects Since Last Convention**

1. Comprehensively reviewed the Morningstar/Lipper Performance-Benchmark Report, evaluating each Mutual Fund in the USMS Portfolio on a quarterly basis as a Committee, and monthly on an individual basis.
2. Finalized the USMS Spending Policy, and approved by the USMS BOD for implementation. The first implementation will at the upcoming 2013 Convention.
3. Approved Money Market investment guidelines which were incorporated through the Finance Committee into 2012 FOG. Review of this topic will also carry forward for the 2013 FOG, and on an annual basis.
4. Continued detailed quarterly discussions with our Northern Trust Portfolio Manager on Fund Performance, any recommended USMS Portfolio changes as well as meaningful Economic trends that would have impact on the USMS Portfolio.
5. Continued to prepare quarterly Investment Committee Reports for the Board of Directors and Finance Committee.

#### **Action Items**

All the aforementioned projects continue to carry forward as regular action items.

**Investment Committee Meeting Agenda**  
**Meeting #1 - Friday September 13<sup>th</sup> 8:00am-9:00am – Salon III**  
**Meeting #2 - Friday September 13<sup>th</sup> 4:30pm -5:30pm – Salon III**

## USMS BOD Committee Reports and Agendas

1. Discussion of USMS Portfolio recommendations, if any, proposed by our Northern Trust Portfolio Manager.
2. Discussion of USMS Portfolio returns, and individual Fund performance to date.
3. Conference Call with Jim Walker, our Northern Trust Portfolio Manager.
4. Review of Investment Committee Meeting schedule for 2013-2014.
5. Review/Deliberation of recommended changes, if any, to the current USMS Investment Policy.
6. Other items requiring Investment Committee attention.

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### **“Swimming Saves Lives”**

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**Committee Name:** United States Masters Swimming Foundation Board of Trustees

**Committee Members**

Doug Church, Chair

Diane Bartlett, Tom Boak, Rob Copeland, Nadine Day, Brandon Franklin, Ted Haartz, Tom Holmberg, Deborah Malafsky, Jim Miller M.D, Jeff Moxie, Nancy Ridout, Dia Rianda

Ex Officio: Rob Butcher

**Opening paragraph:**

The Foundation Board of Trustees continues to solicit grant applications for worthy projects. It receives and review requests for funding as well as monitoring the investments of the USMS Endowment Fund and funds received into the Foundation account. In addition, the Board of Trustees encourages contributions to the Endowment Fund and the Foundation through the dues check off program and other resources.

**Discussions and projects since the last convention:**

1. No face to face meetings have occurred outside convention.
2. Information requests have been handled routinely by USMS staff and officers of SSL.
3. 36 applications have been received for grants in the 2013 normal cycle and recommendations on the grant requests will be made in order to have them ready for USMS BOD action during the annual meeting.
4. Pursuant to action of the BOT and the BOD during the 2012 annual meeting, the USMS Endowment Fund “spendable amount” for 2013 was directed to be paid to USMS as partial compensation for staff support. The amount provided by the Endowment Fund was \$10,414.78.
5. The balance on hand in the Endowment Fund as of June 30, 2012, was \$217,226.81.
6. The balance on hand in the Foundation Account as of July 31, 2013, was \$192,284.11

**Action items:**

1. Consideration of any grant requests for authorization.

**“Swimming Saves Lives” Meeting Agenda**

**Meeting #1 – Thursday September 12<sup>th</sup> 2:15pm – 4:30pm – Garden 3**

**Meeting #2 – Friday September 13<sup>th</sup> 1:15pm – 2:15pm – Salon III**

1. Welcome

## **USMS BOD Committee Reports and Agendas**

2. Investment Report
3. Consideration of any grant requests
4. Old Business
5. New Business
6. Adjournment

## USMS Special Appointments and Liaisons

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### ISHOF Liaison – Walt Reid

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#### IMSHOF

The 2012 International Masters Swimming Hall of Fame Induction Ceremony was held during the USAS Convention in Greensboro NC. Carolyn Boak, Tim Birnie and Paul Krup from USMS were inducted as Honor Swimmers into IMSHOF. Mel Goldstein was inducted as Honor Contributor.

The Masters Nominees for 2013 Honor Swimmer from USMS are Edward Cazalet, Roger Franks, John Kortheur, David Radcliff, Anne Adams and Jean Troy. The nominee for Honor Contributor from USMS is Ted Haartz. I am pleased to announce that Edward Cazalet will be inducted as an Honor Swimmer and Ted Haartz as an Honor Contributor. The 2013 IMSHOF Induction Ceremony will be held during the 2013 USAS Convention in Anaheim CA.

#### ISHOF

I attended the 2013 International Swimming Hall of Fame Induction Ceremony which was held at the International Swimming Hall of Fame in Ft. Lauderdale FL. No Honor Masters Swimmers were inducted. The nominees from USMS for the 2014 ISHOF Honor Masters Swimmer were Aldo da Rosa, Burwell Jones, Frank Piemme, Betsy Jordan, Rita Simonton and Karlyn Pipes-Neilsen.

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### UANA Representative – Jim Miller

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#### Introduction:

As some background UANA stands for Union Americana de Natacion. It is the governing body under FINA that encompasses North America, South America and the Caribbean Nations. United States Aquatic Sports is one of the Federations under the UANA banner. UANA was established in 1948. The logos involved here, just so you've seen them are:



You had better recognize the last of these!

The Masters Technical Committee under UANA is chaired by our own Mel Goldstein and I have sat on the committee since its inception in the early 2000's. Our committee takes up all aspects of all the 5 aquatic disciplines (swimming, diving, open water swimming, synchronized swimming and water polo).

#### 2013

## USMS Special Appointments and Liaisons

The projects are too numerous to count here but the biggest single thing that we focused on this past year was hosting the UANA Masters Pan American Championships in Sarasota, Fla. May 31- June 13. The events started with several days of Synchronized Swimming featuring 140 athletes. This was followed by swimming with 1534 athletes (970 men and 564 women) from 26 countries and finally open water with a 1K and a 3K event, drawing 632 athletes. The Water polo portion of the Pan American Championships was held June 21-23 in Orlando, Fla and featured 40 teams of 516 athletes. The Diving portion was held in Largo, Florida on June 8 - 9 and drew 40 athletes.

The quality of the competition was incredible with 8 World Records being set in the Men's 200 back (45-49 age group Eduardo Marocco from Brazil and 80-84 age group Buewell Jones from USA), Men's 100 free (Matthew McGinnis 25-29 age group from USA), Men's 50 fly (Mitchell Clark 80-84 age group from USA), Women's 50 back (Erica Braun 40-44 age group from Brazil), Women's 50 fly (Diann Uustal 65-69 age group from USA) and Women's 200 IM (Joan Troy 85-89 age group from USA). The final World Record was a Women's 280+ freestyle relay (Quiggins, Ferraz, Cavanaugh, Childs from USA).

Aside from the quality of competition, which was obvious, a part of the question as to the success of an event is simply .....was it financially successful or another drain on the treasury. The checks and balances were all in the black, as you will see with the financial reports but take into account the impact on the economics of the region. The study below was conducted by Research Data Services, Inc. and released June 28. It is a partial picture, since it does not take into account the economic positive impact by Diving and Water Polo and focuses on Sarasota alone. It also does not take into account the impact of growth on the local swimming community.

### Summary of Research Findings

The study of the *2013 Pan American Masters Championship* was implemented to document the economic impact of the event. ***The total economic impact of out-of-county visitors to the Pan American Masters Championship is \$3,628,400.*** Attendance estimates provided by event organizers indicate some 2,500 people (1,700 participants and 800 spectators) attended the 2013 Pan American Masters Championship from May 31 - June 13, 2013.

The following, in short summary, are the salient findings of the research:

#### A. Profile of Participants/Spectators of the 2013 Pan American Masters Championship:

1. Of the 2,500 people who attended the 2013 Pan American Masters Championship, nearly four of every five (77.7%) were overnight visitors staying in commercial lodgings, while 5.8% stayed with friends or relatives. Some 14.0% were Sarasota County residents and 2.5% were day-trippers {Q1a, Q3, and Q4a}.

2. Nearly half (49.6%) of responding participants and spectators traveled from outside of the U.S. to attend the event {Q1a and Q1b}.

## USMS Special Appointments and Liaisons

3. The typical overnight visitor party had an average party size of 3.2 people. Of these, 2.2 were athletes and 1.0 was a spectator. This means that the event attracted an average of 0.5 spectators for every participating athlete. {Q5a and Q5b}.

4. Overnight visitors reported staying in the destination's commercial lodgings for an average of 8.0 nights for the event {Q6}.

5. Although 81.9% of commercial lodging participants stayed in the area's hotels and motels, 18.1% rented condos or vacation rentals {Q4a}. The Pan American Masters event generated an estimated 4,900 room nights in the Sarasota region.

6. Nearly three of every five out-of-county participants/spectators (58.7%) were visiting the Sarasota area for the first time for this event {Q2a, q2b, and q2c}. Some 22.1% traveled to Florida for the first time and 14.4% were visiting the U.S. for the first time.

7. According to event attendees, the other things they enjoyed in the Sarasota area included {Q7}:

### Percent

- Beach 88.1%
- Dining Out 71.3
- Shopping 55.4
- Sight Seeing 38.6
- Museums 36.6
- Relaxing 36.6
- Attractions 24.8
- Bars and Nightlife 21.8
- Art Galleries 17.8

### **B. The Economic Impact of the 2013 Pan American Masters Championship on the Sarasota area:**

The direct expenditures of out-of-county attendees to the Pan American Masters Championship are \$1,911,900. Their total economic impact equals \$3,628,400 (*multiplier: 1.8978*).

### **2013 Pan American Masters Championship Economic Impact Study**

*Research Data Services, Inc. Page 4 June 28, 2013 © Copyright 2013. All Rights Reserved. PCD - 1 [www.KlagesGroup.com](http://www.KlagesGroup.com)*

So were the 2013 Pan American Championships successful? Wildly successful and a thanks goes out to the event organizers at all locations, and in particular the Sarasota Sharks and the Sarasota Chamber of Commerce.



## USMS Special Appointments and Liaisons



### Future Suggestions

Whenever an event is conducted a review of the ways to improve the event must be done. Recommendations for future hosts would be:

- Host all 5 disciplines at a close proximity, ideally in the same aquatic complex (open water aside).
- Host the event later in the summer when school is out in the host country
- Host the event over a briefer period of time (7 days max)

As you can see from the data analysis, ~50% of the athletes were International. While that made for a fun event with a true cross cultural experience, these Championships did not draw successfully from the host country.

The next UANA Masters Pan American Championships will be held in Medellin, Columbia in 2015, Dates to TBA

### Conclusion for the US

UANA Pan American Championships are a very profitable event for a motivated and integrated locality that has the infrastructure and big picture approach to defining success.

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### USMS Liaison to IGLA – Bruce Hopson

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International Gay and Lesbian Aquatics (IGLA) is international organization comprised of masters swimming, open water swimming, diving, water polo and synchronized swimming. Each year, it holds an international championship meet for all of its disciplines. This year's event was held August 13-18 in Federal Way, Washington and sanctioned by the Pacific Northwest LMSC. Teams that compete in IGLA are either US Masters Swimming sanctioned teams such as West Hollywood Aquatics and DC Aquatic Club, or they can be members of a USMS sanctioned team. Swimmers can also compete under an assumed name for the purposes of the IGLA meet but their times are recorded under whatever USMS sanctioned team for which they normally compete.

Future IGLA events are the 2014 Gay Games X to be held August 9-16, 2014, in Cleveland, Ohio. Bidding for the 2018 Gay Games has been completed with all RFP responses received, and the three finalists named are: Limerick, London, and Paris. The winning bid will be selected

## USMS Special Appointments and Liaisons

in October 2013 at a meeting in Cleveland, OH. Bidding for the 2015 IGLA Championships were to be decided at the IGLA annual meeting held on August 13, 2013, the result of which was not known at the time this report was submitted.

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### USMS Liaison to USA Swimming – Patty Miller

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After many decades of service as USMS Liaison to USA Swimming, Ted Haartz decided to step down at the end of 2012. I took on the challenging task of following in Ted's capable footsteps, beginning with USA Swimming Board meetings in 2013. The role of the USMS Liaison to USA Swimming is to maintain open communication between USMS and USA Swimming at the Board of Directors level. It is a role that was established when the two organizations were created in their current form. The benefit of the open communication between USMS and USA Swimming is that each can stay apprised of the other's developments and take advantage of the learnings from each other.

USA Swimming has had several key developments in 2013 that are relevant to USMS. In April, USA Swimming announced that the 2016 Olympic Team Trials will be held in Omaha, Nebraska again. It remains to be determined whether USMS will be able to conduct an event again in the Trials pool as it did in 2012.

USA Swimming is in the process of developing an online membership registration system. This has relevance to USMS, first, because USMS has benefitted from online member registration for many years, and second, because USMS is in the process of bringing its membership registration system in-house. Both organizations have the opportunity to learn from the others' experience in this process.

It will be interesting to see the discussion of USA Swimming's proposed membership dues increase at this year's USAS Convention. The Board of Directors has proposed a \$2.00 per year increase for ten years, beginning in 2015. Like USMS, USA Swimming looks to membership dues to support expanding and enhancing services for members, outreach, and promotion of the sport.

## Rules Proposals

### USA Swimming Amendments that affect USMS rules

The following amendment, U 1 (Housekeeping), was included in the 2013 USA Swimming Rule Book through their editing process post-convention but was not incorporated into the 2013 USMS Rule Book. The following procedures apply to amendments to USA Swimming articles 101, 102, and 105 for purposes of also amending USMS articles 101, 102, 103, and 108.

#### **601.4.7-USA Swimming Amendments That Affect USMS Rules**

Amendments to USA Swimming articles 101, “Individual Strokes and Relays,” 102, “Conduct and Officiating of All Swimming Competition” and 105, “Guidelines for Officiating Swimmers with a Disability in USA Swimming Meets,” shall automatically be adopted by USMS unless the USMS House of Delegates votes to reject those amendments. Votes to reject shall not be considered emergency amendments. Amendments to USA Swimming article 103, “Facility Standards,” may be recommended by the Rules Committee for adoption by the House of Delegates. Votes to accept shall not be considered emergency amendments.

### U 1 (Housekeeping)

#### **108.3 Deaf And Hard Of Hearing**

**108.3.1 Visual Starting Signal**—Deaf and hard of hearing swimmers require a visual starting signal (i.e., a strobe light and/or starter’s arm signals). The referee may reassign lanes within the swimmer’s heat (i.e., exchanging one lane for another) so that the strobe light or starter’s arm signal can more readily be seen by the deaf or hard of hearing swimmer. Standard starter’s arm signals are shown in Figures 1 and 2. A recall rope is required in the event of a recall, provided the meet host is notified by the entry deadline that a deaf or hard of hearing swimmer will be participating.

*Rationale:* USA-S change that was missed last year.

## Legislation Proposals

**L 1 Glossary**      page xii      **Rules Committee**      **Delete**

~~**Body**—the torso, including shoulder and hips.~~

Rationale: References to “body” in the rule book refer to all of the body, a governing body, or a body of water. One reference refers to the “upper body”.

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**L 2 Glossary**      page xii      **Rules Committee**      **Delete**

~~**Calm State or Surface**—normal level surface without turbulence.~~

Rationale: Term is not used in the rule book.

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**L 3 Glossary**      page xii      **Rules Committee**      **Modify**

~~**Deck-Seeding**—with or without check-in, events are seeded at the time of the event using entries received prior to or at the meet.~~

Rationale: Unnecessary word.

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**L 4 Glossary**      page xii      **Rules Committee**      **Modify**

~~**Drafting/Slipstreaming**—in open water...at the meet.~~

Rationale: “slipstreaming” is not used in the rule book.

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**L 5 Glossary**      page xiii      **Rules Committee**      **Modify**

~~**Forward Start**—an entry made from a platform or deck while facing the course or a start made while in the water either facing the course or not facing the course.~~

Rationale: Clearer language.

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**L 6 Glossary**      page xiv      **Rules Committee**      **Modify**

~~**Member**—an individual, club or organization ~~that~~ registered with USMS ~~through an LMSC~~.~~

Rationale: Unnecessary words.

---

**L 7 Glossary**      page xiv      **Rules Committee**      **Delete**

~~**Open Competiton**—competition that any qualified individual, club or organization may enter.~~

Rationale: Term is not used in the rule book.

---

**L 8 Glossary**      page xiv      **Rules Committee**      **Modify**

## Legislation Proposals

**Safety/Medical Evacuation Plans**—written plans for the procedures to be followed in the event of an emergency or need for medical intervention.

Rationale: Other than this definition and the index, “Evacuation” does not appear in the rule book. Safety plans include medical emergencies.

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|                     |         |                        |               |
|---------------------|---------|------------------------|---------------|
| <b>L 9 Glossary</b> | page xv | <b>Rules Committee</b> | <b>Delete</b> |
|---------------------|---------|------------------------|---------------|

~~**Unattached Member**—an individual member who does not represent a USMS club.~~

Rationale: Terms are defined in the Glossary if they are not defined in the rules. In this case, “Unattached Member” is defined in 201.3.4.

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|----------------------|---------|------------------------|---------------|
| <b>L 10 Glossary</b> | page xv | <b>Rules Committee</b> | <b>Modify</b> |
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~~**USA-S**—United States Aquatic Sports Inc.~~ USA Swimming, Inc.

Rationale: Correct definition for USA-S.

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|                      |         |                        |               |
|----------------------|---------|------------------------|---------------|
| <b>L 11 Glossary</b> | page xv | <b>Rules Committee</b> | <b>Modify</b> |
|----------------------|---------|------------------------|---------------|

~~**USA-S**~~ **USAS**—United States Aquatic Sports, Inc.

Rationale: Correct term for United States Aquatic Sports.

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|                      |         |                        |               |
|----------------------|---------|------------------------|---------------|
| <b>L 12 Glossary</b> | page xv | <b>Rules Committee</b> | <b>Modify</b> |
|----------------------|---------|------------------------|---------------|

~~**Will**—consent to do, or an expectation, or used interchangeably with shall.~~

Rationale: Clean up the language.

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|                    |         |                                                  |               |
|--------------------|---------|--------------------------------------------------|---------------|
| <b>L 13 Part 2</b> | page 53 | <b>Long Distance &amp; Open Water Committees</b> | <b>Modify</b> |
|--------------------|---------|--------------------------------------------------|---------------|

## TITLE: PART 2: ADMINISTRATIVE REGULATIONS OF COMPETITION

**Rationale:** Part 2 deals with the liability release in addition to the sanctioning and recognition of competitions and events. Removing the qualifier more closely reflects the content of Part 2.

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|                   |         |                                                  |               |
|-------------------|---------|--------------------------------------------------|---------------|
| <b>L 14 201.1</b> | page 53 | <b>Long Distance &amp; Open Water Committees</b> | <b>Modify</b> |
|-------------------|---------|--------------------------------------------------|---------------|

### 201.1 MEMBERSHIP OF INDIVIDUALS

With the exception of events falling under article 203.1.1B and 203.1.1C, ~~a~~All swimmers participating in events sanctioned by USMS must be members of USMS registered through their LMSC or members of their nation’s recognized Masters swimming governing body.

## Legislation Proposals

**RATIONALE: HOUSEKEEPING (CORRECTS AN INCONSISTENCY BETWEEN ARTICLE 201.1 AND 203.1.1B & 203.1.1C).**

---

**L 15 201.3.4** page 54 **Rules Committee** **Modify**

201.3.4 An unattached swimmer is an individual member who ~~does not represent a USMS club, is~~ registered with Club Unattached through the LMSC.

*Rationale:* Conform to and make effective the date that FINA proposed change MSW 6.2 becomes effective, should it pass the FINA Congress in July.

---

**L 16 201.3.5** page 54 **San Diego/Imperial** **Modify**

**201.3.5** A swimmer shall not represent any club in competition for 60 consecutive days before transferring affiliation to another club, unless this transfer takes place at the time of annual registration. A swimmer may declare unattached status at any time without written application. If a swimmer intends to compete in an event after declaring unattached status, then the swimmer shall notify the LMSC registrar of the declaration of unattached status prior to the event. The registrar shall change the club affiliation of the swimmer to unattached and note the effective date.

**L 16Amend 201.3.5** page 54 **San Diego/Imperial** **Modify**

**201.3.5** A swimmer shall not represent any club in competition for 60 consecutive days before transferring affiliation to another club, unless this transfer takes place at the time of annual registration. A swimmer may declare unattached status at any time without written application. A swimmer intending to compete in an event after declaring unattached status shall notify the LMSC registrar of the declaration of unattached status prior to the event. The registrar shall change the club affiliation of the swimmer to unattached and note the effective date.

*Rationale:* For swimmers entering events after declaring unattached status, documentation is necessary for meet directors, Top 10 recorders, and registrars to be able to accurately reflect swimmer affiliation in event results/Top 10/records, etc., and to be able to verify swimmer compliance with the 60 day unattached period prior to a new club being represented.

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**L 17 201.3.6** Page 55 **Board of Directors** **Modify**

201.3.6 All applications for changes of membership (including transfers) must be accompanied by a reasonable fee to be determined by USMS ~~and the LMSC in which the swimmer will register for change of membership.~~

**RATIONALE:** Currently all transfers must be done on paper forms and paid by check because each LMSC has its own pricing structure for transfers that can include as many as four fees (national transfer fee, LMSC transfer fee, LMSC fee, and club fee). Charging a standard and consistent transfer fee will enable USMS to implement the transfer process within the new registration system, a service to members, so transfers and information updates may occur in real time.

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**L 18 202.1.1A** page 55 **Long Distance & Open Water Committees** **Modify**

## Legislation Proposals

A Applications for sanction shall be made to the LMSC within which the event is to be held, ~~and~~  
Sanction applications shall be accompanied by a ~~copy~~ of the entry form and applicable fee.

*Rationale: Housekeeping (grammar & consistency with USMS E2EEM online event sanction process).*

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**L 19 202.1.1A(1) page 55 Long Distance & Open Water Committees Modify**

(1) The entry forms shall contain the language of the liability release as stated in articles ~~204.1 and 204.1.2~~ 204. The language may only be modified by naming the sanctioning LMSC, sponsoring USMS club(s) and/or additional insured(s) following “UNITED STATES MASTERS SWIMMING INC.” All swimmers, before participating, shall have signed the liability release.

*Rationale: Housekeeping. (Consolidation. This language belongs in article 204, and should be deleted from the current articles 202.1.1A(1), 203.3.3A, & 203.3.3B).*

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**L 20 202.1.1A(2) page 55 Long Distance & Open Water Committees Modify**

(2) ~~Event Entry~~ forms and programs must bear the statement “Sanctioned by (LMSC name) for USMS Inc. Sanction Number: \_\_\_\_\_.”

*Rationale: Housekeeping (consistent language)*

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**L 21 202.1.1 A (3) page 55 Records and Tabulation Committee Modify and renumber**

(3) Meet information shall include ONE of the following statements:

(a) The length of the competition course is in compliance and on file with USMS in accordance with articles 105.1.7 and 107.2.1.

(b) The length of the competition course has been measured and is NOT in compliance with USMS articles 105.1.7 and 107.2.1: times achieved in the meet will NOT be eligible for USMS Top 10 and Records.

(c) The length of the competition course is not on file with USMS. Eligibility of times achieved in this meet will be contingent upon pool length measurement and approval with USMS ; if bulkheads are present, their placement must also be confirmed by measurements at the meet. (USMS articles 105.1.7 and 107.2.1).

(d) The length of the competition course is in compliance and on file with USMS articles 105.1.7 and 107.2.1, but as a bulkhead course, is subject to length confirmation. Eligibility of times for USMS Top 10 and Records will be contingent on verification of bulkhead placement.

Rationale:

Currently the article 202.1.1F(4) states that the measurement status of a pool should be specified when it is known to be too short. However, this misses a lot of situations that can lead to times that are later found to be ineligible for Top 10 consideration. The proposed rule forces the meet host to certify the pool length prior to issuing a sanction, which is not always the case presently. The proposed rule also forces the meet host to disclose that faulty bulkhead measurements or placement may cause times to be ineligible for Top 10 consideration even if the pool length was certified. Even with the current rule, there have been numerous cases where meet participants have been unpleasantly surprised to find that their times were not eligible for Top 10 consideration.

## Legislation Proposals

Other articles that would require changing in order to maintain consistency

202.1.1F(4), page 56

(4) Sanctioned events may be conducted in facilities not meeting the dimensional tolerance for required pool length, but the results of those events shall not count for USMS records and Top 10. In accordance with 202.1.1A(3), it must be noted in the meet information that events conducted in these facilities are noncompliant.

---

**L 22 202.1.1F(3) page 56 Rules Committee Modify**

(3) Sanctioned events may include nonconforming swimming events so long as they are conducted in a safe manner. Nonconforming swimming events are events not defined in article 102.5, article 307.2.2G-J, or that would typically result in the disqualification of participants as defined in article 102.13. USMS records and Top 10 times shall not be maintained in nonconforming events except for initial distances and relay leadoff split times for distances that are also events defined in article 102.5.

Rationale: Clarify that long distance events conducted in pools (i.e., 5/10 K and 3000/6000 yard) are conforming events for purposes of sanctioning and are therefore eligible for USMS records.

---

**L 23 202.1.1F(3) page 56 Long Distance Committees Modify**

**F** All sanctioned events are subject to the following conditions:

(3) Sanctioned events may include nonconforming swimming events so long as they are conducted in a safe manner. Nonconforming swimming events are events not defined in article 102.5 or 307.2.2.G-J, or that would typically result in the disqualification of participants as defined in article 102.13. USMS records and Top 10 times shall not be maintained in nonconforming events except for initial distances and relay leadoff split times for distances that are also events defined in article 102.5.

*Rationale: Clarify that long distance events conducted in pools (i.e., one hour, 5 & 10-km and 3000 & 6000-yd postal events) are conforming events for purposes of sanctioning and are therefore eligible for USMS records.*

---

**L 24 203.3.3 page 59 Board of Directors Modify**

**203.3.3 Fees** Sanctions may be subject to an insurance surcharge, as determined by the Board of Directors or the House of Delegates.

**RATIONALE:** This proposal was adopted by the Board January 21, 2013, in response to unanticipated drastic increases in liability insurance costs. In full accordance with the Boards power to exercise the emergency power to adopt or suspend any swimming rule (Part 1 or Part 3) or administrative regulations of competition (Part 2), the president provided a detailed report of the action to the HOD as per 506.3.9. The action taken under this emergency provision shall be effective until the next meeting of the House of Delegates; therefore it must be voted on by the HOD to be in effect beyond this year.

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**L 25 203.3.3A page 59 Long Distance & Open Water Committees Modify**



## Legislation Proposals

**A** The entry forms shall contain the language of the liability release as stated in article 204. ~~The language may only be modified by naming the sanctioning LMSC(s), sponsoring USMS club(s) and/or additional insured(s) following “UNITED STATES MASTERS SWIMMING INC.”~~ All swimmers, before participating, shall have signed the liability release.

*Rationale: Housekeeping. (Consolidation. Language from 202.1.1A(1), 203.3.3A, & 203.3.3B belongs in article 204, and should be deleted from the current articles listed above).*

---

**L 26 203.3.3B** page 59 **Long Distance & Open Water Committees** **Modify**

**B** ~~Event Entry forms, and programs, and results~~ must bear the statement “Sanctioned by (LMSC name) for USMS Inc. Sanction Number: \_\_\_\_\_.”

**Rationale 1:** Housekeeping (consistent language)

**Rationale 2:** It would be very helpful to swimmers, not to mention Records and Top 10 recorders, to have full information (sanction number, swimmer affiliation and age, pool compliance, etc.) contained in the results.

---

**L 27 203.3.3C** page 59 **Long Distance & Open Water Committees** **Modify**

**C** ~~If in the an event secures of a dual sanctions from more than one governing body,~~ entry forms, ~~and programs and results~~ must identify all of the other sanctioning bodies.

**L 27 AMEND203.3.3C** page 59 **Long Distance & Open Water Committees** **Modify**

**C** ~~In the event of a dual sanction, entry forms and programs must identify the other sanctioning body.~~ An event securing sanctions from more than one governing body shall identify all sanctioning bodies on entry forms, programs and results.

*Rationale: This proposal prepares the way and process for potential multiple sanctions of an event under article 203.1.1C.*

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**L 28 204.1** page 60 **Long Distance & Open Water Committees** **Modify**

### **204.1 RELEASE**

All individual membership application forms and sanctioned entry forms shall include a liability release. The liability release shall be signed by the person registering or entering. The language of the membership release shall be:

“I, the undersigned participant, intending to be legally bound, hereby certify that I am physically fit and have not been otherwise informed by a physician. I acknowledge that I am aware of all the risks inherent in Masters swimming (training and competition), including possible permanent disability or death, and agree to assume all of those risks. AS A CONDITION OF MY PARTICIPATION IN THE MASTERS SWIMMING PROGRAM OR ANY ACTIVITIES INCIDENT THERETO, I HEREBY WAIVE ANY AND ALL RIGHTS TO CLAIMS FOR LOSS OR DAMAGES, INCLUDING ALL CLAIMS FOR LOSS OR DAMAGES CAUSED BY THE NEGLIGENCE,

## Legislation Proposals

ACTIVE OR PASSIVE, OF THE FOLLOWING: UNITED STATES MASTERS SWIMMING INC., THE LOCAL MASTERS SWIMMING COMMITTEES, THE CLUBS, HOST FACILITIES, EVENT MEET SPONSORS, EVENT OR MEET COMMITTEES OR ANY INDIVIDUALS OFFICIATING AT THE EVENTS OR MEETS OR SUPERVISING SUCH ACTIVITIES. In addition, I agree to abide by and be governed by the rules of USMS.”

***Rationale:** Housekeeping (consistent language): USMS now uses the terms “event” and “events” to define sanctioned open water events. Sanctioned pool events refer to “meet committee” and “meet officials”.*

---

L 29 204.1

page 60

Board of Directors

Modify

### 204.1 Release

All individual membership application forms and sanctioned entry forms shall include a liability release. The liability release shall be signed by the person registering or entering. ~~The language of the membership liability release shall conform to the language and format specified by USMS policy. be: “I, the undersigned participant, intending to be legally bound, hereby certify that I am physically fit and have not been otherwise informed by a physician. I acknowledge that I am aware of all the risks inherent in Masters swimming (training and competition), including possible permanent disability or death, and agree to assume all of those risks. AS A CONDITION OF MY PARTICIPATION IN THE MASTERS SWIMMING PROGRAM OR ANY ACTIVITIES INCIDENT THERETO, I HEREBY WAIVE ANY AND ALL RIGHTS TO CLAIMS FOR LOSS OR DAMAGES, INCLUDING ALL CLAIMS FOR LOSS OR DAMAGES CAUSED BY THE NEGLIGENCE, ACTIVE OR PASSIVE, OF THE FOLLOWING: UNITED STATES MASTERS SWIMMING INC., THE LOCAL MASTERS SWIMMING COMMITTEES, THE CLUBS, HOST FACILITIES, MEET SPONSORS, MEET COMMITTEES OR ANY INDIVIDUALS OFFICIATING AT THE MEETS OR SUPERVISING SUCH ACTIVITIES. In addition, I agree to abide by and be governed by the rules of USMS.”~~

204.1.1 The language of the entry release may be modified as described in article 202.1.1A(1).

204.1.2 For open water events, the following statement shall be added to the end of the release:

~~“Finally, I specifically acknowledge that I am aware of all the risks inherent in open water swimming and agree to assume those risks.”~~

### Related housekeeping:

201.1.4 Membership Application Forms...

B Liability release—All membership application forms shall contain the ~~exact~~ language of the liability release as ~~stated in USMS policy, according to article 204.1. The language shall not be modified in any way.~~

202.1.1 Sanction Requirements...

202.2.A (1) The entry forms shall contain the language of the liability release as stated in USMS policy, articles 204.1 and 204.1.2. ~~The language may only be modified by naming the sanctioning LMSC, sponsoring USMS club(s) and/or additional insured(s) following “UNITED STATES MASTERS SWIMMING INC.”~~ All swimmers, before participating, shall have signed the liability release.

203.3.3 Entry Forms and Programs

A The entry forms shall contain the language of the liability release as stated in USMS policy, article 204. ~~The language may only be modified by naming the sanctioning LMSC(s), sponsoring USMS~~

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~~club(s) and/or additional insured(s) following “UNITED STATES MASTERS SWIMMING INC.”~~ All swimmers, before participating, shall have signed the liability release.

### 301.4 Liability Release

Entry forms shall contain the ~~exact~~ language of the liability release as stated in USMS policy. ~~according to article 204.~~

**RATIONALE:** USMS should be able to change the language of its liability release in response to legal developments and the advice of counsel. Having the liability release in code makes it difficult to make such changes and makes the language subject to the votes and requisite compromises of a large House of Delegates. Some may argue that the release needs to be in the rule book for easy access to LMSCs and event hosts who need to refer to the language for entry forms and paper registration forms. However, this can be accomplished by putting on the USMS website or in some other place that does not require legislation for annual changes.

Similarly, requirements and variances, such as added language for open water releases and allowances to modify the release to add certain parties, can be stated somewhere other than in code. If this is done, these items can be removed from articles 204.1.1, 204.1.2, 202.1.1, and 203.3.3. Moreover, the liability release information on the USMS website can be used to set forth additional requirements that support the validity of the release and its conspicuousness, such as minimum point size, separation of the release from other language, and a prohibition on adding additional items (e.g. photographic releases) to the liability waiver.

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**L 30    204.1.1            page 60            Long Distance & Open Water Committees            Modify**

**204.1.1** ~~The language of the entry release may be modified as described in article 202.1.1A(1).~~ The language of the entry release may only be modified by naming the sanctioning LMSC, sponsoring USMS club(s) and/or other additional insured(s) following “UNITED STATES MASTERS SWIMMING INC.”

*Rationale: Housekeeping. (Consolidation. This language is taken from 202.1.1A(1), 203.3.3A, & 203.3.3B. It belongs in article 204, and should be deleted from the current articles listed above).*

---

**L 31    402.4            page 84            Board of Directors            Modify**

### **402.4 UNSPORTING CONDUCT**

.....  
402.4.8 Causing a credible and material risk to the safety of USMS members or others who may be present during USMS activities. A lifetime ban, declaration of permanent ineligibility, or permanent resignation of membership from a member organization of United States Aquatic Sports may be considered as evidence of a violation of this article 402.4.8.

**RATIONALE:** This provision allows an action to be brought under Part 4 if a person’s participation in USMS creates a material safety risk to others, including a person who has been banned by a USAS organization. This provision does not create an automatic ban from USMS for someone who has been banned from a United States Aquatic Sports (“USAS”) organization because a banned person may not necessarily create a material safety risk by participating in USMS activities, such as swimming in a

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swim practice with other adults. But it recognizes that there may be circumstances where the severity of the violation for which a person was banned from a USAS organization or the type of activity in which the person engages while participating in USMS (e.g. coaching) may create a material safety risk for USMS members or others who may be present during the USMS activity.

Other articles that would require changing in order to maintain consistency

### **403.4 JURISDICTION OF THE NATIONAL BOARD OF REVIEW**

**403.4.1** The National Board of Review has original and exclusive jurisdiction to hear:

.....

**B** Any complaint of violation of article 402.4.4, providing false information, or article 402.4.8, causing a credible and material risk to safety.

---

**L 32** 402.4.5 page 84 **Southern Pacific LMSC**  
**Modify**

**402.4.5** Any nonconsensual physical contact, obscene language or gesture, or other threatening language or conduct directed toward ~~meet~~ personnel or staff, in connection with a USMS event.

Rationale: Remove word “meet” to allow all event types, add “staff” to recognize both paid and unpaid event workers.

---

**L 33** 402.4.6 page 84 **Southern Pacific LMSC** **Delete**

~~**402.4.6** Any nonconsensual sexual conduct, pattern of unwelcome sexual advances or other inappropriate sexually oriented behavior or action by a USMS member toward a member or any other person participating in any capacity whatsoever in the affairs or activities of USMS.~~

Rationale: This section attempts to put certain civil or criminal behavior under the control and purview of USMS. It asks USMS to enforce a set of behaviors that are beyond the scope and ability of USMS to reasonably act or respond. Any infraction of this section is more appropriately handled by local law enforcement agencies.

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**L 34** 403.4 page 84 **Board of Directors** **Add**

**403.4 National Board of Review Procedures** (New paragraph, renumber subsequent paragraphs)  
The Board of Directors shall establish National Board of Review procedures. These procedures shall set forth the process that will be used for matters filed with the National Board of Review including, but not limited to how disputes and appeals shall be filed, timing for each aspect of the National Board of Review hearing and appeal process, fees, structure of hearing panels, conduct of panel hearings, and notifications to the parties. The National Board of Review procedures shall be made publicly available and shall be updated on a periodic basis.

**Rationale:** Code should state clearly that there shall be NBR Procedures and that the Board of Directors is responsible for establishing them. While the Board of Directors may delegate the creation and

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updating of the procedures to others, such as the NBR chair or a task force, it should be stated in code that the procedures are the Board's responsibility. The procedures should also be made publicly available, which may mean posting on the USMS website today, but could take some other form in the future.

---

**L 35** 403.4.1 page 84 **Board of Directors** **Modify**

**403.4.1** ~~Because certain disputes are most appropriately heard at the national level, the~~ ~~The National Board of Review has original and exclusive jurisdiction to hear:~~

**A** Any complaint from members of USMS where more than one LMSC is involved.

**B** Any complaint of violation of article 402.4.4, providing false information.

**C** Any complaint initiated by USMS.

Upon a majority vote of the Executive Committee, the National Board of Review may be assigned exclusive and immediate jurisdiction at any stage of any matter within the purview of this article 403 to serve the best interests of Masters swimming.

**Rationale:** This explains why the NBR has "exclusive jurisdiction" in specific matters.

---

**L 36** 403 page 84 **Board of Directors** **Modify**

### **403.4.3**

**a.** ~~Matters of jurisdiction to the National Board of Review shall be initiated by a written grievance filing made in accordance with the National Board of Review procedures. served upon the National Office accompanied by the filing fee. The written grievance shall set forth all parties against which the grievance is filed (respondents) and shall state the grounds for the grievance, citing factual and legal issues in as much detail as possible. Instructions on how to file a grievance may be obtained from the National Office.~~

**b.** Requests to the National Board of Review for review of LMSC decisions shall be initiated by a written request for review filed in accordance with the National Board of Review procedures.

**403.7.2** ~~The petition for appeal shall be served upon the National Office in accordance with the National Board of Review procedures. within 30 days of the postmark date of the mailing of the LMSC's written decision and shall be accompanied by the filing fee. The petition shall set forth the grounds for appeal, citing factual and legal issues in as much detail as possible.~~

### **403.8 Hearing Panel Procedure**

If, pursuant to the authority in article 403.6, the chair chooses to appoint a hearing panel to decide a dispute matter, the National Board of Review procedures shall govern the process for submissions and scheduling, and the conduct of any hearing. A written decision shall be rendered by the hearing panel. following procedure shall be used:

**403.8.1** ~~The chair shall set a hearing date, which shall be 50 to 75 days from the postmark date of mailing the notice of hearing.~~

**403.8.2** ~~The chair shall mail the notice of hearing, together with a copy of the written grievance received by the National Office, to the respondents.~~

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~~403.8.3~~ The respondents shall have 30 days from the postmark date of mailing to submit a written response to the charges. The response shall be mailed to the chair and the grievant.

~~403.8.4~~ The grievant shall have 10 days from the postmark date of mailing of the response to submit a written rebuttal. The written rebuttal shall be mailed to the chair and the respondents.

~~403.8.5~~ At the hearing panel's discretion, a decision may be rendered based solely on the written submissions. A written decision shall be mailed to the parties and shall inform the parties that an appeal to the Board of Directors is available.

~~403.8.6~~ Conduct for all hearings shall be in accordance with the National Board of Review Procedures.

~~403.8.7~~ A written decision shall be rendered by the hearing panel and shall be mailed to the parties within seven days after the hearing. The written decision shall set forth the right of appeal.

### **403.9 Appeal to the Board of Directors**

Any person directly affected by the National Board of Review's decision may appeal to the Board of Directors for review of any decision of the National Board of Review within 30 days of the postmark date of the mailing of the National Board of Review's written decision, in accordance with National Board of Review procedures.

~~403.9.1~~ The petition for appeal shall be served upon the National Office and shall be accompanied by the filing fee. The petition shall set forth the grounds for appeal, citing factual and legal issues in as much detail as possible.

~~403.9.2~~ The USMS president and National Board of Review chair shall select, from the Board of Directors, a board panel chair and four additional board panel members to hear the appeal.

~~403.9.3~~ The National Office shall send a copy of the petition for appeal to the respondent and all members of the board panel. The respondent shall then have 30 days from the postmark date of mailing of the petition to file a written response with the board panel chair and the grievant. The board panel chair may decrease or increase the time limits for any of the foregoing, upon request of either party on a showing of good cause.

~~403.9.4~~ The board panel may assess costs and fees against any or all named parties.

~~403.9.5~~ The review by the board panel shall be on the basis of the record from the National Board of Review and written briefs and shall not include new evidence. However, by majority vote, the board panel may decide to take new evidence and hear testimony.

~~403.9.6~~ The board panel shall render a final and binding decision within 75 days from the appeal filing date. A and a written decision shall be sent to all parties.

**Rationale:** This proposal will take the operational processes out of the Rules and put them into the NBR procedures which will be approved by the Board of Directors and then posted on the USMS website so they are accessible to all. The basic structure (NBR chair and NBR Committee, jurisdiction) and basic procedural requirements should still be in the Rules. The operational processes (time frames, page length of filings, filing fees) should be in the procedures, so that they can be changed as needed (but only with Board of Directors approval).

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L 37 403.4.4 page 85

Southern Pacific LMSC

Add

403.4.4 Third-party complaints shall not be considered for review.

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Rationale: The fact that someone can now initiate a complaint against someone with whom they have never spoken should not be, by any standard, allowable. All of the complaints and/or grievances should be between two parties, with the Board of Review acting as arbiter.

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**L 38** 403.6 page 85 **Board of Directors** **Modify**

### **403.6 Authority of the National Board of Review Chair**

With regard to matters within the original or appellate jurisdiction of the National Board of Review, the National Board of Review chair has the authority to take one or more of the following actions when reviewing a matter:

**Rationale:** We want to be sure that the NBR chair has the right to take any of these actions, but is required to pick at least one of them (e.g., refer an appeal of an LMSC decision back to the LMSC, or start an investigation prior to a hearing in a dispute). We believe that in almost every case, there will be a hearing, but before there is a hearing, the NBR chair has the authority to ask for further materials or begin an investigation if the NBR chair believes that the materials submitted are insufficient to make an informed decision.

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**L 39** 403.6.2 page 86 **Southern Pacific LMSC**  
**Modify**

**403.6.2** Dismiss a grievance or appeal determined to be without merit, with the concurrence of the USMS ~~president~~ Board of Directors.

Rationale: An agreement between two parties is not enough detachment to create a failsafe. If the grievance was filed against either the NBR chair or president, or both, there is no way properly to handle it as currently written.

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**L 40** 403.7.2 page 86 **Southern Pacific LMSC**  
**Modify**

**403.7.2** The petition for appeal shall be served upon the National Office within 30 days of ~~the postmark date of the mailing of the~~ LMSC's written decision. Such decision shall be transmitted from the LMSC to petitioner by mail, electronic mail or other traceable media, as agreed to by both petitioner and LMSC in advance. The petitioner is solely responsible for giving accurate information for notification to be served.

The petition and shall be accompanied by the filing fee. The petition shall set forth the grounds for appeal, citing factual and legal issues in as much detail as possible. The National Office shall report any such petition, with date of receipt, to the Board of Directors.

Rationale: There has already been at least one petition that has been accepted by the NBR that did not comply with the 30-day rule and the date of petition has never been revealed. Part of the problem is that the petitioner gave the LMSC an incorrect street address. This change will make future attempts to foil the system for personal gain more difficult.

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**L 41** 403.7.4 page 86 **Board of Directors** **Add**

## Legislation Proposals

403.7.4 Any review of an LMSC decision by a National Board of Review hearing panel shall be made on the basis of the evidence and materials submitted to the LMSC, the written decision of the LMSC, concise statements from involved parties as to why the LMSC's decision is incorrect or correct, and such further information as the hearing panel may, in its sole discretion, request.

**Rationale:** When the NBR hears an appeal, it will make its decision based on the materials presented to the LMSC dispute resolution panel and typically no new materials will be submitted to the NBR. When the NBR panel does not think that the record is adequate, they have the discretion to make a further investigation, but we are trying to make sure that the parties completely state their case when the dispute is first decided, and that they are not adding new information as they go along in the process.

---

**L 42 403.8.7** page 86 **Board of Directors** **Delete**

~~403.8.7 ...The written decision shall set forth the right of appeal.~~

**Rationale:** The current process already provides for an appeal to the Board (see Rules in Legislative Proposal L-36).

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**L 43 403** page 87 **Board of Directors** **Modify**

~~403.8.10 All Communications between the parties, the National Board of Review, and the hearing panel, mailings and other correspondence from the grievant, respondent and any witnesses shall be made as prescribed by the NBR Cehair.~~

### 403.9 Appeal to the Board of Directors

Any person directly affected by the National Board of Review's decision may appeal to the Board of Directors for review of any decision of the National Board of Review within 30 days of the ~~postmark~~ date of the mailing receipt of the National Board of Review's written decision.

**Rationale:** Allow use of electronic communications and media

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**L 44 403.8.11** page 87 **Southern Pacific LMSC** **Add**

403.8.11 The chair shall file monthly reports with the Board of Directors of USMS. These reports shall include at least: a) names of parties to grievance/appeal, b) subject of grievance/appeal, c) stage of hearings (i.e., how far along is the hearing process).

Rationale: There has been more than one grievance that has lasted over one year. This is not fair to either party or USMS. If the BOD is notified of the progress, there is more incentive to keep the grievance/appeal moving through its process and not be left to stagnate, wither, or be forgotten.

---

**L 45 403.9.1** page 87 **Board of Directors** **Modify**



## Legislation Proposals

**403.9.1** ... The petition shall set forth the grounds for appeal, citing specific facts ~~factual and legal issues in as much detail as possible~~. The petition shall not include new evidence that was not part of the record from the National Board of Review.

**Rationale:** Focus appeals to the BOD on reasons why the appellant believes the NBR decision is in error under USMS Rules.

---

**L 46 403.9.5** page 87 **Board of Directors** **Modify**

**403.9.5** The review by the board panel shall be on the basis of the record from the National Board of Review and written briefs ~~and shall not include new evidence~~. ~~However, by majority vote, the~~ The board panel may decide in its sole discretion to take new evidence and hear testimony.

**Rationale:** Eliminate contradictory statements.

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**L 47 403.10** page 87 **Southern Pacific LMSC**  
**Modify**

### **403.10 Documentation**

The National Office shall maintain a permanent file of all physical evidence and written decisions pertaining to any matter that was reviewed by the National Board of Review or the Board of Directors pursuant to Part 4. That file shall be retained for at least 10 years after the date of any final decision or withdrawal of any matter brought under Part 4. The files shall be made available to any member wishing to examine them.

**Rationale:** USMS has no need to keep any of the decisions secret from its members.

---

**L 48 502.10** page 92 **LMSC Development Committee** **Modify**

### **502.10 LMSC ~~MINIMUM~~ Standards**

Each LMSC shall meet ~~minimum~~ required standards established by the USMS Board of Directors and published in the *USMS Policy Manual*.

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### **Rationale**

The LMSC Minimum Standards policy as approved by the House of Delegates in 2009 included two related sections: required standards and suggested standards. The intent was to have the required standards be the minimum level of service the LMSCs should be providing and meeting. But because both are included in the policy, it is more accurate to refer to the entire policy as LMSC Standards and clarify the rule that only the required standards are those that shall be met.

### **Other articles affected by this change needing amendments**

~~507.1.6 — LMSC DEVELOPMENT COMMITTEE —~~ The LMSC Development Committee shall work to strengthen LMSC governance and operations by providing educational opportunities and mentoring for LMSC boards and officers. The committee shall provide support for LMSCs. The committee shall review and identify LMSCs that are not meeting LMSC ~~minimum~~ required standards as defined by the Board of Directors and assist them in achieving compliance. ...

## Legislation Proposals

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**L 49 503.4** page 93 **Rules Committee** **Modify**  
**503.4 Zone Policies**

Each zone may adopt and maintain policies that provide direction on such items as voting rights at meetings, budgets and financial records, zone championship meet conduct, zone records and zone Top 10.

Rationale: Clarify that zone policies for Top 10 can only govern a zone Top 10.

---

**L 50 506.1.2 and 506.7.1** page 96 and 98 **Southern Pacific LMSC**  
**Modify**

**506.1.2** The nonvoting members of the Board of Directors shall consist of the executive director, legal counsel, ~~all past presidents not already voting members~~, a representative of each allied organization (as approved by the Board of Directors), and a representative from USA Swimming.

506.7 Permanent Committees of the Board page 98 add new, renumber.

**506.7.1 Advisory committee** - The Advisory Committee shall assist the Board by offering considered advice on topics referred to them by the Executive Committee or Board of Directors. It may also examine current and proposed projects for comment or make proposals for USMS projects. The committee shall only be composed of past presidents willing and able to participate. The current president may appoint a chair from the group.

Rationale: The past presidents, while having a wealth of knowledge, are better suited to perform in an advisory role in order to avoid unforeseen or inappropriate influence on Board activity. Their presence on the Board not only can intimidate the members and activities of the Board, it can also inhibit the learning capabilities of the current president, who needs to perform in a leadership role, not that of a student.

---

**L 51 506.7** page 98 **Board of Directors** **Modify**

506.7 Permanent Committees of the Board

There shall be permanent committees of the Board ... member of USMS not on the Board. The presence of a majority of the committee members with voting privileges shall constitute a quorum at any meeting of a permanent committee of the Board, except for scheduled meetings in conjunction with the annual meeting of the House of Delegates where a quorum shall consist of those members of the committee present and voting.

**RATIONALE:** Currently our rules don't give a quorum requirement for committees, so we default to the current Robert's Rules of Order, which are somewhat unclear on the matter. Because of this a committee may have conducted business without proper authority. Also, with our committees meeting more frequently, often via conference call, it is feasible that without a clear definition of a quorum, committee business could be conducted by one or two committee members. In addition, we need to conduct committee business during the annual meeting, so we need to have a lower threshold in case of emergencies.

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**L 52 506.7.4** page 98 **Board of Directors** **Add**

**506.7.4 Audit Committee** The Audit Committee shall assist the Board of Directors with its financial oversight responsibilities. The committee shall review and monitor the reliability and integrity of the financial statements of US Masters Swimming, monitor compliance with tax, legal and regulatory requirements, monitor and evaluate effectiveness of the organization’s operating systems, and monitor the independence and performance of USMS’s external auditors. In performing its duties, the committee shall confer directly with USMS management and external auditors and shall report its findings and recommendations in writing to the Board.

Rationale: The Audit Committee is critical to oversight of USMS financial operations and is expected to continue as a committee for the foreseeable future.

---

**L 53 506.7.5** page 98 **Board of Directors** **Add**

**506.7.5 Investment Committee**

The Investment Committee shall be responsible for developing and submitting written recommendations for Board of Directors approval of investment objectives, asset allocation targets, and performance measurement standards that are consistent with the overall fund investment goals. The committee shall review and evaluate investment results at least quarterly and take whatever action is deemed prudent when the advisor or any selected investment fails to meet performance expectations. The committee shall be responsible for ensuring compliance with all relevant federal and state regulation.

Rationale: The Investment Committee is critical to monitoring and ensuring USMS investment funds are invested according to USMS investment policy and is expected to continue as a committee for the foreseeable future.

---

**L 54 507.1** page 99 **Board of Directors** **Modify**

**507.1 Standing Committees**

Standing committees shall be as listed in this article... Associate and ex officio members shall have voice but no vote. The presence of a majority of the committee members with voting privileges shall constitute a quorum at any meeting of a standing committee, except for scheduled meetings held in conjunction with the annual meeting of the House of Delegates where a quorum shall consist of those members of the committee present and voting.

**RATIONALE:** Currently our rules don’t give a quorum requirement for committees, so we default to the current Robert’s Rules of Order, which are somewhat unclear on the matter. Because of this a committee may have conducted business without proper authority. Also, with our committees meeting more frequently, often via conference call, it is feasible that without a clear definition of a quorum, committee business could be conducted by one or two committee members. In addition, we need to conduct committee business during the annual meeting, so we need to have a lower threshold in case of emergencies.

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**L 55 507.1.9** page 101 **Long Distance & Open Water Committees** **Modify**

## Legislation Proposals

**507.1.9 Open Water Committee**—The Open Water Committee shall promote the development of and participation in open water swimming. The committee shall develop educational resources for open water participants and event directors. The committee, with input from the Long Distance Committee, shall prepare guidelines pertaining to the management of USMS open water swimming for approval by the Board of Directors. The committee shall increase awareness about open water swimming and identify opportunities to promote USMS. The committee shall consist of the committee chair and sufficient members to execute the committee function. The Long Distance Committee chair shall be an ex officio member of the committee.

*Rationale: Reflects the division of labor between the Open Water and Long Distance Committees on development of the Open Water Guide to Operations.*

*Change required to Article 301.2.1. Since the current rule assigns the OWGTO to the LDC and the OWC is managing the OWGTO, an amendment to article 301.2.1 is necessary and would fall under Proposed Amendments Requiring Action of More Than One Committee (601.4.5).*

AND

**301.2.1 Open Water Guide to Operations** ~~The Long Distance Committee, with input from the Open Water Committee, shall develop and maintain a USMS Open Water Guide to Operations. An Open Water Guide to Operations (OWGTO) shall be developed and published for the use of USMS open water officials and event hosts.~~ The manner of implementation, governing policies and management of the rules applying to open water swims shall be contained in this guide.

*Rationale: Brings this rule into alignment with the proposed amendment of article 507.1.9 (OWC definition).*

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**L 56 507.1.13**          page 102          **Rules Committee**          **Modify**  
**507.1.13 Rules Committee**—The Rules Committee shall ~~assure~~ ensure that the competitive rules in Part 1 of the USMS rules and regulations provide for fair and equitable competition in the best interests of all USMS members, ~~and that~~ The committee shall ensure that the USMS members are informed of current rules, interpretation and changes. The ~~Rules C~~committee may initiate and shall accept, consider and report proposed amendments, with the committee’s recommendations, at the annual meeting of the House of Delegates, in accordance with the provisions of Part 6. When necessary, the committee shall interpret and render opinions regarding any provision of the rules and regulations of USMS within the committee’s jurisdiction as defined in article 601.1. The committee shall consist of the committee chair and sufficient members to execute the committee function, with at least one member from each zone, not to exceed 16 additional members. The Legislation Committee chair, the rule book coordinator, the Officials Committee chair and the USA Swimming Rules and Regulations Committee chair shall be ex officio members of the committee.

Rationale: Split overly long, first sentence into two sentences, change “assure” to “ensure” and use parallel construction (to other committee descriptions) in the third sentence.

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**L 57 601.2.3**          page 107          **Long Distance & Open Water Committees**          **Modify**

**601.2.3 Submission Deadline**—The deadline for changes submitted by an LMSC to the chair of the LMSC Development Committee is February 1. Proposed changes to the *USMS Code of Regulations and Rules of Competition* by an LMSC must be submitted to the chair of the

## Legislation Proposals

Legislation, Long Distance or Rules Committee not later than July 10 to be considered as described in articles 601.4.1, 601.4.2 and 601.4.3.

**601.2.4 Submissions After the Deadline**— The Board of Directors, Executive Committee or standing committees of the House of Delegates may propose changes to the USMS code after July 10. Such proposed changes shall be considered by the committee of jurisdiction as emergency amendments as described in article 601.4.6, unless the committee of jurisdiction, at the annual meeting, determines by two-thirds vote that the proposed changes should not be considered as emergency amendments. Such proposed changes will be amended in accordance with the voting requirements in articles 601.4.1, 601.4.2 or 601.4.3, as applicable.

*Rationale: This amendment splits a long article into its component parts. Having the vote taken at convention gives the proponents an opportunity to speak to their proposal in person and takes into consideration that there can be legitimate reasons why a proposal may be made after July 10.*

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**L 58 601.2.3**                      page 107                      **Rules Committee**                      **Modify**  
**601.2.3 Submission Deadline**—The deadline for changes submitted by an LMSC to the chair of the LMSC Development Committee is February 1 to be considered as described in article 601.4.4. Proposed changes to the *USMS Code of Regulations and Rules of Competition* by an LMSC must be submitted to the chair of the Legislation, Long Distance or Rules Committee not later than July 10 to be considered as described in articles 601.4.1, 601.4.2 and 601.4.3. The Board of Directors, Executive Committee or standing committees of the House of Delegates may propose changes to the USMS code after July 10. Such proposed changes shall be considered by the committee of jurisdiction as emergency amendments as described in article 601.4.6, unless the committee of jurisdiction determines by two-thirds vote that the proposed changes should not be considered as emergency amendments. Such proposed changes will be amended in accordance with the voting requirements in articles 601.4.1, 601.4.2 ~~or~~ 601.4.3, or 601.4.4 as applicable.

Rationale: Parallel language (end of first sentence) to that in the end of the second sentence, and add 601.4.4 to the voting requirements in the last sentence for the LMSC Development Committee.

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**L 59 601.3**                      page 108                      **Long Distance & Open Water Committees**                      **Modify**

### **601.3 Modification of Proposed Amendments**

Proposed amendments may be modified in any manner by the Legislation, LMSC Development, Long Distance, Rules Committee or House of Delegates, where appropriate, while under consideration by said body. Such modification must be germane to the subject matter and intent of the proposed change. Such modification by the Legislation, LMSC Development, Long Distance or Rules Committee requires a majority vote. Such modification by the House of Delegates requires a two-thirds vote.

*Rationale: Modifying proposed amendments should be done in committee where there is adequate time to thoroughly discuss and debate the merits of the modification. The nature and rules of our House of Delegates do not lend themselves to a complete investigation of the ramifications of new amendments. By raising the voting requirements in the House, more of these modifications should be addressed in committee.*

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## Legislation Proposals

L 60 601.5

page 109

Officials Committee

Modify

### 601.5 Effective Date

Unless otherwise specified, all changes to Part 1 of these rules and regulations approved as prescribed shall become effective on ~~January 1~~ March 1 of the year following their adoption, unless otherwise specified at the time of adoption. All other amendments to these rules and regulations approved as prescribed shall become effective on January 1 of the year following their adoption unless otherwise specified at the time of adoption.

Rationale: Our current date of January 1 for Part 1 changes is not easily enforced as the hard copy of the rule book is not typically available on that date. Changing the effective date to March 1 for Part 1 changes gives us plenty of time to have the printed rule book in our hands and enough time for implementation before we get into championship meets, i.e. not changing rules just prior to a national championship.

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L 61 505.1

page 95

Legislation Committee

Modify

### 505.1 Positions

The elected officers of USMS shall be president, vice president of administration, vice president of community services, vice president of local operations, vice president of programs, secretary and treasurer. No person may concurrently hold more than one such office. ~~This amendment will take effect upon passage, at which time the vice president of national operations shall become the vice president of administration and the vice president of member services shall become the vice president of programs.~~

Rationale: The amendment has already taken effect. The changes were completed.

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L 62 601.2.3

page 107

Legislation Committee

Modify

**601.2.3 Submission Deadline**—The deadline for changes submitted by an LMSC to the chair of the LMSC Development Committee is February 1. Proposed changes to the USMS Code of Regulations and Rules of Competition by an LMSC must be submitted to the chair of the Legislation, Long Distance or Rules Committee not later than July 10 to be considered as described in articles 601.4.1, 601.4.2 and 601.4.3. The Board of Directors, Executive Committee or standing committees of the House of Delegates, may propose changes to the USMS code after July 10. Such proposed changes shall be considered untimely by the committee of jurisdiction as emergency amendments as described in article 601.4.6, unless the committee of jurisdiction determines by two-thirds vote that the proposed changes should not be considered as emergency amendments. Untimely proposals can be considered timely by a two-thirds vote of the committee of jurisdiction. Timely proposed changes will be amended in accordance with the voting requirements in articles 601.4.1, 601.4.2 or 601.4.3 as applicable. Untimely proposed changes shall be considered as emergency amendments and will be amended in accordance with the voting requirements in article 601.4.6.

Rationale: This article has been misinterpreted in the past due to the language. This is to clarify the current operating procedure.









**United States Masters Swimming**

**2014 Draft Budget 9/3/2013**

|                              |                                            |                 |     |         |         | PRE-CONVENTION |          | APPROVED |        |
|------------------------------|--------------------------------------------|-----------------|-----|---------|---------|----------------|----------|----------|--------|
| INCOME STATEMENT             |                                            |                 |     |         |         | BUDGET         | FORECAST | BUDGET   | ACTUAL |
|                              |                                            | Members         | Fee | 2014    | 2013    | 2013           | 2012*    |          |        |
| 5460                         | Sports Medicine and Science Committee      | MOORE, J.       |     | 2,250   | 2,250   | 2,350          | -        |          |        |
| 5790                         | Pan Am                                     |                 |     | -       | 35,036  | 31,400         | -        |          |        |
|                              | <b>Events Expense</b>                      |                 |     | 91,768  | 133,555 | 124,215        | 320,593  |          |        |
| <b>MARKETING/SPONSORSHIP</b> |                                            |                 |     |         |         |                |          |          |        |
| 5710                         | Sponsor costs                              | DEERY           |     | 35,700  | 32,700  | 23,300         | 18,751   |          |        |
| 5720                         | USA Swimming Industry Initiative           | DEERY           |     | 25,000  |         |                |          |          |        |
| 5730                         | Marketing Services                         | DEERY           |     | 82,050  | 67,400  | 67,600         | 65,476   |          |        |
| 5890                         | In-Kind Products                           |                 |     | -       |         |                | 63,431   |          |        |
|                              | <b>Advertising and Sponsorship Expense</b> |                 |     | 142,750 | 100,100 | 90,900         | 147,658  |          |        |
| <b>ADMINISTRATION:</b>       |                                            |                 |     |         |         |                |          |          |        |
| 5013                         | Directors & Officers Insurance             | KUHLMAN/ESIX    |     | 4,750   | 4,800   | 4,750          | 4,508    |          |        |
| 5014                         | Bonding                                    | KUHLMAN/ESIX    |     | 6,750   | 6,378   | 6,750          | 6,160    |          |        |
| 5015                         | Flood Insurance                            | KUHLMAN/ESIX    |     | 1,500   | 2,505   | 1,500          | 1,429    |          |        |
| 5016                         | Media Professional Liability Insurance     | KUHLMAN/ESIX    |     | 3,000   | 1,500   | 3,000          | 2,500    |          |        |
| 5050                         | President                                  | DAY             |     | 12,500  | 12,000  | 16,000         | 7,878    |          |        |
| 5061                         | VP - Programs                              | DIEHL           |     | -       |         | -              | -        |          |        |
| 5062                         | VP - Community Services                    | SMITH           |     | 60      |         | 60             | -        |          |        |
| 5063                         | VP - Administration                        | HEATHER, M.     |     | -       |         | -              | -        |          |        |
| 5064                         | VP - Local Operations                      | TSUZUKI         |     | 100     | 100     | 100            | -        |          |        |
| 5070                         | Secretary                                  | RUSHMAN         |     | 100     | 100     | 100            | -        |          |        |
| 5080                         | Treasurer                                  | DAVIS           |     | 500     | 100     | 100            | -        |          |        |
| 5090                         | Past President                             | MOXIE           |     | -       |         | -              | -        |          |        |
| 5095                         | Legal Counsel                              | MILLER, P.      |     | 1,250   | 1,250   | 950            | 28,800   |          |        |
| 5099                         | Board/Executive Committee                  | DAY             |     | 47,310  | 45,661  | 44,850         | 44,499   |          |        |
| 5130                         | USMS Headquarters Admin.                   | KUHLMAN         |     | 102,000 | 95,750  | 105,780        | 89,889   |          |        |
| 5135                         | USMS Headquarters Payroll                  | BUTCHER/KUHLMAN |     | 353,211 | 338,550 | 339,115        | 320,039  |          |        |
| 5300                         | Convention                                 | GRILLI          |     | 91,890  | 92,760  | 90,400         | 80,225   |          |        |
| 5310                         | Finance Committee                          | ENSIGN          |     | 150     | 150     | 150            | -        |          |        |
| 5315                         | Investment Committee                       | BURGIO          |     | 1,000   | 1,000   | 1,000          | -        |          |        |
| 5330                         | Audit Committee                            | DILWORTH        |     | 4,000   | 2,700   | 4,000          | 3,659    |          |        |
| 5340                         | Compensation & Benefits                    | WELCH           |     | 3,625   | -       | -              | -        |          |        |

**United States Masters Swimming**

**2014 Draft Budget 9/3/2013**

|                                                                                                                                               |                                        |                  |  | PRE-CONVENTION |     | APPROVED  |           |           |           |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|------------------|--|----------------|-----|-----------|-----------|-----------|-----------|
| INCOME STATEMENT                                                                                                                              |                                        |                  |  | Members        | Fee | BUDGET    | FORECAST  | BUDGET    | ACTUAL    |
|                                                                                                                                               |                                        |                  |  |                |     | 2014      | 2013      | 2013      | 2012*     |
| <b>5630</b>                                                                                                                                   | FINA Representative                    | RIDOUT           |  |                |     | 500       | 500       | 500       | 544       |
| <b>5640</b>                                                                                                                                   | International Delegate / UANA          | MILLER/GOLDSTEIN |  |                |     | 5,000     | 6,000     | 3,000     | -         |
| <b>5660</b>                                                                                                                                   | USA Swimming Liaison                   | MILLER, P.       |  |                |     | 3,100     | 3,100     | 3,100     | 1,774     |
| <b>5670</b>                                                                                                                                   | ISHOF Liaison                          | REID             |  |                |     | 1,800     | 1,600     | 1,700     | 1,596     |
| <b>5830</b>                                                                                                                                   | Outside Legal Expense                  | BUTCHER          |  |                |     | 7,500     | 2,500     | 2,500     | 383       |
| <b>5847</b>                                                                                                                                   | SSL Fund Operating Costs               | BUTCHER          |  |                |     | 22,526    | 12,640    | 12,000    | 6,550     |
| <b>5870</b>                                                                                                                                   | Depreciation                           | KUHLMAN          |  |                |     | 37,067    | 34,700    | 34,700    | 29,552    |
| <b>5873</b>                                                                                                                                   | Audit/Accounting Fees                  | KUHLMAN          |  |                |     | 19,500    | 18,600    | 18,600    | 18,015    |
|                                                                                                                                               | <b>Administration Expense</b>          |                  |  |                |     | 730,689   | 684,944   | 694,705   | 647,998   |
|                                                                                                                                               | <b>Total Expense</b>                   |                  |  |                |     | 2,944,440 | 2,742,606 | 2,624,959 | 2,549,302 |
|                                                                                                                                               |                                        |                  |  |                |     |           |           |           |           |
|                                                                                                                                               | <b>NET ORDINARY INCOME</b>             |                  |  |                |     | 88        | (16,630)  | 4,387     | 171,271   |
|                                                                                                                                               |                                        |                  |  |                |     |           |           |           |           |
|                                                                                                                                               | <b>OTHER INCOME / EXPENSE:</b>         |                  |  |                |     |           |           |           |           |
|                                                                                                                                               | <b>OTHER INCOME:</b>                   |                  |  |                |     |           |           |           |           |
| <b>4900</b>                                                                                                                                   | Interest & Dividends                   | DAVIS/BURGIO     |  |                |     | 92,500    | 102,103   | 68,000    | 151,869   |
| <b>4940</b>                                                                                                                                   | Gain (loss)-Disposal of Fixed Assets   | N/A              |  |                |     | -         |           |           |           |
|                                                                                                                                               | <b>Other Income</b>                    |                  |  |                |     | 92,500    | 102,103   | 68,000    | 151,869   |
|                                                                                                                                               | <b>OTHER EXPENSES &amp; TRANSFERS:</b> |                  |  |                |     |           |           |           |           |
| <b>6200</b>                                                                                                                                   | Foundation Feasibility Study           | CHURCH           |  |                |     | -         |           | -         | 30,959    |
|                                                                                                                                               | Transfer from Investment Account       |                  |  |                |     | 66,500    |           |           |           |
| <b>6010</b>                                                                                                                                   | Banking Fees                           | KUHLMAN          |  |                |     | 2,400     | 2,400     | 2,400     | 1,771     |
| <b>6011</b>                                                                                                                                   | Investment Advisory Fees               | DAVIS/BURGIO     |  |                |     | 5,700     | 4,600     | 3,500     | 3,172     |
|                                                                                                                                               | <b>Other Expenses &amp; Transfers</b>  |                  |  |                |     | 74,600    | 7,000     | 5,900     | 35,902    |
|                                                                                                                                               | <b>Total Net Other Income</b>          |                  |  |                |     | 17,900    | 95,103    | 62,100    | 115,967   |
|                                                                                                                                               |                                        |                  |  |                |     |           |           |           |           |
|                                                                                                                                               | <b>NET INCOME</b>                      |                  |  |                |     | 17,988    | 78,473    | 66,487    | 287,238   |
|                                                                                                                                               |                                        |                  |  |                |     |           |           |           |           |
| *The 2012 Final Actual was for operating funds only. Activity from the Swimming Saves Lives Foundation and the Legacy Fund were not included. |                                        |                  |  |                |     |           |           |           |           |
|                                                                                                                                               |                                        |                  |  |                |     |           |           |           |           |
|                                                                                                                                               |                                        |                  |  |                |     |           |           |           |           |





## CHECK-IN AND CERTIFICATION PROCEDURE AT USMS CONVENTION

**Each delegate must complete the two-step process outlined below.** You must have a “certified ID” to vote as a member of the House of Delegates (HOD) and be eligible to attend HOD meetings!

- 1) **CHECK IN AT THE UNITED STATES AQUATIC SPORTS (USAS) STATION** to pick up your ID - a badge with your name & LMSC on it. You will also receive a convention bag, binder, and miscellaneous souvenirs.

**AND**

- 2) **CHECK IN AT THE USMS TABLE** to obtain “certification” that you are a USMS delegate. This is the process that verifies a delegate’s eligibility to vote in the House of Delegates (HOD). You will also receive your voting cards and other important convention material and information.

**The USMS Certification/Information table will be open as follows:**

Wednesday, September 11th, from 8:00am – 5:00pm – Exhibitor Area

Thursday, September 12<sup>th</sup>, from 7:00am -7:30am – Exhibitor Area

Thursday, September 12<sup>th</sup>, from 7:30am – 10:00am – Grand A (Outside of the entrance)

**The USMS Certification/Information table will move to outside the HOD meeting room on Thursday September 12th at 7:30 am (Grand A).** All subsequent certification by USMS will take place here during HOD meetings, until they recess. (Refer to the meeting schedule in your pre-convention packet and/or binder for time and location). Late arrivals **must** locate Debbie Cavanaugh (Certification Chair) to receive their certification and voting cards.

**Please note: If you did not register for convention in advance,** you will need to have USMS Secretary CJ Rushman sign a certification release before you can proceed to Debbie Cavanaugh for the balance of certification material.

New Delegates will receive a special ID identifying them as NEW DELEGATES as well as information regarding the New Delegate Orientation.



## **Standing Rules of the USMS Annual Meeting of 2013**

Rule 1 The Secretary, directly after the opening ceremonies of the first business meeting, shall report the number of delegates and others registered as present with proper credentials, and shall make a supplementary report after the opening of each session that business continues.

Rule 2 A member of USMS, may, upon proper clearance by the Secretary, be transferred to delegate status, at any time during the continuance of business meetings.

Rule 3 For admission to the floor of the House, to facilitate identification and seating, a member shall be required to wear the badge issued by United States Aquatic Sports and a sticker from the Convention Coordinator.

Rule 4 In the report from a Committee, all Action Items shall be placed on the floor of the House without a motion or second. The House may consider the action items of a committee as one motion, or individual motions.

Rule 5 No member shall speak in debate more than once on the same question, on the same day, or longer than three minutes, without permission of the convention granted by two thirds vote without debate.

Rule 6 Motions shall be made from the microphones only.

Rule 7 If a motion to call for the question is made and accepted by 2/3 of the House, any member in line at a microphone shall be recognized to speak for their allotted time.

Rule 8 All motions, in the House or Committees, shall be recorded, in writing or electronically, with the name of the maker.

Rule 9 Elections shall be run by the written policies of the Election Committee.

Rule 10 Rules contained in the current edition of the Robert's Rules of Order shall govern the House of Delegates and its Committees, in all cases to which they are applicable, and in which they are not inconsistent with the bylaws of U. S. Masters Swimming and these standing rules



# U.S. MASTERS SWIMMING

USMS Leadership and Staff  
An abridged directory

## Board of Directors

|                                                      |                                                                                    |                                                     |                                                                                    |                                                         |                                                                                      |                                                     |                                                                                      |
|------------------------------------------------------|------------------------------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------|--------------------------------------------------------------------------------------|-----------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>President</b><br>Nadine Day                       |   | <b>VP Administration</b><br>Michael Heather         |   | <b>VP Local Operations</b><br>Ed Tsuzuki                |   | <b>VP Community Services</b><br>Jody Smith          |   |
| <b>VP Programs</b><br>David Diehl                    |   | <b>Secretary</b><br>CJ Rushman                      |   | <b>Treasurer</b><br>Ralph Davis                         |   | <b>Immediate Past President</b><br>Jeff Moxie       |   |
| <b>At-Large Director Breadbasket</b><br>Bruce Hopson |   | <b>At-Large Director Colonies</b><br>Chris McGiffin |   | <b>At-Large Director Dixie</b><br>Maria Elias-Williams  |   | <b>At-Large Director Great Lakes</b><br>Phil Dodson |   |
| <b>At-Large Director Northwest</b><br>Hugh Moore     |  | <b>At-Large Director Oceana</b><br>Jim Clemmons     |  | <b>At-Large Director South Central</b><br>Jill Gellatly |  | <b>At-Large Director Southwest</b><br>Phil Whitten  |  |









## Other Board members (non-voting):

|                                       |                                                                                     |                                          |                                                                                     |                                        |                                                                                       |                                                   |                                                                                       |
|---------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>Past President</b><br>Tom Boak     |  | <b>Past President</b><br>Rob Copeland    |  | <b>Past President</b><br>Mel Goldstein |  | <b>Past President</b><br>Dan Gruender             |  |
| <b>Past President</b><br>Ted Haartz   |  | <b>Past President</b><br>June Krauser    |  | <b>Past President</b><br>Mike Laux     |  | <b>Past President</b><br>Dr. Jim Miller           |  |
| <b>Past President</b><br>Nancy Ridout |  | <b>Executive Director</b><br>Rob Butcher |  | <b>Legal Counsel</b><br>Patty Miller   |  | <b>USA Swimming Representative</b><br>Jeff Gudman |  |





# U.S. MASTERS SWIMMING

## Zone Chairs

|                                       |                                                                                   |                                  |                                                                                   |                                        |                                                                                     |                               |                                                                                     |
|---------------------------------------|-----------------------------------------------------------------------------------|----------------------------------|-----------------------------------------------------------------------------------|----------------------------------------|-------------------------------------------------------------------------------------|-------------------------------|-------------------------------------------------------------------------------------|
| <b>Breadbasket</b><br>Stacy Broncucia |  | <b>Colonies</b><br>Jeff Strahota |  | <b>Dixie</b><br>Jerry Clark            |  | <b>Great Lakes</b><br>Dan Cox |  |
| <b>Northwest</b><br>Tim Waud          |  | <b>Oceana</b><br>Michael Moore   |  | <b>South Central</b><br>Tyler Blessing |  | <b>Southwest</b><br>Mary Hull |  |

## Committee Chairs

|                                                    |                                                                                     |                                            |                                                                                     |                                          |                                                                                       |                                                    |                                                                                       |
|----------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>Audit</b><br>Elyce Dilworth                     |   | <b>Championship</b><br>Jeff Roddin         |   | <b>Coaches</b><br>Scott Bay              |   | <b>Compensation and Benefits</b><br>Sarah Welch    |   |
| <b>Finance</b><br>Jeanne Ensign                    |  | <b>Fitness Education</b><br>Marcia Anziano |  | <b>Governance</b><br>Hugh Moore          |  | <b>History &amp; Archives</b><br>Meegan Wilson     |  |
| <b>Investment</b><br>Dave Burgio                   |  | <b>Legislation</b><br>Sean Fitzgerald      |  | <b>LMSC Development</b><br>Paige Buehler |  | <b>Long Distance</b><br>Donn Livoni                |  |
| <b>Officials</b><br>Ed Saltzman                    |  | <b>Open Water</b><br>Lynn Hazlewood        |  | <b>Policy</b><br>Bruce Hopson            |  | <b>Recognition &amp; Awards</b><br>Sally Dillon    |  |
| <b>Records &amp; Tabulation</b><br>Chris Stevenson |  | <b>Registration</b><br>Leo Letendre        |  | <b>Rules</b><br>Kathy Casey              |  | <b>Sports Medicine &amp; Science</b><br>Jane Moore |  |





# U.S. MASTERS SWIMMING

## Appointments and Liaisons

|                                                                                                                                                                  |                                                                                                                                          |                                                                                                                                                     |                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>FINA Masters Technical Committee Vice-Chairman</b><br/>Mel Goldstein</p>  | <p><b>ISHOF Liaison</b><br/>Walt Reid</p>               | <p><b>National Board of Review Chair</b><br/>Laura Groselle</p>  | <p><b>National Senior Games Liaison &amp; Parliamentarian</b><br/>William Tingley</p>  |
| <p><b>US Aquatic Sports Representative</b><br/>Nadine Day</p>                   | <p><b>US Aquatic Sports Treasurer</b><br/>Tom Boak</p>  | <p><b>USMS Liaison to IGLA</b><br/>Bruce Hopson</p>              | <p><b>USMS Liaison to USA Swimming</b><br/>Patty Miller</p>                            |
| <p><b>Swimming Saves Lives Foundation Chair</b><br/>Doug Church</p>             | <p><b>Rule Book Editor</b><br/>Susan Ehringer</p>       | <p><b>Open Water Compliance Coordinator</b><br/>Bill Roach</p>   | <p><b>FINA Sports Medicine Committee</b><br/>Dr. Jim Miller</p>                        |

## USMS National Office staff

|                                                                                                                                      |                                                                                                                                                       |                                                                                                                                                                |                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Executive Director</b><br/>Rob Butcher</p>  | <p><b>Chief Financial Officer</b><br/>Susan Kuhlman</p>            | <p><b>Communications and Publications Director</b><br/>- Laura Hamel</p>  | <p><b>Membership Director</b><br/>Anna Lea Matysek</p>                              |
| <p><b>IT Director</b><br/>Jim Matysek</p>         | <p><b>Club and Coach Services Director</b><br/>- Bill Brenner</p>  | <p><b>Marketing Coordinator</b><br/>Kyle Deery</p>                        | <p><b>Membership Coordinator (and Convention Coordinator)</b><br/>Tracy Grilli</p>  |
| <p><b>Web Developer</b><br/>T. Luke Shaheen</p>   | <p><b>Web Developer</b><br/>Jeff Perout</p>                        | <p><b>Office Manager</b><br/>Claudia Woods</p>                            | <p><b>Office Mascot</b><br/>Pan Am Sam</p>                                          |



## Robert's Rules of Order – the Basics

The purpose of "Robert's Rules of Order" includes the following:

- Ensure majority rule
- Protect the rights of the minority, the absentees and individual members
- Provide order, fairness and decorum
- Facilitate the transaction of business and expedite meetings

### Basic Principles

- All members have equal rights, privileges and obligations
- Full and free discussion of every motion is a basic right
- Only one question at a time may be considered, and only one person may have the floor at any one time
- Members have a right to know what the immediately pending question is and to have it restated before a vote is taken
- No person can speak until recognized by the chair
- Personal remarks are always out of order
- A majority decides a question except when basic rights of members are involved
- A two-thirds vote is required for any motion that deprives a member of rights in any way (e.g., cutting off debate)
- Silence gives consent. Those who do not vote allow the decision to be made by those who do vote
- The chair should always remain impartial

### Role of the Presiding Officer

- Remain impartial during debate - the presiding officer must relinquish the chair in order to debate the merits of a motion
- Vote only to create or break a tie (or 2/3 for matters requiring a 2/3 vote) - exception: the presiding officer may vote on any vote by ballot
- Introduce business in proper order
- Recognize speakers
- Determine if a motion is in order
- Keep discussion germane to the pending motion
- Maintain order
- Put motions to a vote and announce results

### General Procedure for Handling a Motion

- A member must obtain the floor by being recognized by the chair
- Member makes a main motion
- A motion must be seconded by another member before it can be considered
- If the motion is in order, the chair will restate the motion and open debate (if the motion is debatable)
- The maker of a motion has the right to speak first in debate
- The main motion is debated along with any Subsidiary motions (e.g. "I move to amend the motion by ...", Privileged motions (e.g. "I move to postpone the motion to ...") and

Incidental motions (e.g. "I move to divide the question.")

- Debate on Subsidiary, Privileged and Incidental motions (if debatable) takes precedence over debate on the main motion and must be decided before debate on the main motion can continue.
- Debate is closed when:
  - Discussion has ended, or
  - A two-thirds vote closes debate ("Call the question")
- The chair restates the motion, and if necessary clarifies the consequences of affirmative and negative votes
- The chair calls for a vote by asking "All in favor?" Those in favor say "Aye" (or in HOD, hold up the Green "Yes" card). Then asking "All opposed?" Those opposed will say "No" (or in HOD, hold up the Red "No" card). And finally asking "All abstained?" Those abstaining will say "Aye" (or in HOD, hold up the White "Abstain" card)
- The chair announces the result

### **General Rules of Debate**

- No members may speak until recognized by the chair
- All discussion must be relevant to the immediately pending question
- No member can speak more than once to each motion
- No member can speak more than three minutes
- All remarks must be addressed to the chair - no cross debate is permitted
- It is not permissible to speak against one's own motion (but one can vote against one's own motion)
- Debate must address issues not personalities - no one is permitted to make personal attacks or question the motives of other speakers
- The presiding officer must relinquish the chair in order to participate in debate and cannot reassume the chair until the pending main question is disposed of
- When possible, the chair should let the floor alternate between those speaking in support and those speaking in opposition to the motion
- Members may not disrupt the assembly
- Rules of debate can be changed by a two-thirds vote

### **Robert's Rules Help Get Things Done!**

- **Make Motions** - that are in order
- **Obtain the Floor** - properly
- **Speak** - clearly and concisely
- **Obey** - the rules of debate
- And most of all, be courteous! That's **always** in order!

### **Recommended Books**

*Robert's Rules of Order, Newly Revised, Tenth Edition*, 2000  
*Robert's Rules of Order, Newly Revised, In Brief*, Thomas J. Balch, 2004  
*Robert's Rules for Dummies, C.* Alan Jennings, 2004  
*A-B-C's of Parliamentary Procedure. Co.*, Channing L. Bete, 1998

### **Recommended Web Sites**

[www.robertsrules.com](http://www.robertsrules.com) | [www.rulesonline.com](http://www.rulesonline.com) | [www.parlipro.org](http://www.parlipro.org) | [www.robertsrules.org](http://www.robertsrules.org) | [www.roberts-rules.com](http://www.roberts-rules.com)



## Strategic Plan Summary

September, 2011

### I. Mission

To promote health, wellness, fitness and competition for adults through swimming

### II. Vision Statement

USMS will be the premier resource for adult aquatic fitness in the United States and will make fitness through swimming available for as many adults as possible

### III. Values

- We value HEALTH AND FITNESS, constantly challenging ourselves to achieve, in competition and in accomplishing our own goals.
- We value RESPECT for our teammates, competitors, coaches, employees, and volunteers.
- We value FUN, enjoying camaraderie with our fellow swimmers and embracing swimming as a joyful and satisfying avocation.
- We value LEARNING through coaching, programs, and communication.
- We value EXCELLENCE in safety, education, innovation, performance, leadership, and the provision of services and programs.

### IV. Strategies

- Enhance the volunteer experience and improve volunteer performance through role clarity, training, recognition, and recruitment.
- Create and enhance membership value through expanded and improved USMS products, services and delivery infrastructure.
- Increase awareness of and strengthen the U.S. Masters Swimming brand and image in targeted markets.
- Engage and activate partnerships with organizations that align with the USMS mission, vision and values, for the purpose of increasing benefits to our members, enhancing and expanding the USMS brand, building USMS membership and improving access to swimming facilities.



U.S. MASTERS SWIMMING

## Swimmers Serving as Organizational Leaders

Mastering the Challenges



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### How we will cover the topic

- › **Introductory comments and activity**
- › Trends and Issues in Volunteerism and member organizations
- › **Creating and Sharing Volunteer Opportunities**
- › **Uncovering the talents, motivations, interests of members and matching them to organizational needs**
- › **Recruiting members to become volunteers**
- › **Generational differences to the above.....**



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### After Break....

- › **Building and Supporting Volunteer Leadership**
- › **Key Skill in working with Volunteers: The Art of Delegation**
- › **Effectively addressing problem situations if/when they arise**
- › **Showing Appreciation to Volunteer Contributions**



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## Intro Activity/Ice Breaker...



- ▶ Connect with someone you do not know
- ▶ Ask each other:
  - What method was FIRST used to recruit you to be a volunteer with USMS?
  - How long have you served as a volunteer?



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## Trends and Challenges in Volunteering and in Membership Organizations

### Volunteer Trends...



- ▶ Short term – episodic (commitment aversion!)
- ▶ Discretionary time limitations
- ▶ Like Volunteering with groups/family
- ▶ Technology and social media impact
- ▶ Enhanced Risk Management
- ▶ Volunteers offering to share high-level skills
- ▶ Volunteers wanting to MAKE a Difference not just fill free time
- ▶ Generational differences (baby boomers, generation X...etc.)
- ▶ Challenge attracting leadership volunteers
- ▶ Volunteers more sophisticated..."What am I saying YES to?"



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
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## Membership Challenges



- ▶ Members come to "swim"(benefit)- not take on another volunteer job
- ▶ Member organizations with long history – slow to change, often very bureaucratic – not flexible enough for younger generations...
- ▶ Challenge to get members to contribute to the greater mission
- ▶ Membership organizations get stuck in keeping current leadership in place TOO long – then no one wants to follow
- ▶ Often do not gather info on members which could lead to encouraging them to become leaders



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### Membership Challenges



- ▶ Recruitment of leaders often uses the.....We are desperate approach.
- ▶ Leadership jobs are often too big for one person...and leadership benefits do NOT outweigh the problems to the volunteer
- ▶ Member volunteer opportunities often set in stone.....not creative in new ways to engage volunteers.
- ▶ Long term volunteers become clique thus hard for new volunteers to "break into the club"



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### Creating and Sharing Volunteer Opportunities

- ▶ Expanding ways members can volunteer - potentially serving on task force or service project initially 
- ▶ Sharing volunteer opportunities as a benefit to membership (possibly a YouTube/video that shares "fun" and leadership opportunities and ways to fulfill greater mission of USMS)
- ▶ Consider co-chairs of large positions
- ▶ Offer coaching from previous position holder



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### Creating and Sharing Volunteer Opportunities

- ▶ Leadership - not always "doership" roles 
- ▶ Clear on support, length of service commitment, training provided
- ▶ More visible action focused volunteer opportunities on web presence.
- ▶ List benefits of USMS as well as opportunities to further serve the mission



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Uncovering talents, motivations, interests of members.....



- ▶ Include additional questions in your application
- ▶ Assign a mentor volunteer to new member




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Uncovering talents, motivations, interests of members.....

- ▶ Welcome/Orientation/Interview new members –
  - What are their motivations to join?
  - Possible interest in supporting USMS
  - Motivated by affiliation? achievement? influence?
  - Share some opportunities to serve mission and support the organization
  - Establish a talent bank – Can we call to determine your potential interest in certain areas of support – no commitment (Borrow an Expert idea)




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Recruiting From Your Membership 

- ▶ Current leadership be on the lookout for future leaders – acknowledge potential volunteer leaders
- ▶ Invite prospective volunteers to “try it out” or go with current volunteer to carry out position
- ▶ Share opportunities and ask for folks that are interested in exploring the position to talk with you. No commitments made on either side initially.
- ▶ Difference between advertising needs and asking people to consider a volunteer role...




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### Recruitment (continued)

- ▶ Describing Positions with honesty and clarity
- ▶ Always include benefits in the work.
- ▶ Don't overwhelm with too many how-to details in the recruitment phase
- ▶ Create a volunteer recruitment/development Task force -
  1. recruit, orient, ensure training and smooth transition takes place
  2. Include Tools, Task and Time for each position



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### Generational Response.....



- ▶ Silent Generation - born 1925-1945
- ▶ Baby Boomers - born 1946-1962
- ▶ Generation x - born 1963-1980
- ▶ Millenials - born 1981-2002



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### Answer these questions...

- ▶ What kinds of volunteer positions are most appealing to you?
- ▶ What is the best way to recruit you?
- ▶ How tech savvy are you?
- ▶ What are the key frustrations/challenges you experience as a volunteer with USMS?



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### Building Leaders

- ▶ We can't do it all ourselves and....we won't be here forever! Organizations need new blood.. 
- ▶ Remember the best doers do not necessarily become the best leaders (opposite skill set!) 
- ▶ Important question.... "Why are we having difficulty finding new leaders....?" 



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### Difficulty Building Leadership

- ▶ When term limits are not honored
- ▶ When leadership position creates more stress than benefits to volunteer
- ▶ When new leaders are not offered training/support in their role
- ▶ When the wrong person volunteers to lead
- ▶ No succession planning or past leaders not serving as coaches to new leaders 



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### Selecting new leaders... (The IDEAL)

- ▶ Have **completion** factor ✓
- ▶ Have **peer respect** – not everyone may like ✓
- ▶ Past **positive experience** as a leader ✓
- ▶ Being **constructively discontent** ✓
- ▶ Enjoys a challenge ✓



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Selecting new leaders 

- ▶ Good listener (Must be silent to listen...(Note that silent and listen have the same letters in them!) ✓
- ▶ Eager to continue learning skills of leadership ✓
- ▶ Empowers others – good delegator ✓



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Delegation: Key Skill of Leadership

- ▶ Why is it so difficult to do well?
- ▶ Why is it so critical to do well?



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4 ways to get the job done...

- Doing ✓
- Directing ✓
- Dumping ✓
- Delegation ✓



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### Definition of Delegation

1. Assigning mutually agreed upon results
2. An appropriate means of authority and support to get those results.
3. A follow-up system which allows you to inspect what you expect...



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### Cardinal Rules of Delegation



1. Mutual understanding of expectations.
2. Give on-going resources to be successful  
(Ask: What can I do to support you in this role/ assignment, etc.?)
3. Define the level of control/authority the volunteer has in this role.



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### Levels of Authority/Control

1. No authority for making unilateral decisions (self assignments) - (This is direction, not delegation)
2. The authority to **recommend** action/ self assignment  
(First level of delegation)
3. The authority for unilateral decisions (self assignment) provided regular progress reports are received (Second level of delegation)
4. The authority for making unilateral decisions provided you alert supervisor to any major issue/problem (Highest level of delegation)



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### Cardinal Rules of Delegation

- 4. Check on progress
- 5. Watch out for Reverse Delegation



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### Who's got the monkey???



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### Effectively dealing with problem situations when they arise:

Gaps between what is needed/expected from a volunteer and/or USMS and what is actually occurring.



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Think About....

Do you think anyone has ever considered YOU a problem volunteer/staff person?


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Discussion:



Why is it difficult to give negative/corrective feedback to a volunteer?

Why must problem situations be dealt with timely and effectively?




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Examples of potential challenging volunteer behavior at 

- ▶ Out of bounds ✓
- ▶ Poor judgment ✓
- ▶ Late on written reports/ignore time lines ✓
- ▶ Not following policies/rules, etc. ✓
- ▶ Overwhelmed ✓
- ▶ Breach of confidentiality ✓
- ▶ Quality of work declining ✓
- ▶ Negative attitude ✓
- ▶ Very dependent/ Lack of initiative ✓
- ▶ Misses important meetings or late for them ✓
- ▶ Losing motivation ✓
- ▶ Forgetful ✓
- ▶ ?????

**Focus on:**

1. DEGREE OF EACH 2. Is it NORMAL/ABNORMAL Behavior? 3.IMPACT?




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### Reminder Rules of Confrontation

- ▶ Be Specific, not general
- ▶ Be descriptive, not evaluative
- ▶ Approach when you are calm and rational
- ▶ Use "I" not "you" when describing behavior or expectations to avoid defensiveness
- ▶ Describe in terms of "more" of "less" - avoid absolutes
- ▶ Check that communication was clear - they may not be auditory
- ▶ Explore alternatives and options for change - not ONE way



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### Activity



Think of a time when a volunteer did not come through for you or is causing problems due to his/her behavior/attitude... Is there anything **you/USMS** might have done that could have averted this disappointment?



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### Thanking/Appreciating Volunteers

- **Placing in the right position** for them (Highest form of recognition!)
- **Personal** Recognition is the BEST
- **Plentiful** and creative
- **Powerful**



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**Recognition: Thoughts on each....**

- ▶ Formal



- ▶ Informal



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**Table activity**

- ▶ Most creative ways to thank volunteers



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**Summary of our time....**



- ▶ Trends and Issues In volunteerism and member organizations
- ▶ Creating and Sharing Volunteer Opportunities
- ▶ Uncovering the talents, motivations, interests of members and matching them to organizational needs
- ▶ Recruiting members to become volunteers
- ▶ Generational differences
- ▶ Leadership development
- ▶ Leadership skills: Delegation, Effective problem resolution, Recognition

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