

BYLAWS OF THE ARIZONA LOCAL MASTERS SWIMMING COMMITTEE

Purpose

The objectives shall be to promote and develop swimming, physical fitness, and good health for the benefit of Masters swimmers of all abilities in accordance with the goals objectives, rules, and standards prescribed by United States Masters Swimming, Inc. (USMS) and by the Arizona Local Masters Swimming Committee (AZ LMSC).

1. Administration

- 1.1 Name – The name of this committee shall be the Arizona (AZ) Local Masters Swimming Committee (LMSC). The national two-letter designation is “AZ”; the national two number designation is “48”.
- 1.2 Boundaries – AZ LMSC shall include all of the State of Arizona.
- 1.3 Jurisdiction – AZ LMSC shall have jurisdiction delegated to it by USMS over the sport of Masters Swimming.
- 1.4 Legal Status – AZ LMSC is a subsidiary of United States Masters Swimming, Inc. which operates under section 501(c)(3) of the Internal Revenue Service code.

2. Definitions

- 2.1 Club – One or more registered Masters swimmers may form a club as defined by USMS. The fee listed in the Fee Schedule is to be paid to USMS, Inc., to register the club through the LMSC.
- 2.2 Team – Four or more registered Masters swimmers may form a team. The fee listed in the Fee Schedule is to be paid to the LMSC to register the team within the LMSC. No person may be a member of more than one team at the same time. Members of registered teams shall be members of a club within AZ LMSC. USMS and LMSC rules governing procedures for a member changing club registration shall apply to members changing team registrations.
- 2.3 Workout Group – Same as “Team”.
- 2.4 Member – An individual who has registered with USMS for the current registration year.
- 2.5 Quorum – A quorum shall be required for conducting all Board meetings. A quorum shall consist of a simple majority of voting Board members.
- 2.6 Simple Majority – A majority vote of eligible Board members.
- 2.7 Super Majority – A 2/3rds vote of eligible Board members.
- 2.8 Term of Office – A two year period starting on January 1 and ending on December 31 of the following year.
- 2.9 Unattached – A member who is not affiliated with any swim club or team/workout group.

- 2.10 LMSC – Local Masters Swimming Committee, the local administrative division of USMS.
 - 2.11 USMS – United States Masters Swimming, Inc., the parent organization of Arizona Local Masters Swimming Committee.
3. Membership
- 3.1 Composition of the Membership Categories
 - 3.1.1 Clubs – Clubs currently registered with USMS that operate within the boundaries of AZ LMSC.
 - 3.1.2 Teams – Team or Workout groups registered with AZ LMSC that operate under a club registered within the boundaries of AZ LMSC
 - 3.1.3 Individuals – An athlete, coach, official, administrator, or other person who has completed the required membership application and paid the required membership fees listed in the Fee Schedule to AZ LMSC.
 - 3.2 Privileges of LMSC Membership
 - 3.2.1 Elect Officers – To regularly elect officers to the AZ LMSC Board of Directors
 - 3.2.2 Promote Swimming – Promote and participate in programs and activities conducted by the AZ LMSC and USMS.
 - 3.2.3 Attend Meetings – Attend membership meetings of the AZ LMSC.
 - 3.2.4 Vote – Vote on any matters, which the Board of Directors submits to a vote of the membership.
4. LMSC Management Structure
- 4.1 AZ LMSC Board of Directors – Elected by Membership, serves a two year term from January 1 until December 31 of the following year.
 - 4.2 Committee Chairmen – Appointed by Executive Committee, serve until December 31 of even-numbered years or until the Committee is dissolved by the Executive Committee.
 - 4.3 Volunteers – Selected by Committee Chairmen, serve at the pleasure of the Committee Chairman.
 - 4.4 Contractors – Hired by Board, serve at the pleasure of the Board.
5. Year – The fiscal year of AZ LMSC shall be January 1 through December 31. The registration year of AZ LMSC shall be November 1 through December 31 of the following year.
6. LMSC Board of Directors
- 6.1 Officers
 - 6.1.1 Chairman – Presides over all meetings and performs duties required by the office.
 - 6.1.2 Vice Chairman – Performs all duties of the Chairman when the Chairman is absent or unable to act.
 - 6.1.3 Treasurer – Receives all monies and deposits such monies to accounts in the name of AZ LMSC. Signs checks, notes and drafts for authorized expenditures along with maintaining proper accounting procedures.

6.1.4. Secretary – Keeps the minutes of the proceedings at all AZ LMSC Board and Executive Committee meetings. Corresponds with AZ LMSC members and maintains official custody of all official documents.

6.2 Other Board Members

6.2.1. At-Large – Up to four at-large members of the Board may serve as voting members of the Board.

6.2.2. Immediate Past Chairman – The last Chairman may serve as a voting member of the Board. If this person wishes not to participate on the Board, the Executive Committee may select one additional at-large member to serve.

6.3 Qualifications

6.3.1. All Board Members must be members of USMS

6.3.2. All Board Members must attend 80% of board meetings each year.

6.3.3. All Board Members must comply with the following Standards for Board Members.

- 1 To listen and be open to other perspectives.
- 2 To question as part of a healthy dialogue but not be disagreeable.
- 3 To respect each other's time, particularly in meetings.
- 4 To maintain a sense of humor and fun.
- 5 To create an environment in which all are comfortable bringing up issues.
- 6 To be inclusive and welcoming especially to new members.
- 7 To discuss matters openly and directly as a group, including differing opinions.
- 8 To support decisions made and present one voice in public.
- 9 To be transparent about direction and decisions.
- 10 Maintain confidentiality for matters that require it.
- 11 To trust the expertise of those appointed to committee/taskforces.
- 12 Present and accept the presentation of information in a way that helps understanding and trust.

6.4 Any board member may be removed by a super majority (2/3) vote of all directors, excluding the director in question then serving on the board, whenever the board violates the AZLMSC Board of Director Requirements included in the policies and procedures documentation. On the death, resignation, retirement or removal from office of a board member, all books, papers, vouchers, money and any other property of

whatever kind in their possession or under their control which belongs to the AZLMSC shall be restored to the organization.

7. Executive Committee

7.1 Composition

- 7.1.1. Chairman
- 7.1.2. Vice Chairman
- 7.1.3. Treasurer
- 7.1.4. Secretary

7.2 Responsibilities

- 7.2.1. Form committees
- 7.2.2. Appoint committee chairs
- 7.2.3. Fill vacancies
- 7.2.4. Handle Grievances

8. Indemnification – Every member of the Board of Directors, Officer or employee of AZ LMSC shall be indemnified by AZ LMSC against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board of Directors, Officer or employee in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Board of Directors, Officer, or employee of AZ LMSC, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board of Directors approves such settlement and reimbursement as being in the best interest of AZ LMSC. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Board of Directors, Officer or employee is entitled.

9. Conflict of Interest – Any Conflicts of Interest involving Board Members of AZ LMSC will be handled in accordance with the Conflict of Interest procedures published in the Policies and Procedures manual.

10. Meetings

10.1 Types

- 10.1.1. Board – Board meetings are to take place at least three times a year
- 10.1.2. Executive Committee – Executive Committee meetings can be called when there is a matter that requires its attention.
- 10.1.3. Committee – Committee meetings will take place when the Chairman of a committee calls one.
- 10.1.4. Membership – Membership meetings are to be held at least once a year and be open to all registered members of the LMSC.

10.2 Administration

10.2.1. Notice – A minimum of seven days notice is to be given before a meeting takes place.

10.2.2. Publication of minutes – Minutes are to be published in such a way that all members can view the deliberations and decisions made by the Board.

11. Committees

11.1 Formation – Committees and their Chairmen are formed by the Executive Committee

11.2 Responsibilities – Committees are to conduct business as directed by the Board under the coordination of the Committee Chair.

12. Conditions of Competition – The current USMS rules and regulations as outlined in the "United States Masters Swimming Code of Regulations and Rules of Competition" shall be the rules and regulations used to govern Masters swimming competitions. They guarantee uniform and fair standards and ensure fair and equal conditions during swimming competitions. The "USMS Adapted Swimming Handbook" may be used where applicable. These rules and conditions may be augmented by the AZ LMSC provided that the LMSC rules and regulations are not contrary to those of USMS.

13. Grievances – All grievances involving members of AZ LMSC will be handled in accordance with the grievance procedures published in the Policies and Procedures manual.

14. Championships – When State and/or Zone Masters Swimming Championships are conducted within the boundaries of AZ LMSC, they shall be in accordance with USMS rules for conduct of championships as described in the USMS rules.

15. Dues and Fees - AZ LMSC shall be entitled to receive a fee from each masters swimmer and club registered with it.

16. Elections

16.1 Frequency

16.1.1. Board Elections – Elections for the Board of Directors shall take place in even numbered years.

16.1.2. At-large Elections – Elections for At-Large Board Members shall take place in odd-numbered years.

16.2 Term of Office

16.2.1. Full – The term for all elected Board positions begins on January 1 after the election and ends on December 31 the following year.

16.2.2. Partial – Any partial terms begins after the vacant office is filled by the Executive Committee and ends on the December 31 of the election year for that office.

16.3 Term Limits

16.3.1. Chairman – The Chairman may serve a total of two consecutive terms before leaving office for at least one term.

16.3.2. At-Large – At-Large Board members may serve a total of two consecutive terms before leaving office for at least one term.

17. Reports and Remittance – AZ LMSC shall conform with all applicable reporting requirements from US Masters Swimming, the State of Arizona, and the United States Government.
18. Amendments – The Board has the power to enact additions, changes, or deletions pertaining to the AZ LMSC Bylaws. The Bylaws may be amended by a super majority vote of the Board.
19. Policy and Procedures – The Board has the power to enact additions, changes, or deletions pertaining to AZ LMSC policies. These policies and procedures are listed in a separate document and can be amended by a simple majority vote of the Board.
20. Dissolution – Upon dissolution of the AZ LMSC, the net assets of the LMSC will not inure to the benefit of any private individual, corporation, organization or association. These net assets will be distributed to the United States Masters Swimming Inc. (USMS) to be used exclusively for educational or charitable purposes. At that time, if USMS is not in existence or if it is not a corporation which is exempt under Section 501(c)(3) of the US Internal Revenue Code and to which contributions, bequests and gifts are deductible under Section 170(c)(2), 2055(a)(2) and 2522(a)(2), then the net assets of the LMSC shall be distributed to a corporation which is exempt under Section 501(c)(3) of the US Internal Revenue Code and to which contributions, bequests and gifts are deductible under Section 170(c)(2), 2055(a)(2) and 2522(a)(2). These assets are to be used exclusively for educational or charitable purposes.

Policy and Procedures Manual of the Arizona Local Masters Swimming Committee

1. Administration

1.1

2. Financial

2.1 Reimbursable Expenses - any reimbursable expense must be pre-approved according to the following schedule:

\$0-\$500 – AZ LMSC Chair

\$501 - \$1000 – AZ LMSC Officers

\$1001 and greater – AZ LMSC Board

The Chair may not approve his/her own expense. In such cases the Vice Chair will approve the Chair's expense. An itemized receipt must be submitted to the treasurer for reimbursement.

3. Elections

3.1 Elections Committee - The Chairman will form an Elections Committee with the approval of the Board in the third quarter of an election year.

3.2 Composition - The Elections Committee will be comprised of at least three members in good standing of AZ LMSC who are not running for elected office.

3.3 Responsibilities - The Elections Committee will be responsible for all aspects of the election. This includes but is not limited to presenting the Call for Candidates, evaluating candidates' qualifications, putting forth an election ballot, tabulating and verifying votes, and announcing the winners at the annual meeting. The Elections Committee is responsible for selecting an appropriate means of voting in accordance with these policies and procedures.

3.4 Nominations - The Elections Committee will accept nominations during a 21 day period commencing 28 days prior to elections.

3.5 Ballots - Ballots will contain a list of candidates with a brief bio written by the candidate and approved by the Elections Committee. The ballot will clearly state the position for which each member is running.

3.6 Voting – Voting will commence no less than 60 days prior to the annual meeting. Elections will be open for 14 days. Members will be sent two notices. Voting will be by one of the following means:

3.6.1. Electronic - Electronic ballot listing the position and candidates for each office or;

- 3.6.2. Paper - Paper ballot listing the position and candidates for each office, and;
- 3.6.3. Downloadable - A downloadable, electronic version of the paper ballot listing the position and candidates for each office on the AZ LMSC website.
- 3.7 Tabulation of Results - At least two (2) members of the Elections Committee will meet physically to tabulate and verify the results. The Registrar will provide a current list of members in good standing of the AZ LMSC to the Elections Committee. The Elections Committee shall ensure the integrity of the vote. RESULTS MUST BE TABULATED AND SUBMITTED TO THE SECRETARY FOR CERTIFICATION NO MORE THAN 14 DAYS AFTER CLOSE OF ELECTIONS. Ballots (electronic and paper) will be retained for 60 days after the election closes.
- 3.8 Certification and Posting of Results - The Secretary shall certify the results of the elections from the Elections Committee no more than 7 days after receiving the results from the committee. The Secretary will contact all candidates and notify them of results prior to posting them on the LMSC website.
- 3.9 Protests and Appeal - Any candidate will have the option to appeal the results of the election but must file a notice with the Board within fourteen (14) days of receiving notice of the elections results.
- 3.10 Board Notification - At the Annual Meeting, the Secretary will report the results of the elections to the Board.
- 3.11 Duration of Committee - The Elections Committee for the current election cycle is an ad hoc committee and will be dissolved after an election has been certified.

4. Grievance

- 4.1 Grounds for Grievances - Any individual member of the LMSC and/or any Club member of the LMSC may bring a complaint on any matter for which grievances may be heard under Article 4. Specifically, complaints may be brought alleging unsporting conduct, defined in Article 4 as:
- 4.1.1. Violation of the opportunity to participate, as set forth in Article 4.
 - 4.1.2. Discrimination in violation of Article 5 of the Rules of USMS.
 - 4.1.3. Any act of fraud, deception or dishonesty in connection with any USMS related activity.
 - 4.1.4. Any nonconsensual physical contact, obscene language or gesture, or other threatening language or conduct directed toward meet personnel, in connection with a USMS event.
 - 4.1.5. Any act, conduct or omission that is detrimental to the image or reputation of USMS, an LMSC, or the sport of swimming.

4.2 Complaint Procedure

- 4.2.1. A complaint shall consist of a concise statement of the behavior or circumstance involved, shall be in writing, and signed by the person responsible for making the complaint. The complaint shall clearly identify the person or entity making the complaint and the person or

entity against whom the complaint is made. The complaint shall be directed only to the Grievance Chair

4.2.2. Upon receipt of a complaint, the Grievance Chair shall first make a determination whether the subject matter involves an issue for which a grievance may be brought under Article 4 and involves a person or entity which is part of the LMSC. If the Grievance Chair determines that the complaint does not meet such criteria, the Grievance Chair shall dismiss the complaint and notice of same shall be transmitted to the party bringing the complaint and to the Chair of the LMSC.

4.2.3. If the Grievance Chair does not dismiss the complaint, the Grievance Chair shall transmit a copy of the complaint to all other parties involved. The parties to any controversy shall be the USMS member or entity that makes the complaint, the USMS member or entity that is the subject of a complaint, and, if appropriate, the LMSC. In the event there are multiple parties or varying interests, any interested person may ask the Grievance Chair to (or the Chair may of its own volition) realign the parties according to their interest in the matter.

4.2.4. The parties other than the complaining party shall have the right to make a written reply, which shall consist of a concise statement of any matter of defense to the complaint, and which shall be made within twenty days from the date the copy of the complaint is transmitted by the Grievance Chair. Replies shall be in writing and signed by the person responsible for making the reply. The Grievance Chair shall advise all parties in writing of their hearing rights under these guidelines, as well as their appeal rights under Article 4. The Grievance Chair, for reasonable grounds, including excusable neglect, may extend any time limit.

4.3 Mediation or Resolution by the Grievance Chair

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

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

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

4.4 Hearing Procedure

4.4.1. If no agreement can be reached, the Grievance Chair shall convene a hearing panel to resolve the controversy. The Grievance Chair shall designate three members of the LMSC to act

as a panel to resolve the grievance and all matters related thereto. The Chair shall preside over the hearing and give counsel to the panel concerning procedural matters and USMS rules, but shall have no vote.

4.4.2. The hearing panel shall take such statements and evidence as it deems necessary to resolve the controversy, and shall, wherever possible, take evidence from all persons identified by a party as having material information. A party to the controversy shall be responsible for making any such witness or evidence available. If the panel deems it necessary to hear testimony, then the Chair may appoint one member to take such evidence and report to the panel. Any cost of production of evidence shall be advanced by the party on whose behalf such evidence is taken.

4.4.3. Upon completion of presentation of evidence, the hearing panel shall, by majority vote, resolve the controversy in the form of a written decision. The decision, including any dissent, shall be reduced to writing and transmitted to all parties and the LMSC Chair. If the hearing panel does not dismiss the complaint, it may deny membership in the LMSC, censure, place on probation, suspend, fine or expel from LMSC membership any member or any person participating in the affairs of USMS who has engaged in any unsporting conduct set forth in Article 4. If a person is expelled from the LMSC, such action shall be transmitted by the Grievance Chair to the National Board of Review for further action, if any, it deems necessary.

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

5. Swim Meets

5.1 Non-Championship

5.2 Championship

5.2.1. All State Championship meets shall have point scoring through 10 places using a points system consistent with Nationals and the rule book, rule 103.19.3A (e.g., Individual Events: 11-9-8-7-6-5-4-3-2-1. Relays: 22-18-16-14-12-10-8-6-4-2). If a meet is hosted in an 8 lane format, the Meet Director may choose at their discretion to use the 8 lane scoring format (e.g., Individual events: 9-7-6-5-4-3- 2-1, Relays: 18-14-12-10-8-6-4-2).

5.3 National Meet Bids

6. Open Water Events

6.1 Competition

6.1.1 The Event Director should complete the USMS application, found at the USMS website. The Event Director is encouraged to get assistance from the AZ LMSC OW Chair.

6.1.2 The Event Director should send the application to the AZ LMSC Sanctions Chair and work with the chair to make any changes/updates/etc. prior to submitting to USMS.

- 6.1.3 The event must be sanctioned by the United States Masters Swimming (USMS) and fulfill all requirements. It is the event director's responsibility to ensure that qualified officials (USMS Rule Book, section 103) are appropriately briefed and qualified to fairly and impartially enforce USMS Rules of Competition (USMS Rule Book, sections 101 & 102). For open water events, rules can be found in section 3 of the rule book (USMS Rule Book, section 3).

6.2 Training

7. Clinics

7.1 Swimmers

7.2 Coaches

7.3 Officials

8. Board Meetings

8.1 Proxy Vote - the AZ LMSC will allow at large members to designate a proxy to vote on their behalf at AZ LMSC Board Meetings. Before a proxy can vote they must be approved by a simple majority of the AZ LMSC officers. In a tie, the past chair will cast a vote. Approval can happen during the board meeting the proxy is attending. The at large member must provide a hard copy or electronic authorization for the proxy to vote on their behalf. This letter will be entered into the minutes by the Secretary. The proxy's term begins at approval and expires at the adjournment of the meeting.

9. Social Events

9.1 tbd

10. Asset Management

10.1 Acquisition

10.2 Management

10.3 Disposal

11. Conventions and Travel

11.1 Selection

11.2 Reimbursement

11.3 Conduct

11.4 Reporting

12. Public Documents

12.1 Bylaws

12.2 Policy and Procedure

12.3 Meeting Minutes

13. Awards and Honors

13.1 Gruender Award

13.2 Coach of the Year Award

14. Communications

14.1 Website

14.2 Social Media

14.3 Newsletter

14.4 Email

15. Other LMSC Committee Chairs

15.1 Top Ten Recorder

15.1.1 After every sanctioned or recognized meet in the LMSC the Top 10 recorder will go thru all results to verify that all entrants in the meet are USMS registered and their registration number matches what is on file with USMS. Load all results onto USMS.

15.1.2 Verifies or assists the meet director with pool measurement requirements, especially those with a bulkhead, and adds this information into the USMS data base.

15.1.3 Submits all Top 10 reports for each season, SCY, SCM and LCM by the required due dates for each course, this includes split request forms.

15.1.4 Works with meet directors along with USMS to make sure that all USMS and FINA record applications are complete and submitted on time.

15.2 Registrar

15.2.1 Is the only AZLMSC member with access to the USMS membership and registration systems.

15.2.2 Processes paper registrations, club and workout group registrations and updates transfers for AZLMSC membership

15.2.3 Prints and mails membership cards when requested, validates USMS membership for local events and swim meets.

15.2.4 Sends out "blasts" to the membership as requested by the board.

15.3 Long Distance and Open Water Chair-Standards and Responsibilities

15.3.1. Ensuring that AZ-USMS sanctioned and recognized OW events within the AZLMSC boundaries are conducted in accordance with USMS rules and regulations.

15.3.2 Work with potential OW event directors in their application for USMS sanctioning.

15.3.2 Work with AZLMSC Treasurer and event director on the contract outlining the two parties financial and other responsibilities.

15.3.3 Work with the event director to ensure officials are qualified.

15.3.4 Ensure marketing of the event through the AZLMSC website and USMS website.

15.3.5 Ensure results are sent to USMS and posted on AZLMSC website.

15.4 Coaches Chair- Standards and Responsibilities

15.4.1 The AZLMSC coaches chair will provide support and maintain relationships with each of the coaches within the LMSC. They will identify opportunities to invest resources facilitating the growth and retention of clubs, workout groups and members.

15.4.2 The coaches chair should help coaches to grow, retain members and help coaches achieve Gold Club designation while promoting 100% USMS membership of all its club or workout group members.

15.4.3 The chair encourages participation in current USMS marketing initiatives and events (e.g. Fitness Series, Try Masters Swimming Month, Go-the-Distance, USMS Nationals).

15.4.4 The chair will encourage coaches to continue their coaching education through USMS coaches clinics and certifications.

15.4.5 The coaches chair attends at least 80% of the LMSC Board Meetings and conveys information on new clubs or coaches. The chair must be a USMS certified coach and be currently coaching a AZLMSC team.

15.5 Officials Chair- Standards and Responsibilities

15.5.1 Implementing policies and procedures to ensure that AZ-USMS sanctioned and recognized meets within the AZLMSC boundaries are conducted uniformly and in accordance with USMS rules and regulations.

15.5.2 Advising Meet Directors on the appropriate number of officials for specific meets, based on the number of swimmers, venue, and type of meet.

15.5.3 Assisting in locating Meet Referees or other key official's for AZ-LMSC sanctioned competitions.

15.5.4 Assisting Meet Directors in obtaining a sufficient number of qualified officials for scheduled meets.

15.5.5 Many more responsibilities are listed on the entire 2-page job description

15.6 Fitness Chair- Standards and Responsibilities

15.6.1 Keeping the LMSC current on the Fitness Series events, virtual swims and various fitness activities proposed by the National Office throughout each year.

15.6.2 Attend at least four Board of Director meetings throughout the year

15.6.3 Encourage team participation in the Fitness Series Challenge

15.6.4 Be willing to attend Convention and become part of the National Fitness Committee, acting as a liaison between the National Office and our LMSC.

15.6.5 Identify teams which may need assistance in hosting National Fitness Series and help them get registered as a participating program

15.7 Webmaster

15.7.1 The AZ LMSC Webmaster is a volunteer position with the following responsibilities that must be performed in a timely manner.

15.7.2 Maintaining the website

15.7.3 Uploading to the website all pertinent meet forms, meet results, open water results, fitness events, agendas, reports, and minutes related to AZ LMSC meetings.

15.7.4 Keeping up with any changes that the AZ LMSC wishes to make to the website, including announcements of USMS meets and open water events and any other items of interest to our members.

15.7.5 In addition, the account information on accessing the website must be shared with the AZ LMSC Chair.

Appendix A – Fee Schedule

LMSC Membership Fee

Club Fee

Meets

Open Water Events

Clinics

Appendix B – Supplier List

Appendix C – Paid Contractors

Registrar

AZLMSC compensates the Registrar a small portion of the USMS Registration fee per member for their service; (currently, 2004-2020) \$2.00 per registration.

Web Designer

Outside Legal Counsel

Appendix D – Licenses

Adobe Acrobat Professional

Appendix E – Passwords and Accounts

Appendix F – List of Official Documents

Appendix G – List of LMSC Assets