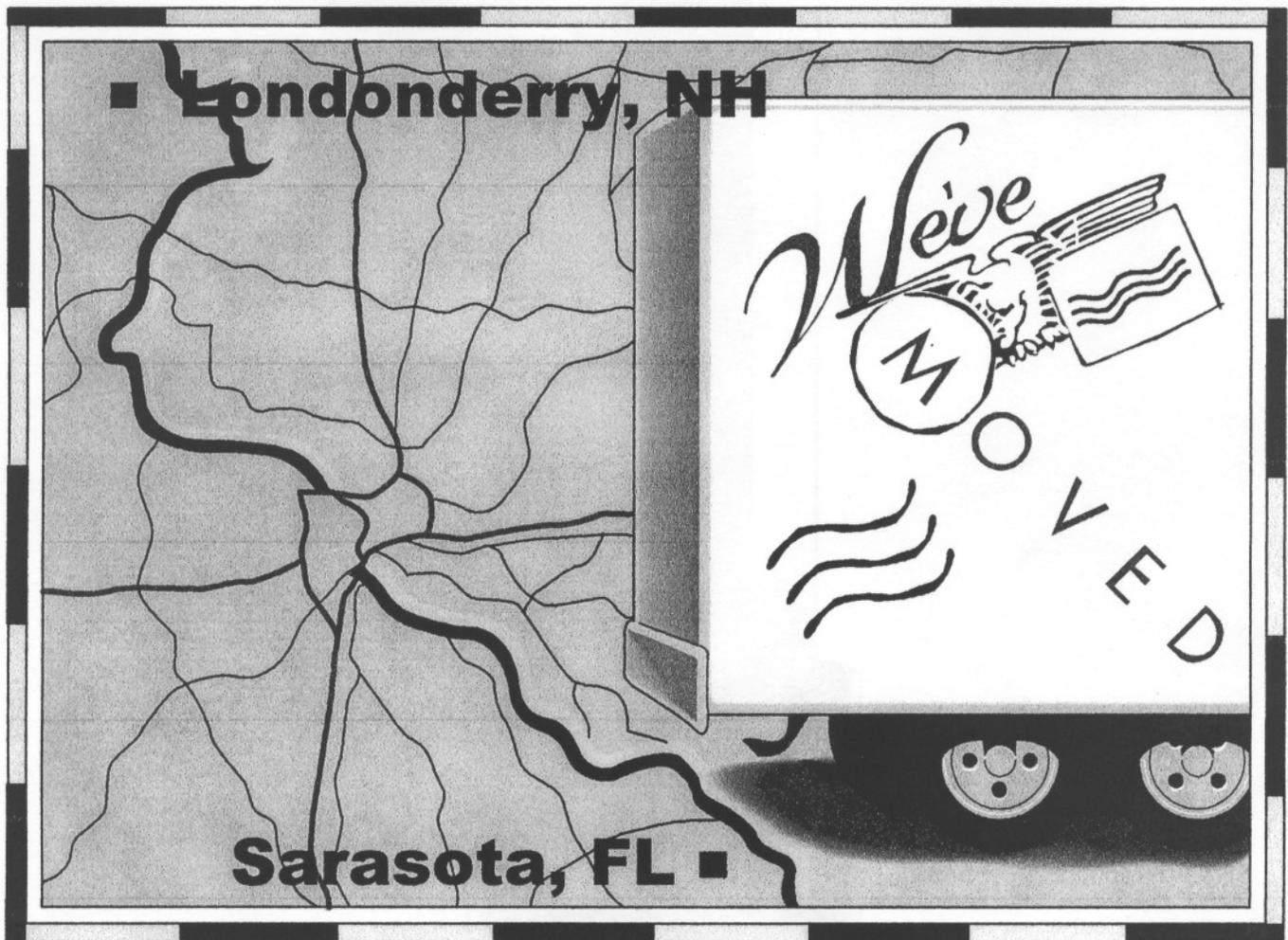


Moving Forward!



**U.S. MASTERS
SWIMMING**



2009 Convention
Chicago, Illinois
September 16-20th



Shuttle to Hotel – from O’Hare

The Hyatt Regency O’Hare provides a free shuttle service from and to O’Hare International Airport. Upon arrival, collect your baggage, follow signage to the Shuttle Center and proceed to Shuttle Door number 1 (one)

Shuttle to Hotel – from Midway

There is a shuttle from Midway to O’Hare (\$20), then follow above instructions for shuttle to the Hyatt Regency

SHIPPING PACKAGES?

If you are organized and can have packages shipped in advance (no charge), please send to:

IL Swimming Office
Attn: Pam Lowenthal – IL Swimming Administrator
3166 S River Rd Suite 30
Des Plaines, IL 60018

e-mail: ilswimoffice@sbcglobal.net
phone: 847-824-1596
fax: 847-824-1726

All packages must arrive no later than Monday, September 14th. Please contact Pam with “when and what” will be arriving.

THANK YOU PAM!!!

USAS WEBSITE

For more information on the USAS Convention

www.usaquaticsports.org

Banquet Theme

“Speakeasy” is this year’s theme. USAS encourages banquet attendees to wear period (the twenties) clothing

SWIM WORKOUTS

Details will be available at the certification table

ARE YOU BRINGING A LAP TOP?

There will be external power supply in the HOD but we will not know the amount of “convenient” outlets. Please bring an extension cord to make sure you can “plug in”.

ORIENTATIONS

COMMITTEE CHAIRS

Wednesday, September 16th, 5:15 – 6:45 pm
Gatwick

NEW DELEGATE

Thursday, September 17th, 7:30-8:30 am
Grand Ballroom FG

WORKSHOPS

LMSC Workshops

Thursday September 27th, 7:30-9:15 pm

Risk Management & Insurance – Capital

LMSC Communications – Barejas

Hosting Multi-Day Swim Meets – Malpensa

Club/Coach Services from USMS – Narita

LMSC Roundtables

Saturday, September 29th, 10:15-11:45 am

Officiating Masters Swimming – Gatwick

Registrars Roundtable – Capital

Coaches Roundtable – Barejas

Finance Roundtable – DaVinci B

Chairman’s Roundtable – Mirabel

PRESENTATIONS

SPORTS MEDICINE

Friday, September 28th 12:15 – 1:15 pm

Grand Ballroom FG

Details will be available at the certification table

COACHES

Friday, September 28th, 10:00-12:00 pm

Grand Ballroom FG

Details will be available at the certification table

LUNCH WITH NEW DELEGATES

Details will be available at the New Delegate Orientation

Thursday 12:45 – 2:00 pm

MEET THE CANDIDATES FORUM

Meet the candidates running for the
USMS Executive Committee Positions

Thursday, September 17th, 6:15-7:30 pm

Grand Ballroom FG



United States Masters Swimming

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 16th, from 9:00 am – 5:00pm

Thursday, September 17th, from 8:00 am – 8:45 am (Grand Ballroom FG)

The USMS Certification/Information table will move to outside the HOD meeting room on Thursday, September 17th (Grand Ballroom FG). 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 Meg Smath 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.

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- #3- Election Operating Guidelines Proposal
- #4- LMSC Minimum Standards
- #5- LMSC Workshops
- #6- LMSC Roundtables
- #7-Check In & Certification Procedure



USAS Welcome Reception
Sponsored by Risk Management Services

Wednesday, September 16th
7-9:00 PM
Exhibit Area



USMS Convention Schedule

Wednesday, September 16

8:00 a.m.–5:00 p.m.	Board of Directors 1	Florence
4:45 p.m.–6:15 p.m.	Convention Staff	Hospitality
5:15 p.m.–6:45 p.m.	Committee Chairs Orientation	Gatwick

Thursday, September 17

7:30 a.m.–8:30 a.m.	New Delegate Orientation	Grand Ballroom FG
8:45 a.m.–9:45 a.m.	House of Delegates 1	Grand Ballroom FG
10:00 a.m.–11:15 a.m.	USMS Endowment Fund Board of Governors	Barejas
10:00 a.m.–11:15 a.m.	Fitness Education Committee	DaVinci
10:00 a.m.–11:15 a.m.	Zone Committee	Mirabel
10:00 a.m.–12:45 p.m.	Finance Committee 1	Malpensa
10:00 a.m.–12:45 p.m.	Legislation Committee 1	Heathrow
11:30 a.m.–12:45 p.m.	Communications Committee	DaVinci
11:30 a.m.–12:45 p.m.	Coaches Committee	Narita
11:30 a.m.–12:45 p.m.	History & Archives Committee	Mirabel
12:45 p.m.–2:00 p.m.	Lunch with New Delegates	on your own
2:00 p.m.–3:15 p.m.	Marketing Committee	Narita
2:00 p.m.–3:15 p.m.	Sports Medicine & Science Committee	Da Vinci
2:00 p.m.–3:15 p.m.	Recognition & Awards Committee	Malpensa
2:00 p.m.–3:15 p.m.	Championship Committee 1	Vienna
2:00 p.m.–4:45 p.m.	Legislation Committee 2	Heathrow
3:30 p.m.–4:45 p.m.	Officials Committee	Malpensa
3:30 p.m.–4:45 p.m.	International Committee	Capital
3:30 p.m.–4:45 p.m.	Records & Tabulation Committee	Narita
3:30 p.m.–4:45 p.m.	Open Water & Long Distance Committee 1	DaVinci
5:00 p.m.–6:15 p.m.	Legislation Proposals	Grand Ballroom FG
6:15 p.m.–7:30 p.m.	Meet the Candidates Forum	Grand Ballroom FG
7:30 p.m.–9:15 p.m.	Workshops	
	Risk Management & Insurance	Capital
	LMSC Communications	Barejas
	Hosting Multi-Day Swim Meets	Malpensa
	Club/Coach Services from USMS	Narita

Friday, September 18

8:00 a.m.–9:45 a.m.	House of Delegates 2	Grand Ballroom FG
10:00 a.m.–12:00 noon	Coaches Presentation	Grand Ballroom FG
10:00 a.m.–12:00 noon	Legislation Committee 3	Heathrow

10:00 a.m.–12:00 noon	Championship Committee 2	Vienna
10:00 a.m.–12:00 noon	Rules Committee 1	DaVinci
12:15 p.m.–1:15 p.m.	Sports Medicine Presentation	Grand Ballroom FG
1:30 p.m.–4:30 p.m.	House of Delegates 3	Grand Ballroom FG
4:45 p.m.–6:15 p.m.	Registration Committee	O’Hare BC
4:45 p.m.–6:15 p.m.	Publications Management Committee	Barejas
4:45 p.m.–6:15 p.m.	Open Water and Long Distance Committee 2	Narita
4:45 p.m.–6:15 p.m.	Finance Committee 2	Malpensa
4:45 p.m.–6:15 p.m.	Rules Committee 2	DaVinci

Saturday, September 19

8:00 a.m.–10:00 a.m.	Zone meetings	
	Breadbasket	Heathrow A
	Colonies	Heathrow B
	Dixie	DaVinci
	Great Lakes	Malpensa
	Northwest	Narita A
	South Central	Narita B
	Oceana	Barejas
	Southwest	Capital
10:15 a.m.–11:45 a.m.	Roundtables	
	Officiating Masters Swimming	Gatwick
	Registrars Roundtable	Capital
	Coaches Roundtable	Barejas
	Finance	DaVinci B
	Chairman’s Roundtable	Mirabel
12:00 noon–1:15 p.m.	Lunch break	on your own
1:30 p.m.–6:15 p.m.	House of Delegates 4	Grand Ballroom FG

Sunday, September 20

9:00 a.m.–10:15 a.m.	Wrap-up Session	Midway
10:15 a.m.–1:45 p.m.	Board of Directors 2	LaGuardia

President – Rob Copeland

Introduction –

Last year's theme for our annual meeting was "Membership: It's Up to Us". And while it may be fortuitous coincidence, membership is up! At our current rate of growth we should exceed 50,000 members well before convention. This year's theme is about moving forward, it was selected to remind us that Masters Swimming is growing and evolving, and for us to be successful in the future we need to look and move forward, embracing change, while never losing track of our rich heritage or our mission.

Projects since the last convention -

U.S. Masters Swimming has faced some interesting challenges and achieved tremendous successes in the past year. And while most of these will be reported in depth in other reports, I want to touch on a few significant items. First, after an extensive search, we have selected and opened our national headquarters in Sarasota Florida. This is a huge leap forward for us, allowing us to more effectively manage and oversee member projects and services, attract and retain high quality staff, and centralize operations. Second, we re-branded U. S. Masters Swimming; and while we still maintain our mission, objectives, values and goals, we have rolled out a fresh new logo and a vast amount of collateral materials. Third, in light of the growing relationship between staff and volunteer, the board has reviewed how we are organized and has come up with a number of proposals for our consideration. Fourth, there have been great successes in the new club and coach services that are being offered through our national office. And fifth, information flow to our LMSCs, clubs, coaches and members have been drastically improved, through e-newsletters, our web site, My USMS, fitness logs and other communication channels.

These projects and many others are the result of our staff and volunteers working together with a shared vision of how we want to evolve USMS and how we move forward to achieve our mission.

Action Items –

Please refer to the actions of the Board for a complete list of significant items.

As we continue to experience growth and evolution in U.S. Masters Swimming it is imperative that our professional staff, as well as our volunteer staff, remains focused on providing leadership in identifying and developing meaningful programs and volunteer opportunities in support of our mission, strategy, objectives and goals.

Agenda -

- 1) Place the reins into the capable hands of our incoming president and co-pilot of U.S. Masters Swimming
- 2) Relax and enjoy the ride as we move forward; it will be glorious!

And I would be remiss, if I didn't take a moment to thank our hard working staff and volunteers. There would be no Masters Swimming without your passion and commitment to swimming. You have made my four years as president challenging, rewarding and most memorable. I thank you for your trust and your support in allowing me to serve this great organization and all you great people.

Vice President of National Operations – Leo Letendre

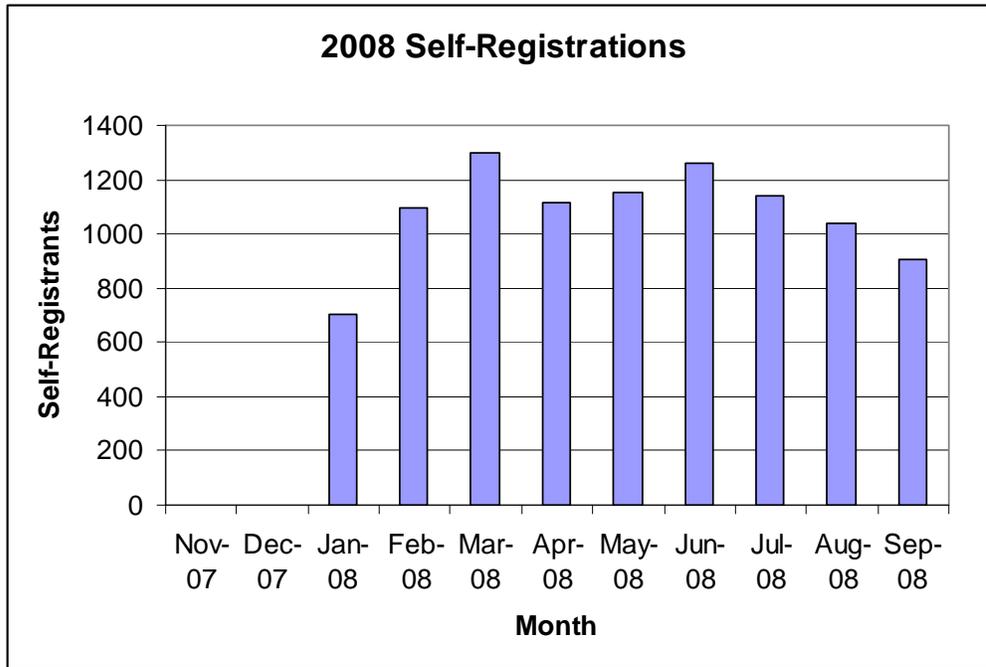
First, I would like to thank U.S. Masters Swimming for the opportunity over the last four years to serve as your Vice President of National Operations. We should all be proud of the progress that we have made as an organization. Being a part of these significant advances has been both fun and rewarding.

The committees within the National Operations division have, once again, seen a very active year as demonstrated from their annual reports. Of particular note, the Championship Committee has been busy in its new role as the selector of the National Championship sites. Please take the time to follow their processes and support them in their decision. The Legislation committee has been busy working with the Governance Task Force to bring you the proposed changes as we adjust to a professionally managed organization. The Officials committee has had a number of projects including developing expectations with

respect to the conduct of our meets. The Rules Committee, which normally should have a quiet year this year has had an interesting year with all of the machinations across the world with respect to swimwear and the story continues! The Finance committee has also been busy dealing with the changes again brought about by professional management and proposed changes to our structure. Lastly, but not because of its lack of importance, the Registration committee had been working hard on issues surrounding membership including our web-based self-registration system.

One of my main focuses was to continue to assist with the web-based registration system. In large part the system has worked well and improvements have been steadily made to address its robustness from the member's, registrar's and system perspectives. While the self-registration system is probably not the only reason for our record membership (we passed last year's record in late July), we are getting an increasing proportion of our growth from new members which appear to be using the web-based system. Additionally, as we saw last year, the our members have already set records for donations to the U.S. Masters Fund and the International Swimming Hall of Fame in spite of the poor economy.





Vice President of Local Operations – Julie Heather

The Local Operations Division committees (History and Archives, Records and Tabulation, Recognition and Awards, and Zone) have been very productive in their projects this year. Conference calls have been effective communication tools and all three committees have been working on projects throughout the year.

Some progress has been made on the End to End Event Management project, and we are working to increase the priority of this project, since it will benefit our members and volunteers, and also increase the integrity of the data in our Top Ten tabulations. End to End Event Management is one way we can help our LMSCs do their jobs easier and better.

I also participated in the Governance Task Force, which is akin to looking at the forest then replanting the trees in a new formation to make them grow better. I believe we have accomplished the task that was given to us, and our proposals, if adopted, will position USMS to effectively respond to our increasing growth and use of paid staff.

The first draft of the LMSC Minimum Standards was created by the Zone Committee, then reviewed by the Board. Those comments were incorporated into the draft, which was then emailed to all LMSC Chairs and House of Delegate members. Those comments were reviewed, shared with the Board, and changes made to the draft. The current version is in the delegate packet, and will be presented to the House of Delegates for acceptance. Please note that I did not number the items in each category, since I don't want anyone to get the impression that one item is more important than any other. I encourage anyone who has any questions or concerns about the LMSC Minimum Standards to feel free to contact me.

Vice President of Member Services – Heather Hagadorn

It has been another busy year in the area of member services, and there have been many changes. The first change to report was the resignation of Mark Gill to become the Director of Business Operations and my appointment to the position in June.

Since the last report, the focus of the Member Services Division has changed slightly. The Communications, International, Marketing and Publications Management Committees were carried over from 2008, and the Open Water and Long Distance Committee was added in 2009.

Last year, Mark listed several projects that he hoped to see accomplished by this convention. An update of those items can be found in the individual committee reports.

This position will continue to change and evolve over the next year, as four of the existing committees are being recommended by the Governance Committee for dissolution: Communications, International, Marketing and Publications Management. Many of the tasks managed by those committees can now be handled by the National Office staff. The final committee, Open Water and Long Distance, will likely be split into two different committees.

As I exit this position, I look forward to transitioning work to the new administration and serving U.S. Masters Swimming in other capacities!

Vice President of Community Services – Michael Heather

It has been a pleasure and privilege to serve as the VPCS for the last 4 years. I hope USMS will continue to grow and prosper in the years ahead and will do anything asked of me to help. The Community Services division has been both active and productive this year, with little help from their VP. Among their other regular tasks, the Coaches committee is busy interfacing with the ED and national office, setting up a clubs and coaches task force to help expand and strengthen both. The Fitness committee, through lots of determination, ushered in the FLOGS feature on the website, making it easy and simple to track your swimming practice yardage, or any other exercise program you wish. Look for it in myUSMS on the website. Sports Medicine and Science has been fielding questions and issuing forth articles to keep you informed health concerns. The VP has been active on the policy committee and chaired the early national headquarters search task force, as well as attending conference calls for the various committees, when able to do so. As we look forward after 40 years, USMS still is at the beginning of great things and I am both proud and humbled to be able to participate.

Treasurer – Jeff Moxie

U. S. Masters Swimming continues to be on very solid financial ground. As of July 31, 2009 we had in excess of \$2.2 million in cash and investments. Our investment returns continue to show an overall decline from prior years due to an overall decline in interest rates and the inability to diversify the portfolio due to an extremely restrictive and conservative investment policy. During 2009 rates were below 1% while the 2008 rates were in the 3.5% range compared to 5.0% during 2007.

The 2008 Financial Statements are still in process and a financial report will be available for delegates at the Convention in Chicago. The tax returns for 2008 are also in process and will be reviewed by the Board prior to filing.

Secretary – Meg Smath

As the last year of my last term as secretary nears an end, here's a recap of what the Board of Directors accomplished during the past four years:

- 9/18/2005: At its first meeting, the Board recognized the need to compile a policy manual.
- 1/10/2006: The Board defined the executive director's job functions as follows:
 - Manage the staff and day-to-day business operations of USMS.
 - Identify and develop opportunities for increasing USMS visibility and revenue through sponsorships and relationships with external entities.
 - Develop, implement and maintain programs to support LMSCs and clubs; to enhance service to members and foster growth.
 - Implement policies established by the USMS Board of Directors.

- 1/27-29/2006: At its first midyear meeting, the Board:
 - Allowed online entry for all sanctioned events.
 - Required hosts of national championships to continue to accept paper entries, even if they are using online entry.
 - Chose a search firm for the executive director search.
 - Defined a compensation and benefits package for the position of executive director.
 - Allowed broadcast emails to the membership.
 - Affirmed that we would have a members-only section of our website.
- 4/19/2006: The Board:
 - Approved a bonus plan for the position of executive director.
 - Included committee chairs and coordinators as automatic recipients of the rule book.
- 5/22/2006: Approved the following conflict of interest policy: To ensure there is no perception of bias and to ensure the integrity and fairness of decisions made by USMS, all members in decision-making positions (officers, members of the Board, employees and contractors) must maintain the highest level of integrity and ethical behavior.

In the event that any officer, member of the Board of Directors, employee or contractor has a financial interest in any contract or transaction involving the Corporation, such individual shall not participate in the Corporation's evaluation or approval of such contract or transaction unless the material facts of the relationship or interest are disclosed and known to the President; or in the case of financial interests of the President, to the Board of Directors. If such disclosure is made, the contracts or transaction shall not be voided if the Board or Committee in good faith authorized the contracts or transaction by the affirmative vote of the majority of the disinterested Directors or Committee members, and provided the contract or transaction is fair to the Corporation at the time it is authorized.

On an annual basis, each officer, member of the Board of Directors, employee and contractor shall read and sign the United States Masters Swimming Conflict of Interest Statement.

- 9/13/2006: At its first meeting at the 2006 convention in Dearborn, Mich., the Board:
 - Created a task force to explore creation of a technology services department.
 - Created a club development initiative and a task force to manage and develop the initiative.
 - Adopted a paid time-off policy for USMS employees.
 - Adopted a benefits policy for USMS employees.
- 9/17/2006: At its closing meeting at the 2006 convention, the Board:
 - Resolved that USMS will recognize disciplinary actions taken by USA Swimming.Adopted the following confidentiality policy: In the course of fulfilling its mission to promote fitness and health in adults by offering and supporting Masters swimming programs, USMS collects and creates confidential information. The purpose of this policy is to ensure that disclosure of confidential information is limited to authorized persons and authorized business purposes.

Directors, employees, contractors and volunteers of USMS shall not disclose, divulge or make accessible confidential information belonging to or obtained through USMS or its members to any person, other than to persons who have a legitimate need for such information and to whom USMS has authorized disclosure. Directors, employees, contractors and volunteers shall use confidential information solely for the purpose of performing services for USMS. This policy is not intended to prevent disclosure where disclosure is required by law.

Examples of confidential information include, but are not limited to:

 1. Personal identification information about USMS members, which is any piece of information that can potentially be used to uniquely identify, contact or locate a single person.
 2. Negotiations and business arrangements with sponsors, vendors, contractors, lessors and other potential or actual business associates.
 3. Proprietary information that allows USMS to be more competitive in the marketplace, such as future marketing or business plans.
 4. Information about litigation and/or investigations.

5. Information created or obtained during an employee hiring process.
 6. Information created or obtained in the context of an ongoing or former employment relationship, such as salaries and wages, social security numbers, financial information or performance records.
- 1/12-14/2007: At its 2007 midyear meeting, the Board:
 - Established a Compensation and Benefits Committee of the Board, chaired by Nadine Day.
 - Established a task force to study magazine distribution to new members.
 - Established a pilot-program for club development.
 - Established a charitable solicitation policy: USMS does not consider solicitations from charitable organizations. This policy does not preclude LMSCs from sanctioning events with a charitable component.
 - Stated its intention to hold a special meeting with the executive director, employees and contractors to create a strategic plan.
 - Formed an Audit Committee of the Board and for the committee to develop an internal auditor charter and amend the rule book as needed.
 - Recommended that members of the House of Delegates be appointed to only one committee, or two in unusual circumstances.
 - 3/22/2007: The Board
 - Appointed a Strategic Planning Task Force to develop criteria for selecting a consultant and to plan for meetings related to the strategic plan.
 - Announced the hiring of Todd Smith as USMS's first executive director.
 - 7/23/2007: The Board approved the recommendation of the National Publication Renewal Task Force to renew USMS's contract with Douglas Murphy Communications to produce *USMS SWIMMER*.
 - 9/28/2007: At its second meeting at the 2007 convention in Anaheim, Calif., the Board:
 - Approved the following privacy policy in relation to registration information, proposed by the Zone Committee: To protect the confidentiality of members' USMS registration information, this information may only be disclosed for official USMS and/or LMSC business relating to the conduct of Masters swimming. Examples of legitimate reasons for disclosure include: A member's name, birth date, age, club, ID number and gender may be given to a meet director for uses related to competition, or to the Top 10 and Records Chair. Information concerning members of a club may be given to the designated representative of that club.
 - Directed the Finance Committee to present an unbalanced budget to the House of Delegates.
 - Approved no longer collecting the yearly fee to register LMSCs.
 - 2/8-10/2008: At its 2008 midyear meeting, the Board:
 - Accepted Todd Smith's resignation as executive director, effective February 18, 2008, and appointed a committee to conduct a formal exit interview with him.
 - Revised the privacy policy in relation to registration information: To protect the confidentiality of members' USMS registration information, this information may only be disclosed for official USMS and LMSC business to authorized persons or agencies for use specifically relating to the conduct of Masters swimming. Examples of legitimate reasons for disclosure include:
 - A director of a sanctioned event wishing to compile a list of athletes in the meet database may receive a report of an LMSC's members including member names, birth dates, ages, clubs, ID numbers and genders.
 - A certified representative of a member club wishing to verify and communicate with club members may receive a report of club members including member names, ID numbers, mailing address and email address. Those given access to member information must sign a statement that they will use the information only for the specific purpose for which the information was requested.
 - Granted national championship meet hosts access to USMS member registration information.
 - Directed the Branding Task Force (appointed by President Copeland at the 2008 convention) to investigate using outside resources to develop a new brand image.

- Approved updating the content on the USMS website's home page.
- Passed a resolution forgiving repayment of the remaining balance of USMS's loan to the local organizing committee for the XI FINA World Masters Championships.
- Passed the following resolution: "WHEREAS, the Board of Directors has discussed the use of results from USMS-sanctioned meets, "RESOLVED that times achieved at sanctioned events be considered for USMS national records, USMS Top 10 times and FINA world records."
- Appointed Jerry Clark as liaison to USA Triathlon.
- Approved that a group of interested persons led by the at-large directors and the past-presidents form a task force to develop a policy and strategy for our interactions with related organizations.
- Reappointed the Compensation and Benefits Committee of the Board, as composed at the 2007 midyear meeting.
- Appointed Jeanne Ensign chair of the Club Development Task Force.
- Formed a committee to search for a new executive director.
- 7/9/2008: The Board:
 - Announced that it had hired Rob Butcher as its new executive director.
 - Agreed to hold a training session for the Board on the function and operation of a nonprofit board of directors.
 - Gave the executive director the authority to sign off on budgeted expenses for the National Office up to \$5,000 in any one transaction.
- 7/24/2008: At its first meeting at the 2008 convention, the Board:
 - Appointed the Zone Committee as the ad hoc Election Committee for the 2009 elections.
 - Authorized the Finance Committee to present a budget with a deficit of up to \$475,000, in order to implement the vision and action plan presented by the executive director.
 - Recommended to the House of Delegates that USMS institute a plan to increase dues \$2 per year, starting in 2010, and continue for up to eight years.
 - Recommended transitioning the administration of postal events from the Open Water and Long Distance Committee to a staff-run and –managed function over the next two years.
- 7/28/2008: At its concluding meeting of the 2008 convention, the Board:
 - Renamed the "LMSC Handbook" the "USMS Guide to Operations" to reflect that this document contains information on topics other than LMSC operations.
 - Approved the following resolution: "Recognizing the need to serve clubs by making club registration of individual members possible and accessible, the Board moves to continue development of tools and processes for online registration and re-registration of members.
 - Incorporated the action plan presented by the executive director into the organization's strategic plan.
 - Planned a Board training session for October 17-18 in Dallas.
 - Directed the vice presidents to discuss training for committee chairs and vice chairs.
 - Established requirements for a city in which to locate our national headquarters.
 - Established a Board Governance Committee, to be chaired by Patty Miller.
 - Established an LMSC Development Task Force, to be chaired by Nancy Ridout.
- 10/18/2008: The Board affirmed that affiliate status for International Gay and Lesbian Aquatics was official as of the receipt of the application.
- 2/6-8/2009: At the 2009 midyear meeting, the Board:
 - Approved the document, "Responsibilities of the U.S. Masters Swimming Board of Directors."
 - Selected Sarasota, Fla., as the location for USMS headquarters.
 - Approved reimbursement expenses for employees relocating to Sarasota.
 - Approved the document, "Executive Limitations Policy."
 - Suspended Professional Management Guidelines indefinitely and will recommend to the House of Delegates that they be rescinded.

- Approved the USMS Community Partner designation, whose duration will be five years.
- Awarded USMS Community Partner designation to Sarasota, Fla., and the Raleigh-Durham-Chapel Hill triangle in North Carolina.
- Approved a policy that USMS make available, with appropriate limitations and safeguards, including privacy protection, the USMS membership database to certified event management vendors at an appropriate fee.
- 4/23/2009: The Board authorized President Copeland to sign a lease with the City of Sarasota for a building to be used for our national headquarters.
- 6/2/2009: The Board approved moving the USMS operating accounts to a financial institution in Sarasota.
- 6/16/2009: The Board:
 - Approved the legislation proposals recommended by the Board Governance Committee.
 - Appointed Heather Hagadorn to replace Mark Gill as vice president of member services (Mark resigned the office to accept employment with USMS).

Immediate Past President – Jim Miller, MD

I have served on the Executive Committee in some capacity for a total of 12 years now, first as Vice President then President and now concluding my term as Immediate Past President. It has been a sincere honor to serve you and USMS for so long. I have been able to help facilitate the movement toward a professional staff of a vibrant growing corporation. USMS is now in its best position ever to promote our sport and enhance your personal achievements. As the largest self-governing masters corporation in the World, the question always arises as to how we continue to set and achieve our goals. The answer is clearly you, the volunteers of USMS. Look around you at Convention and marvel at the pool (pun intended) of talent surrounding you. Why are we all dedicating so much of ourselves to USMS? Our belief in and dedication to our sport is the only explanation. As USMS grows its National Headquarters staff, the value of its volunteer base will be enhanced. There will be a staff to carry out our ideas, day in and day out. They will focus full-time on USMS, while we volunteers will continue to aid the growth and vitality of our sport, particularly at the local level.

My past year has been very busy. I represented USMS at the USAS International Relations meeting in Lauderdale, which unfortunately fell at the same time as Clovis Short Course Nationals. I also represented USMS at the FINA Masters Extraordinary Congress in Italy at the end of July. I am currently sitting on the Benefits and Compensation Committee of the Board of Directors and serve as the Trustee of the Vanguard Retirement Fund. You will be hearing more about all of these topics during the course of the Convention, but briefly I can assure that our international status is rising within the World and our hemisphere. Our employees realize the value of their benefits package more now than ever in these tough economic times. What better ways to show them how much we value them than helping them look to their future security.

Although I will no longer be on the Executive Committee, I look forward to contributing as a Past President on the Board of Directors, advocating for Masters swimming in my international capacities, and continuing to participate at the local level as a coach, physician and swimmer.

USMS Board of Directors

Rob Copeland, Chair
Meg Smath, Secretary

Committee Members: Rob Copeland, Heather Hagadorn, Mike Heather, Leo Letendre, Julie Heather, Meg Smath, Jeff Moxie, Jim Miller, Anthony Thompson, Betsy Durrant, Jerry Clark, Nadine Day, Jeanne Ensign, Michael Moore, Don Mehl, Laura Winslow

Non-voting Rob Butcher, Patty Miller, June Krauser, Ted Haartz, Mike Laux, Dan Gruender, Tom Boak, Nancy Ridout

Introduction:

A recap of the actions of the Board is included in this report. For a comprehensive accounting of board meetings please refer to Board meeting minutes posted at www.usms.org/admin/minutes/.

Special thanks go out to Meg Smath for her phenomenal efforts on keeping record of our board meetings. In addition, thanks go out to the entire board for their passion, leadership, experience, vision and stewardship. We have made tremendous strides in growing and evolving U.S. Masters Swimming; this could not have been possible without the leadership of the Board and the efforts of our local and national volunteers, our staff and our clubs.

Discussions and projects since the last convention – The following are the recorded actions of the Board:

- **7/24/2008:** At its first meeting at the 2008 convention, the Board:
 - Appointed the Zone Committee as the ad hoc Election Committee for the 2009 elections.
 - Authorized the Finance Committee to present a budget with a deficit of up to \$475,000, in order to implement the vision and action plan presented by the executive director.
 - Recommended to the House of Delegates that USMS institute a plan to increase dues \$2 per year, starting in 2010, and continue for up to eight years.
 - Recommended transitioning the administration of postal events from the Open Water and Long Distance Committee to a staff-run and –managed function over the next two years.
- **7/28/2008:** At its concluding meeting of the 2008 convention, the Board:
 - Renamed the “LMSC Handbook” the “USMS Guide to Operations” to reflect that this document contains information on topics other than LMSC operations.
 - Approved the following resolution: “Recognizing the need to serve clubs by making club registration of individual members possible and accessible, the Board moves to continue development of tools and processes for online registration and re-registration of members.
 - Incorporated the action plan presented by the executive director into the organization’s strategic plan.
 - Planned a Board training session for October 17-18 in Dallas.
 - Directed the vice presidents to discuss training for committee chairs and vice chairs.
 - Established requirements for a city in which to locate our national headquarters.
 - Established a Board Governance Committee, to be chaired by Patty Miller.
 - Established an LMSC Development Task Force, to be chaired by Nancy Ridout.
- **10/18/2008:** The Board affirmed that affiliate status for International Gay and Lesbian Aquatics was official as of the receipt of the application.
- **2/6-8/2009:** At the 2009 midyear meeting, the Board:
 - Approved the document, “Responsibilities of the U.S. Masters Swimming Board of Directors.”
 - Selected Sarasota, Fla., as the location for USMS headquarters.
 - Approved reimbursement expenses for employees relocating to Sarasota.
 - Approved the document, “Executive Limitations Policy.”
 - Suspended Professional Management Guidelines indefinitely and will recommend to the House of Delegates that they be rescinded.
 - Approved the USMS Community Partner designation, whose duration will be five years.
 - Awarded USMS Community Partner designation to Sarasota, Fla., and the Raleigh-Durham-Chapel Hill triangle in North Carolina.
 - Approved a policy that USMS make available, with appropriate limitations and safeguards, including privacy protection, the USMS membership database to certified event management vendors at an appropriate fee.
- **4/23/2009:** The Board authorized President Copeland to sign a lease with the City of Sarasota for a building to be used for our national headquarters.
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 - Approved the legislation proposals recommended by the Board Governance Committee.

- Appointed Heather Hagadorn to replace Mark Gill as vice president of member services (Mark resigned the office to accept employment with USMS).

Governance Committee

Patty Miller, USMS Legal Counsel, Chair

Committee Members: Patty Miller (Chair), Don Mehl, Anthony Thompson, Julie Heather, Michael Moore, Nancy Ridout, Sean Fitzgerald

Introduction: This convention packet contains a set of legislative proposals from the Board of Directors. These proposals had their genesis when the Board decided, at its meeting at the end of last year's USAS convention, to create a committee of the Board responsible for addressing governance issues. The call for a Board governance committee stemmed from the need to adjust the structure of USMS to reflect the new reality of an organization where paid staff, led by an Executive Director, perform many functions that were previously handled by volunteer members, and to reflect the Board's proper role in the organization.

USMS's governance structure had undergone a major examination and series of changes several years ago. That governance project resulted in adjustments to some committees. It also resulted in a major change from a 46-member Board consisting of appointed committee chairs who met as a board once per year, to a 16-member Board of elected officers and at-large delegates who function year-round. Since the larger previous governance project (2003-2005) occurred before USMS hired an Executive Director and before the Board became more agile and active, the Board decided to task the Governance Committee to fine-tune the governance structure.

The Governance Committee embarked on a process to explore and recommend changes and legislative proposals with the input and direction from the full Board, starting with committees. The goals with regard to committees were to:

- Identify those that may be responsible for functions that now are best performed by staff;
- Identify those that may be responsible for functions that continue to be best performed by volunteers;
- Identify those that may be performing functions that, under non-profit best practices are the responsibility of the Board;
- Address miscellaneous committee structure issues raised by the Board of Directors during the mid-year meeting.

This analysis also resulted in the concept that not only should the Board be performing certain responsibilities, but there should be a committee structure within the Board to delegate board responsibilities and to take advantage of subject matter expertise. We have proposed legislation related to Board committees in general, including the proposed shift of the Finance Committee from a committee of the House of Delegates to a Board committee. This type of Board committee will include both non-Board members as subject matter experts, as well as Board members.

After focusing on committee adjustment, the Governance Committee then moved to examining the Board and Executive Committee structure and functions, and then other governance-related changes.

The Governance Committee began holding weekly meetings starting in early April. The notes from those meetings have been posted on the USMS website, at www.usms.org/admin/minutes/ for your review. The notes will give you insight into the thought process and discussion in which the committee engaged. All of this culminated in the legislative proposals you see in the convention packet. In addition to the committee's notes, the rationales that accompany each proposal should also be informative about why the proposal has been made.

We sought input by asking the vice presidents to communicate with committee chairs in their divisions about proposed changes related to their committees. Not all proposed committee changes were met with full agreement by all members of the affected committees. But the Governance Committee, in consultation with the full Board, made legislative proposals based on its "big picture" perspective and keeping in mind the original purpose for its creation, as noted at the beginning of this report.

We invite you to review the legislative proposals and comment or ask questions of the Governance Committee by emailing governance@usms.org and to participate in the legislative process at convention. This is a great opportunity to be involved in the continued development and fine-tuning of USMS to best

serve our members and further our sport and mission.

BOD Policy Committee
Betsy Durrant, Chair

Committee Members: Rob Copeland, Meg Smath, Michael Heather, Betsy Durrant

Introduction: The purpose of this committee is to collect and maintain all USMS policies in one place—the USMS Policy Manual. It is an ongoing project.

Discussions and projects since the last convention: Revising policies to reflect current practices and adding more to the manual.

Action items: There will be no formal meeting of the committee during convention. However, the Policy Committee will present an updated manual to the BOD during the Wednesday BOD meeting. During the convention, recommended changes will be prepared to reflect actions of the HOD in regard to Board Governance Committee proposals. These changes will be presented to the BOD at the Sunday meeting.

National Office

One year ago, only 60 days into my role as your executive director, I presented an action plan for the national operation of U.S. Masters Swimming. I attempted to gather as much information as possible in writing our action plan.

Today, I am able to submit to you an update to our action plan. This update comes with the benefit of time and valuable information I have learned after having met with and listened to a wider audience of our membership, having participated in a number of task forces and committee meetings, having polled our members with satisfaction and expectation surveys, having attended all of our marquee pool national championships, several regional championships and several of our open water events, having communicated with all of our sponsors, and having sought input from our terrific staff.

As a brief recap, the highlights of our 2009 action plan called for the following:

- a) Centralization – establish a headquarters where we could consolidate national priorities for the organization, develop the necessary infrastructure to allow for efficiency, increase productivity, foster staff communication, identify opportunities and create accountability.
- b) People – continue our transition at the national level from a nearly all volunteer-operated organization to a professionally managed organization.
- c) IT – continue to see progress in our IT investments that would benefit our membership and the image of U.S. Masters Swimming.
- d) Marketing and promotion – rebrand the image of U.S. Masters Swimming and begin to better promote our image through internal resources as well as external partnerships.

I'm pleased to share that we made progress in all four areas with these milestones:

Centralization

- After a six-month national search, the Board of Directors selected Sarasota as our headquarters.
- In May we entered into a long-term lease agreement with the City of Sarasota for the 2,000-square-foot historic Pagoda building to serve as our national headquarters. Our rent is \$1,066 a month with an annual 3 percent escalator.
- In June we renovated the building, adding new flooring, a conference room, semiprivate cubicles and a phone system. We continue to make improvements.
- In July we opened our doors.
- Our headquarters can permanently house 10 employees with an option to add seating for up to two more employees as we grow.

People

- The controller position was elevated to full-time status with additional human resources responsibilities. Nick Florio was hired as our controller.
- The editor position was elevated to full-time editor-in-chief status with content management responsibility for *SWIMMER* magazine, usms.org and our new e-newsletters. Laura Hamel was hired as our editor-in-chief.
- A director of business operations position was created with responsibility for membership services, club and coach services and our expanding event initiatives. Mark Gill was hired as our director of business operations.
- An account executive position was created to serve our national sponsors as well as grow our sponsor partnerships. Kyle Deery was hired as our account executive.
- An LMSC manager/membership coordinator position was created to serve as a resource to our LMSCs; additional administrative functions will now be performed in the headquarters.

- Tracy Grilli has moved full-time into membership services as well as being the support person for our convention and national events.
- Jim Matysek, our IT director and webmaster, is in the process of relocating from Kansas City to Sarasota full-time.
- Mel Goldstein continues to lead our club development initiatives.
- I relocated from Charlotte to Sarasota in June.

IT

- MYUSMS.org is now a member exclusive-content area. In MYUSMS.org, members will find our coached workouts and have the opportunity to posts photos and blogs.
- Our fastest growing program is Go the Distance. With more than 1,000 members participating, GTD was managed all by e-mail and using Excel. With our new USMS fitness logs, GTD is now automated.
- We continue to add enhancements and functionality to online membership registration. In 2009, 70 percent of our membership registered online.
- Our 5K, 10K, 3,000 yard and 6,000 yard Postal Championships were offered online for the first time, serving as a positive test for the administration of future postal events to move online.
- Usms.org is undergoing a strategic redesign.

Marketing and Promotion

- We introduced a new USMS logo and accompanying style guide.
- We introduced a monthly member e-newsletter and monthly coaches e-newsletter. Both have been very popular, with open rates near 50 percent.
- We introduced new marketing resources available for free to any LMSC or USMS club, including:
 - USMS brochures
 - USMS bag tags
 - USMS stickers
 - USMS “Adult Swimming Offered Here” facility stickers
 - USMS swim caps
- This fall and through the winter we will launch an online USMS brand awareness campaign designed to promote the mission of USMS during our peak membership registration period.
- Our brand and Masters stories have been featured in such publications as the *L.A. Times*, *Washington Post*, *St. Petersburg Times*, *Indianapolis Star*, *Men’s Health* and *Sports Business Journal*.

In 2010, we will continue to build on these four pillars while taking additional action with the initiatives outlined below. All initiatives support our purpose, “*to promote health, wellness, fitness and competition through aquatics.*”

Club Development

- In 2009, USMS staff visited more than 10 states. Our goal was to meet with coaches, promote the value of USMS, encourage membership and incubate new USMS programs. We visited Florida, California, South Carolina, Arizona, Missouri, Georgia, North Carolina, Virginia, Illinois, Indiana, Idaho, Massachusetts and Oregon. In part because of our club development efforts, USMS has added 46 new registered clubs in 2009 for a total of 626, or an 8 percent growth rate from 2008.
- With the help of The Woodlands Masters Swim Team, we hosted our first ever Masters coaches experiential weekend. More than 35 Masters coaches attended the inaugural SwimFest, sharing best practices from the dry side of coaching as well as learning from each other in both the pool and open water environments. We are already planning for SwimFest 2010.
- We will be developing an option in online membership registration that will allow clubs to self register themselves. This information will then auto-populate Places to Swim.

Events

- USMS will serve as the host for the 2010 Long Course Nationals and 1-Mile Open Water Championships in Puerto Rico. Mark Gill will serve as our event director, with all of the USMS staff providing support. Our goal is to create a truly rewarding experience for our members, sponsors and the swimming community.



- Our open water task force has recommended the creation of the No Boundaries U.S. Masters Swimming open water tour. The idea for No Boundaries is to use the national reach of U.S. Masters Swimming to provide national exposure, promotion and event enhancement for key open water events that are part of the tour. We have included some seed capital in the 2010 budget to secure clinicians and for branding at the venues. We are currently in a trademark search and creative design of the No Boundaries series.
- The 2010 YMCA Masters Nationals will become a U.S. Masters Swimming sanctioned event.

Membership Enhancement

- We are reviewing our insurance offerings to members to see what new benefits we can add that would increase the value of membership.
- We are supportive and are encouraging LMSC sanctioning of even more events. Our LMSC manager/membership coordinator will be a resource to LMSCs in this initiative.
- *SWIMMER* magazine is getting a shot of energy with new features, more letters from members, more authentic photos and product reviews.
- Beginning in 2011, the national office staff has been charged with operation and promotion of our Postals. We will be crafting and implementing a strategy that allows for additional participation from both fitness and competitive swimmers.

Marketing and Promotion

- The January/February issue of *SWIMMER* magazine will include a pull-out, high-energy event promotion poster.
- Additional marketing tools will be made available to LMSCs and clubs.
- We will seek additional publicity from the media and continue to grow promotional partnerships with organizations that share our values.

On behalf of all our staff,

Respectfully submitted,

Rob Butcher

Championship Committee

Mark Moore, Chair

Jeff Rodin, Vice Chair

Committee Members: Tom Boak, Debbie Cavanaugh, Kim Crouch, Lisa Dahl, Barry Fasbender , Jill Gellatly, Zack Gray, Errol Graham, Jack Groselle, Katie McClelland, Hugh Moore , Jane Moore, Michael Moore , Barbara Protzman, Sandi Rousseau, Jody Smith, Robin Segnitz, Lisa Watson

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.

Championship Meet Liaisons 2009 SCY Nationals in Clovis, California

Michael Moore, the meet liaison, worked with the meet host for this meet.

2009 LCM Nationals in Indianapolis

Barbara Protzman, the meet liaison, worked with the meet host for this meet.

2010 SCY Nationals in Atlanta

Lisa Watson, the meet liaison, is working with the meet host for this meet.

2010 LCM Nationals in San Juan, Puerto Rico

Deb Cavanaugh, the meet liaison, is working with the meet host for this meet.

Discussions and projects since the last convention:

Championship Committee is working closely with the National office in regards to the Meet Contract and the Marketing Liaison for the National Meets. The committee continues the ongoing meet bidding process review of the following:

- I. Identify Facilities/Potential Bidders
 - List of Facilities
 - i. Contact Info
 - ii. Teams/Programs
 - iii. Open Dates
 - iv. Experience (Rating)
 - Work with Committee & LMSC's to identify
 - Rotation Plan
- II. Motivate Facilities to Bid
 - Provide Simple and Enticing Host Benefit Document
 - Send out Request to Bid/Potential Dates
 - Call highly desired facilities
- III. Simplify Bid Process
 - Easily Accessible Info About Bidding
 - Clear and Concise Bid Document
 - Web Site
 - FAQ's/Who to Contact
- IV. Bidder Support Plan
 - Bid to Convention to Meet

2010 SCY and LCM Championship Bids:

Jeff Rodin prepared a 'host a national meet' letter that was sent out to all the LMSC's encouraging them to consider bidding in 2011 for either the SCY or LCM Championship. The following groups were mailed bid packages: New York (Long Island), Bismarck, ND, Santa Clarita, CA, The BEST Swim Club in Phoenix, AZ, Missouri and Michigan.

Action items:

1. Approve the NQT's for 2010 Short Course Nationals. Current policy is for 10th place = 10% (Top

- Ten Times).
2. Approve 2010 SCY and LC revised order of events.
 3. Create a task force of staff and championships committee members that can collaboratively develop a comprehensive marketing and promotion plan for our championships.

Championship Committee Agenda

Thursday, September 17th, 2:00pm-3:15 pm - Vienna

1. Review/discuss 2009 SC and LC meets
2. Review/discuss Regional/Local Club Designation Protest Policy for National Championships.
3. Review awards, logo and plans for the 2010 National Championships.
4. Task force report on the comprehensive marketing and promotion plan for National Championships.
5. 2010 NQT's
6. Bid selection process/area selection rotation

Friday, September 18th, 10:00am-12:00 noon - Vienna

1. 2011 Championship Bid awards (selected bids will present to the HOD Saturday during the Championship report.
2. Review recommendation changes for the Championship Bid Packet.

Coaches Committee

Chris Colburn, Chair
Chuck Burr, Vice Chair

Committee Members: Dennis Baker, Chris Campbell, Mo Chambers, Bill Cleveland, Amanda Conk, Doug Garcia, John Grzeszczak, Allen Highnote, Kris Houchens, Heather Howland, Laurie Hug, Mike Jacobson, Don Mehl, Kerry O'Brien, Ahelee Sue Osborn, Rand Vaillancourt, Scott Williams, ex officio: Michael Heather

Introduction: The Coaches Committee has been busy this year on both new and existing initiatives. While plugging along on existing projects to improve communications with and among coaches nationwide, a subcommittee has been working diligently on a partnership with ASCA to revise and redesign a Masters Coach Certification curriculum. This partnership and the maintenance of the resulting curriculum will represent a major focus of the committee going forward.

Discussions and projects since the last convention: The largest task on the committee's plate has been the ASCA partnership mentioned above. This ongoing two-year project includes a rewrite of the certification curriculum and a revision of the old ASCA Masters School, which will be rebranded as the Masters Level I course. Work will continue in Year 2 of the project to add Masters-specific content to the ASCA Levels 2 through 5 schools, and to work with ASCA on advertising and promotion of business opportunities for adult aquatic fitness. Work also continues with the Marketing and Communications staff on content for both the regular Coaches newsletter and for *USMS SWIMMER*. The On-Deck Coaching program provided a solid number of coaches in Clovis, and numbers for Indianapolis and Chicago are promising. Many committee members also took part in the SwimFest '09 clinic in The Woodlands in May, both as attendees and mentor coaches. We had some talented nominees this year for the Coach of the Year and Kerry O'Brien awards, and our Online Coaching program continues to be a hit for our membership. Conversations continue both within the committee and with Club and Coach Services on improving the structure, availability, and frequency of both pool and open water Mentor Coach and Swimmer Clinics.

Action items:

1. Solicit subcommittee members for Masters Coach Certification Project (Levels 2-5)
2. Solicit assistance for Kerry O'Brien Award subcommittee
3. Solicit assistance with Coaches Committee presence at 2010 High Performance Camp
4. Solicit help with 2010 ASCA World Clinic Masters Breakfast and Discussion Panel

Coaches Committee Agenda

Thursday, September 17th 11:30 a.m.–12:45 p.m. - Narita

1. Discussion of Rules/Legislation that affect the Committee
2. Ongoing Projects
 - a. ASCA Clinic organization
 - b. Coaches Certification Curriculum
 - c. Coach of the Year
 - d. Kerry O'Brien Coaching Award
 - e. On-Deck Coaching
 - f. International Coaching at Worlds
 - g. Online Coaching
 - h. Contributions to *USMS SWIMMER*
 - i. Coaches Newsletter
 - j. Mentor Clinic Redesign
3. New/Revised Projects
 - a. Masters Coaches Certification Curriculum, Year 2
 - b. 2010 High Performance Clinic
4. New Business

Communications Committee

Hugh Moore, Chair
Jeanne Seidler, Vice Chair

Committee Members: Bonnie Coleman, Daniel Cox, Susan Ehringer, Kate Hawley, Chris Lundie, Ray Novitske, Carl Saxton; **Ex-officio:** Doug Garcia, Heather Hagadorn, Jim Matysek, Bill Volckening

Introduction: The past few years have seen significant changes in the way USMS does business. Most notably we now have an Executive Director and expanded national office that are doing a superb job of communicating with our members. Many of the concepts that they are doing (e.g. enewsletter to members and enewsletter to coaches) originated in the Communications Committee, but the committee did not have the authority nor resources to implement. Communications should be (and are) a major task of the National Office. These and other changes have led the committee to discuss whether it should continue as a committee. We considered how to restructure the committee so that it would continue to be a viable group and provide a positive volunteer experience for its members. However, our conclusions were that any restructure would probably not be limited to nor focused on communications and that it was probably best to redistribute current committee projects under different USMS functions. We have also learned that the Governance Committee is recommending that the Communications Committee be disbanded. The committee has some reservations with this direction until we have assurances that our current projects are moving forward under the direction of the National Office or another committee.

Discussions and projects since the last convention: Ray Novitske updated the Communications section for the USMS Guide to Operations (formerly known as the LMSC Handbook) in November.

Members of the committee helped test the USMS survey that was sent to 10,000 USMS members in May. The committee selected recipients for the 2009 USMS Newsletter of the Year and the 2009 June Krauser USMS Communications Award.

The projects listed in the agenda were all discussed, with emphasis on Assistance to Webmasters.

The committee decided to discontinue presenting the Newsletter of the Year, following this year's selection. The committee is also discussing how best to recognize exemplary and/or innovative communications in clubs and LMSCs.

Action items:

The committee will decide whether to endorse disbanding the committee or to recommend that it continue. The committee will also discuss how best to assure that each of the projects listed in the agenda move forward.

Communication Committee Agenda

Thursday, September 17th 11:30 a.m.–12:45 p.m - Da Vinci

1. Introductions
2. Future of the Newsletter of the Year Award
3. Discussion of current projects and how to move forward with each:
 - a. Zone Committee or a replacement committee dealing with LMSC and/or club development could oversee the following:
 - i. Assistance to Webmasters
 - ii. Places to Swim
 - iii. Newsletter Archive
 - b. The National Office could oversee the following:
 - i. End to End Event Management
 - ii. Calendar of Events
 - iii. Meet Events Database
 - iv. Communication Plan
 - c. Recognition & Awards could oversee selection of the June Krauser USMS Communication Award
4. Decision whether to recommend termination or continuation of the committee

Finance Committee

Ralph Davis, Chair
Sarah Welch, Vice Chair

Committee Members: Thomas Boak, David Burgio, Joanie Campbell, Doug Church, Jim Clemmons, Ross Davis, Elyce Dilworth, Phil Dodson, Betsy Durrant, Jeanne Ensign, Paul Griffin, Conrad Johnson, Lucy Johnson, Homer Lane , Fred Nelis, Anna Lea Roof, Sarah Welch, Ex Officio: Margaret Bayless, Ex Officio: Nick Florio ,Ex Officio: Jeff Moxie, Leo Letendre (VPNO)

Introduction: The Board Governance Committee has recommendation to have the Finance Committee as a committee of the Board instead a committee of the House. A primary reason for this is so the board can fulfill its obligation to USMS with respect to financial oversight and control. Currently, the Board is accountable and liable for the financial aspects of the corporation, yet they have no reporting authority over our current structure. The Board wants to have a greater role in USMS finances.

Discussions and projects since the last convention: Based on Board Governance Committee recommendation the Finance Committee has taken on the task drafting the new Financial Policy. The Finance committee is updating FOG to complement the new Financial Policy and the new organization structure of USMS.

Action items:

We will complete the new Financial Policy and update FOG prior to the convention. We have a target date of September 1st to complete the documents and present them to the Board of Directors and Executive Committee.

We will review the 2010 budget prior to the convention and be prepared to assist the Executive Director in finalizing the 2010 budget at the convention.

Finance Committee Agenda
Thursday, September 17th 10:00 a.m.–12:45 p.m. – Malpensa
Friday, September 18th 4:45 p.m.–6:15 p.m. - Malpensa

1. Call to order, Ralph Davis Chair's Report.
2. Review the minutes from last years meeting
3. Treasurer's report, Nick Florio
4. Review of Clifton Gunderson LLP's Audit report
5. Review old Business
6. Review and discuss the new the Financial Policy and the updated FOG.
7. Review and finalize the 2010 USMS Budget.
8. Finalized Goals and objectives for 2010

Fitness Education Committee

Marcia Anziano, Chair
Linda Shoenberger, Vice Chair

Committee Members: Lee Carlson, Morgan Edwards, Katherine Farnan, Suzi Green, Vicki Hill, Janet Latham, Raena Latina, Tom Mester, Susan Moucha, Jon Olsen, Pete Palmer, Donna Schubkegel, Mary Sweat, Greta VanMeeteren, Michelle Ward, Theresa Wistrom. Ex officio: Michael Heather

Introduction: The committee has worked this year toward better organization and definition of committee duties and responsibilities. We have defined positions as follow: GTD- Virtual Swim Milestone Coordinator; "Meet the GTD Swimmer" Feature Coordinator; GTD Program Coordinator; GTD Award Coordinator; Monthly Article Coordinator; and Monthly Article Poster. Each defined position has a list of duties and associated time frames. We feel that by defining the various positions and associated tasks it will allow those who volunteer to know what is expected of them during that time.

Discussions and projects since the last convention:

Fitness Award: Worked with Sally Dillon to better define the Fitness Award criteria, to make the web pages for the award more consistent with the other awards offered by US Masters Swimming, updated the information on each winner on the Awards page, and supplied a brief statement as to why they won the award that now appears with their personal data. This was all to work to conform to the other awards and their pages.

Check off Challenge: Updated the bid forms on the web site.

Go the Distance: Mary Sweat continues to serve as the event coordinator of GTD. We worked to distribute some of the duties of the Go the Distance Coordinator. Greta VanMeeteren now writes the monthly articles on random participants in the program. Linda Shoenberger has assumed the duties of award distributor. As of the June data, the FLOG feature of MYUSMS was made available for participants to enter their monthly data. As of the end of June, there were 953 participants in this program. Of those, 501 used the FLOG feature to submit their data. Work will continue during the remainder of 2009 to get more of the participants using the FLOG. We will also develop a policy of how to handle those that will not be using the FLOGS.

Fitness Calendar: A committee Calendar was developed in an effort to provide guidelines to the Committee for the completion of tasks. This helps to focus work to be done during conference calls so that not everything has to be done at convention.

Job Descriptions: Put together the list of duties for each of the volunteer duties that are needed by the committee so members better understand what they are signing up for in advance of offering to do a job.

Monthly Web Articles: Linda Shoenberger continues to provide the monthly articles for the web site.

Fitness Education Committee Agenda **Thursday, September 17th 10:00 a.m.–11:15 a.m. – Da Vinci**

1. Introductions
2. Check Off Challenge – review all bids, choose a sponsor
3. GTD – review where we are with the FLOGS, determine if we have the duties covered for the year 2010
4. Review all coordinators for coming year. These should all be assigned, but need to verify that we have all in place that we need.
5. Topics for Monthly Articles for Web

History and Archives Committee

Barbara Dunbar, Chair
Meegan Wilson, Vice Chair

Committee Members: John Bauman, Marcia Cleveland, Cheryl Gettelfinger, Richard Hess, Paul Hutinger, Susan Nolte, Jennie (Catherine) Quill, Patrick Quinn, Gail Roper, and Executive Liaison Julie Heather (VPLO)

Introduction: The History & Archives (H&A) Committee worked to accomplish its mission of recording, collecting, archiving, and preserving USMS history and documents and to serve USMS and its members. Projects include locating and archiving documents, research and swimmer data verification, conversion of old Top Ten and registration files, and collecting, editing, and updating histories and stories about USMS swimmers.

Discussions and projects since the last convention:

1. Over the past year, H&A located and scanned and submitted 35 AAU Masters and USMS pool National Championship results (1970 – 1993) for posting/archiving onto the USMS web site. Some are missing relay results or club scores. A few have sections that are not legible. Results for the 1989 LCM National Championships (Grand Forks, ND) contain individual results for only 10 places. We are searching for the missing relay and club score results, more legible versions, and a complete set of 1989 LCM Nationals with all places.
2. Work continues on the massive project to convert pre-1993 Top Tens into electronic format for posting onto the USMS web site, to identify Top Ten swimmers, and to locate Top Ten Errata. John Bauman is linking IDs and clubs to swimmers on the pre-1993 Top Ten lists.
3. H&A is searching for the following missing Open Water and Long Distance National Championship results and for missing date and location information. Please email the H&A Chair at Archives(at)USMS(dot)org with any information regarding the following results:
 - 1974 AAU National Open Water Championships** - Masters Men 2-mile cable & Masters Women 1.5 mile cable, July 24-25, 1974, Lake Placid, NY;
 - 1979 AAU National Open Water Championships** – Masters 10 mile (marathon event), July 22, 1979, Seal Beach, CA (Huntington Beach to Seal Beach); only have top 5 finisher results;
 - 1980 AAU National Long Distance Championships** – 2-mile event (¼ mi closed course straightaway cable), August 3, 1980, Lake Clare, Huntington, IN;
 - 1981 Quarter-mile Straightaway National Championship** (2-mi cable event), Huntington, IN;
 - 1981 Open Water 3 miles National Championship** - Seal Beach, CA (? date);
 - 1981 Marathon (? 10 mi) National Championship** - (believed to be 10 miles at Seal Beach, CA);
 - 1982 Quarter-mile Straightaway Nat. Championship** - (2-mi cable), July 1982, Huntington, IN;

- 1982 One Mile Open Water (new) National Championship**, December 1982, Ft. Lauderdale, FL;
1982 Open Water 3 mile National Championship, July 1982, Seal Beach, CA;
1982 Marathon 10 mile National Championship, July 1982, Seal Beach, CA;
1983 Quarter-mile Straightaway National Championship (2 mi) July 16-17, 1983, Lake Clare, Huntington, IN, part of 26th Annual Glen Hummer 2 Mile cable event;
1983 USS/USMS National Long Distance Championships (3 mi) July 17, 1983, Seal Beach, CA;
1983 USS/USMS National LD Championships (10 mile) July 17, 1983, Seal Beach, CA;
1984 Quarter-mile Straightaway National Championship (2 miles);
1984 Open Water (1.5-3 mi) National Championship, ? July 15, 1984, 3 mi, Seal Beach, CA;
1984 Open Water (3.5-5.0 miles) National Championship;
1984 Marathon Type (>6 miles) National Championship, ? 07/15/1984, 10 mi, Seal Beach, CA;
 1984 Team (approximately 6000 yards) National Championship, probably no bid & not held;
1985 One Mile National Championship, Atsion Lake, New Jersey (Mid-Atlantic Masters?)
1985 Open Water (3.5-5.0 miles) National Championship, 3.5 miles - Seal Beach, CA
1985 Marathon Type (>6 miles) National Championship, 10 miles - Seal Beach, CA
 1985 Team (approximately 6000 yards), University of Alabama (no evidence that it took place)
1986 One Mile National Championship, "Glen Hummer" in Indiana
1986 Quarter-mile Straightaway (2 miles) National Championship, "Glen Hummer" in Indiana
1986 Open Water (1.5-3.0 miles) National Championship, 3 miles - Seal Beach, CA
1986 Marathon Type (>6 miles) National Championship, 10 miles - Seal Beach, CA
1986 Team (approximately 6000 yards) National Championship, Midwestern Masters
1987 One Mile National Championship, Bolsa Chica State Beach, CA
1989 Open Water (>6 miles) National Championship, 10 miles - Seal Beach, CA
1991 Open Water (3.5-5.0 miles) National Championship, 5 miles - San Pedro, CA
4. Writing, editing, adding, and updating stories and oral histories is an ongoing routine performed during the year along with correcting bad links. Photo links need to be added. Delegates are requested to submit stories, particularly of older swimmers who are alive.
 5. Various research tasks have been performed during the year.
 6. The meticulous conversion of old 1986-1993 registration files and pre-1986 registration data into electronic format is being done by John Bauman. The search for pre-1986 LMSC registration lists to assist reconstructing and verifying national registration files continues.
 7. Committee members are locating IDs for swimmers identified as having held national records or as being All American or All Star. The data file created by Ginger Pierson to document the progression of National Records will be posted onto the USMS web site.

Action items: Most ongoing projects continue into next year.

History and Archives Committee Agenda

Thursday, September 17th 11:30 a.m.–12:45 p.m. – Mirabel

1. Call History & Archive Meeting to Order
2. Roll Call - Barbara Dunbar, Meegan Wilson, John Bauman, Marcia Cleveland, Cheryl Gettelfinger, Richard Hess, Paul Hutinger, Susan Nolte, Jennie (Catherine) Quill, Patrick Quinn, Gail Roper, and Executive Liaison Julie Heather (VPLO)
3. Introduce and welcome new delegates.
4. Old Business: Oct. 2008 – Sept. 2009 project and task reviews are in the Annual Report.
5. Discuss general 2010 committee focus and archive inventory at Henning Library, ISHOF.
6. Proof posted National Championship results. Create a list of those which are missing club scores or relays results or which contain less-than-legible sections.
7. Search for a complete set of 1989 Long Course Meters National Championships (August 17-20, 1989, Grand Forks, ND) meet results and any other missing or illegible results.
8. Locate 28 missing Open Water and Long Distance National Championships from 1974 through 1991 with assistance from Open Water committee members.
9. Discuss web projects, timelines, and priorities. Discuss web support.

10. Solicit, write, edit, and add swimmer stories; add photo links; proof and update.
11. Other new business: locate pre 1985 LMSC registration files, continue archives research.
12. Action Items
13. Announcements

International Committee

Laszlo Eger, Chair

Committee Members: Peggy Buchannan, Hill Carrow, Laura Collette, Bill Grohe, June Krauser, Alan Levinson, Myriam Pero, Laurie Reaburn, Anthony Thompson, Ex officio: Mel Goldstein, Heather Hagadorn, Nancy Ridout, Jim Miller, M.D.

Introduction: The charges of the committee are to encourage, promote, and assist with the dissemination of information on international meets, and notify USMS about opportunities to bid on international championship meets.

Discussions and projects since the last convention:

1. Six international meets were placed on the USMS website and three inquiries were made regarding those meets.
2. The original chair resigned in July, 2009 and Laszlo Eger was then appointed as Chair.
3. One committee conference call was conducted during the year. The following items were discussed:
 - Governance Committee recommendation to disband the International Committee – this idea was supported by the members present during the call, listing the following reasons:
 - Most international bodies don't look to committees for Federation Contacts. Plans and visions can most appropriately be communicated via U.S. Masters Swimming Staff or the President.
 - Objectives are to promote international swimming, and this task can still be managed by individuals on a personal basis
 - People who want to travel internationally typically know where to go to find information
 - A committee is not required "just in case" a project comes up. A task force or temporary committee can be formed to manage any special projects that require significant volunteer or group support.
4. The following committee tasks were recommended to be carried forward by USMS staff:
 - Maintenance of the contact list for various aquatics sports federations, currently posted at <http://www.usms.org/admin/intlcontacts.php>.
 - International guest invitations for Convention (currently budgeted for two).
 - Seeking out opportunities to bid for international events.
 - Maintenance of contacts for FINA member Federations
5. The following volunteer contacts should be kept on record in the volunteer database and utilized for future international needs:
 - Nancy Ridout (FINA Representative)
 - Mel Goldstein (Chair, UANA Technical Committee)
 - Jim Miller (Member of the UANA Masters Technical Committee, and Member of the FINA Sports Medicine Committee)
 - Laszlo Eger (International Meets)
 - Myriam Pero (Bilingual, Spanish)
 - Anthony Thompson (prior chair)
6. Worked with the USMS Editor-in-Chief, who will work to help promote the UANA Pan American Championship meet in *SWIMMER* and the member e-newsletter.

Action items:

1. Provide USMS staff with information in item #4 above.

2. There are currently no other action items for 2010, as the Governance Committee will be proposing dissolution of the International Committee, subject to HOD approval.

International Committee Agenda
Thursday, September 17th 3:30 p.m.–4:45 p.m. – Capital

1. Committee member introductions
2. Motion to approve Governance Committee recommendation to disband
3. Discuss ways that committee members can continue to provide and contribute on an ongoing basis
4. Motion to adjourn.

Legislation Committee

Sean Fitzgerald, Chair
Jennifer Parks, Vice Chair

Committee Members: Joan Alexander, Marcia Anziano, Daniel Cox, Barbara Delanois, Marilyn Fink, Marty Hendrick, Mary Hull, Arni Litt, Jane Masters, Chris McGiffin, Debbie Morrin-Nordlund, Steve Peterson, Dick Pitman, Erin Sullivan, Meegan Wilson, Susan Ehringer (ex-officio), Kathrine Casey (ex-officio), Leo Letendre(ex-officio)

Introduction: 2009 brings some big legislative changes. In most odd numbered years we consider about 30 amendments. This year we have over 60. Most of the changes are due to the transfer of work from the volunteer base of USMS to the paid staff. Many committee descriptions that were updated in 2007 have been changed once again. There are amendments to create 2 new committees and dissolve many more. There is only 75 minutes of unopposed meeting time to discuss these changes. The Legislation Committee will try to determine which of the changes warrant the most discussion and reserve time to speak to those matters during the unopposed time. The rest of the items will be discussed during the 7 ½ hours of Legislation meetings at Convention.

I would like to thank the Legislation Committee members, as well as the members of the Governance and Rules Committees for their work in bringing these proposals forward.

Discussions and projects since the last convention:

1. Worked closely with the Governance Committee to rewrite Part 5 of the Rulebook

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 Agenda
Thursday, September 17th 10:00 a.m.–12:45 p.m. - Heathrow
Thursday, September 17th 2:00 p.m.–4:45 p.m. - Heathrow
Thursday, September 17th 5:00 p.m.–6:15 p.m. – Proposals Grand Ballroom FG
Friday, September 18th 10:00 a.m.–12:00 noon - Heathrow

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

Marketing Committee

Chris McGiffin, Chair
Tom Boyd, Vice Chair

Committee Members: Andrea Block, Randy Crutchfield, Christine Dos Santos, Doug Garcia (Ex Officio), Mark Gill (EC), Bill Grohe, Kate Hawley, Heather Howland, Nancy Kirkpatrick-Reno, Laura Davis, Chris Lundie, Danielle Newton, Dave Oplinger, Lori Payne, Jeff Strahota.

Introduction: For 2009, the Marketing Committee focused on a variety of initiatives and projects. We completed and submitted our research findings regarding USMS target segments for the creation of the marketing collateral by the National Office staff. Upon request, the committee initiated a survey of club web sites to document the existence of the new logo and online registration link. An additional committee request presented the committee with the task of examining the USMS Planner, its history, cost/benefit, and its value as a member service and non-member marketing device. A final report on the findings was submitted to Rob Butcher.

Finally, the committee considered potential program ideas that might contribute to increasing membership benefits and growth. Among the many ideas discussed, the committee felt that there were two basic offerings that met these criteria, and could be implemented with a minimum cost and a projected potential gain from a member value perspective and a non-member recruiting perspective.

As 2009 draws to a close, the committee continues to work toward completing its tasks related to the web site research and drafting final proposals for its Club and LMSC level initiatives. Thanks to all of the committee members who actively participated and contributed to this year's activities.

Discussions and projects since the last convention:

1. Completed and submitted the USMS Target Segment Report to Ashley Gangloff.
 - a. Included recommendations to create three (3) distinct targeted marketing brochures – one for Segment 2 (Serious, Non or Less-Competitive Swimmers), one for Segment 3 (Non-Serious, Competitive Swimmers), and one that targets both Segment 4 (All event participants/open water Swimmers) and 5 (Triathletes).
 - b. The committee felt that the audience in Segment 1 (Serious, Competitive Swimmers) would most likely be aware of USMS based on their prior competitive swimming experience (i.e., Age Group, College, etc.) and their closer proximity to existing USMS programs at nearby facilities. Therefore, we considered targeting this segment as a lower priority at the current time.
 - c. Overall, the committee members suggest that the collateral material should communicate that USMS understands each segment's needs, and that the brand connection should emphasize the welcoming and inclusive nature of the organization and its members.
2. Completed 2009 MOG's
 - a. Develop Club-level marketing initiatives that effectively promote membership growth and retention
 - b. Develop LMSC-level marketing initiatives that effectively promote membership growth and retention
 - c. Support USMS Marketing in the recruitment and retention of members
 - d. Support marketing needs of Club Development initiatives
 - e. Support local promotional event opportunities
3. 2009 project initiatives
 - a. Web site research request from Ashley Gangloff to document whether or not Club web sites have the new logo and a link to USMS Online Registration with Club Assistant.
 - b. Swim Buddies program
 - i. The committee is drafting a proposed definition of the program to submit to Rob Butcher by convention.
 - c. Free Trial program

- i. The committee is drafting a proposal to submit to the new LMSC Development Committee.
4. Committee members participated in Communications Survey “trial” and reported our feedback to Ashley Gangloff.
5. Per request from Rob B., the committee reviewed and documented USMS Planner history, cost/benefits, distribution and utilization.
6. Communicated reminder emails to LMSC Chairs regarding the USMS-LMSC Marketing Partnership program.
 - a. Exchanged current marketing strategies and promotional ideas with respondents.

Action items:

There are currently no action items for 2010, as the Governance Committee will be proposing dissolution of Marketing Committee, subject to HOD approval.

Marketing Committee Agenda
Thursday, September 17th 2:00 p.m.–3:15 p.m. - Narita

1. Committee member introductions
2. Motion to approve minutes from prior meeting.
3. Recap of committee projects and accomplishments
 - a. Final web site research submissions
 - b. Final draft definition of Swim Buddies program proposal
 - c. Final draft of proposed Free Trial program for use by USMS Clubs
4. Review and discuss new governance structure path
 - a. Marketing functions are now being carried out by the National Office staff, making a standing committee of volunteers unnecessary. USMS members with subject matter expertise may become part of a volunteer pool from which the National Office can draw for specific projects.
 - b. New LMSC Development Committee
 - i. 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 identify and provide support for LMSCs experiencing operational and governance issues, and monitor compliance with LMSC minimum standards as defined by the Board of Directors.
 - ii. This committee has been added to reflect the need for an intentional standing committee created to address LMSC development, rather than this responsibility falling on the Zone Committee. This committee will also assume LMSC-related activities that were within the purview of the Communications and Marketing Committees.
 - c. Other ad hoc project opportunities
5. Motion to adjourn.

Officials Committee

Charles Cockrell, Chair
Ed Saltzman, Vice Chair

Committee Members: Charles Cockrell, Pat Baker, Dave Diehl, Judy Gillies, Jan Kavadas, Fred Pigott, Ed Saltzman, and Paula Smith. Ex-Officio Members: Sandi Rousseau (Championship Committee Liaison), Kathy Casey (Rules Committee Chair), Jim Sheehan (USA-Swimming Officials Chair), Jackie Allender (SC Meet Referee), and Lucy Duncan (LC Meet Referee).

Introduction: The Officials Committee has continued with its efforts to train, educate, and certify USMS officials, both at the national and local level. A typical question addressed is “what is a USMS Official?” Anyone who accepts an invitation to officiate at a USMS sanctioned meet and is certified by one of recognized governing bodies (USA-Swimming, YMCA, High School Federations, NCAA, or USMS) is a USMS official. Although most of our officials may be certified through other swimming governing bodies, we recognize some of the unique aspects of masters swimming and the necessity to provide additional education for our officials in order to achieve a standard of fair and equitable officiating for our members. Simply put, our mission is to educate our officials on our rules.

Discussions and projects since the last convention: In 2008, the committee developed minimum standards for USMS officials programs for LMSCs to work towards. To achieve the minimum standards, we have continued to provide various materials to LMSC Officials Chairs throughout the year. These have included recommended briefing notes for officials, guidance for Meet Referees, recent rules interpretations, and answers to questions regarding specific meet situations. Throughout the year, we emphasized that each LMSC should take a proactive role in recruiting, assigning, and providing information to their Meet Referees. Specific questions during the year have involved administrative procedures for timing adjustments, modifications for disability swimming, disqualifications for deliberate delay or misconduct, stroke and turn jurisdictions, starting procedures, and necessary certification levels for officials. A few LMSCs asked for assistance in recruiting officials for various local meets.

We held a workshop for LMSC Officials Chairs in March 2009 and are planning a second workshop in late July 2009. We are planning to offer an “officiating masters swimming” workshop at Convention that will cover information for LMSC leadership and officials. In addition, copies of the USA-Swimming “officiating swimming” DVD and CDs with presentation materials will be available for LMSC representatives.

We continued the practice of working closely with National Championship Meet Referees to assist with officials recruiting, staffing, education of officials, and processes for effective operation of championship meets. Reports were submitted from the Officials Liaison and Meet Referee for Short Course Nationals in Clovis. As with previous meets, recruiting a sufficient number of officials remains a challenge, especially when multiple courses are used. We provided partial reimbursement for officials at Nationals to fill gaps in staffing with officials outside of the local area. We will continue to evaluate the process and financial resources needed to recruit a sufficient number of qualified officials for each meet.

Through our interactions in 2009, we identified a need to better synthesize the information for Meet Referees. Future plans are to develop a standard package for National Championship meets, including templates for Applications to Officiate, post-meet reports, process for approval to observe swims for official purposes, process for evaluating officials for advanced certifications, staffing guidelines, and recommended timelines for all of the pre-meet work.

We are continuing to evaluate the necessary processes for certification of officials through our LMSCs. Florida Gold Coast is continuing with efforts as a pilot program in this regard with a few officials in training. Arizona LMSC has also indicated interest. Several issues remain with certification of officials,

including access to and modification of the officials tests, opportunities to train with experienced officials, progression to higher levels of certification, and re-certification.

Action items:

1. Prepare National Championship resource package, including template for Application to Officiate, recommended timelines, staffing guidelines, post-meet report, and processes for observation of swims and evaluation of officials.
2. Distribute officials training DVD's and resource packages for LMSC Officials Chairs.
3. Evaluate certification process for officials and extend to additional LMSCs.

Officials Committee Agenda

Thursday, September 17th 3:30 p.m.–4:45 p.m. - Malpensa

1. National Championship Officials Report
2. Certification of Officials
3. FINA Officials
4. LMSC Training and Education
5. "Burning Issues for Officials"

Open Water and Long Distance Committee

Marcia Cleveland, Chair
Ann Svenson, Vice Chair

Committee Members: Marcia Benjamin, Bob Bruce, Christie Ciraulo, Susan Ehringer (Ex-officio), Mark Gill (VP Member Services), Heather Hagadorn, Suzanne Heim-Bowen, Bruce Hopson, Susan Kirk, Donn Livoni, Randy Nutt, Jennie Quill, Janet Renner, Dick Sidner, Tom Spence, Laura Winslow, Jill Wright, Robert Zeitner

Introduction: The Open Water/Long Distance Committee is an active committee year-round. We are in the midst of overseeing a total of 10 annual USMS National Championships this year.

Discussions and projects since the last convention:

1. **Committee Division** - At the time of this writing, a Governance Committee appointed by the EC in February has drafted legislation that will create two committees out of our one, very labor intensive committee. .
2. **OW Clinics** - In November 2008, all members of the OWLDC were charged with the task of conducting at least one (or more) OW clinic in their local area. To date, all members have held clinics, or have plans to do so shortly. The goal of these clinics is to help introduce open water swimming to those not experienced with it yet. The chair has personally assisted several members at their clinics and races, including Ann Svenson, Tom Spence, Jennie Quill, Robert Zeitner, Dick Sidner, Bruce Hopson, in addition to conducting a 10-series clinic in Chicago which is currently underway and receiving positive feedback.
3. **Awards** - This year our committee purchased medals and championship patches from Hasty Awards for 2009 and 2010, to the tune of over \$6000. Shipment received in March 2009.
4. **National OW Championships and Postal Events** - Under the guidance of Vice Chair Ann Svenson who has taken over full responsibility for the National Championship events. Ann's work, along with Susan Kirk, Tom Spence, and Jennie Quill, have advanced the OWLDC to yet another higher level to the benefit of all USMS members. The 5K/10K is the first Postal Championship to accept online registrations, with the OHP preparing to accept such entries in 2010. Requirements were drafted outlining what is necessary for acceptance of online entries. Jane Moore, of Ohana Swim Club (PNW) hosted the most successful and well-attended One Hour Postal in the history of USMS! Over 2500 members participated. Having access to the USMS National Database (NDB) allowed results to be compiled in an accurate, efficient manner. Participation in the OHP was again boosted with the entry

form running in Nov/Dec 2008 USMS SWIMMER. Participation in the USMS Postal Series more than doubled in 2008 with 57 swimmers putting together the full series of 5 events. All received patches they can proudly display. Several have purchased t-shirts commending their accomplishment. Susan Kirk maintains the national timeline for all events which is helpful in the evaluation process. 2008 Long Distance All Star certificates were sent to all recipients and sponsor awards were mailed to the winners by loyal USMS sponsor, Finis. Evaluators-Our committee asked a few USMS veteran OW swimmers (who are not committee members) to assess certain events this year. Their assessments of these events were superb, prompt, and allowed USMS to have experienced eyes and ears when we were unable to have a physical presence. This practice will be continued in the future. OWLDC members have been more of a presence when they are specified to evaluate a race, assisting the event directors in any way they can before, during, and after the race.

6. The OWLDC is assisting the History and Archives Committee to locate the 30 missing open water National Championship results. The missing results span the years from 1974–1991.
7. An unprecedented situation resulted in the need for a decision to be made at an OW NC this summer about how to award participants fairly for their efforts because the race was called for lightning 40 minutes after the start; some competitors had finished the full course distance but many had not.

Action items:

1. Prepare 2011 Bids for selection at Convention
2. Continue to monitor the on-going OW and Postal national championship.
3. Wrap up national championships that have occurred to date.
4. Proof 2010 OW/LDC National Championship entries.
5. Continue to spread the good word of USMS through our extensive OW clinic program.

**Open Water and Long Distance Committee Agenda
Thursday, September 17th 3:30 p.m.–4:45 p.m. – Da Vinci**

For those committee members unable to be physically present, they will be able to call in via a conference call number.

1. Attendance
2. Remarks by the Chair and Vice Chair
3. Assignment of evaluators for 2010 events.
4. Reports:
 - All-American
 - All-Star
 - Online Entries
 - Awards
 - Clinics
 - Review of 2010 championship bids.
 - Discussion of Legislation Items for Submission to HOD (as time permits).
5. Old business: Tech Suits
6. New business: Other items?

Friday, September 18th 4:45 p.m.–6:15 p.m. - Narita

1. Attendance
2. Remarks by the Chair and Vice Chair
3. Selection of 2011 championship bids.
4. Continued discussion of Legislation Items for Submission to HOD.
5. Finish up any business held over from the first meeting.
6. New business: Other items
7. Motion to adjourn

Publications Management Committee

Heather Hagadorn, Chair
Rebecca Friedlander, Vice Chair

Committee Members: Rebecca Friedlander, Raena Latina, Ex officio: Mark Gill, Ex officio: Jim Matysek, Ex officio: Meg Smath, Ex officio: Bill Volckening

Opening Paragraph:

The Publications Management Committee shall manage all USMS publishing activities and shall set publishing policy. The Committee shall develop and maintain or promote the development and maintenance of publications that a) support USMS's values and operating principles, b) provide benefits and information services for all USMS members, c) provide viable marketing tools, where appropriate, d) provide an income source for USMS, where possible and e) employ the most current industry standards for design, style, editorial content and usability, where appropriate. The committee shall establish working relationships with and support the volunteer and professional staff developing USMS publications, including the publishers of the USMS national publication, web operations personnel, committees that publish information for USMS and National Office personnel. The committee shall consist of the committee chair and sufficient members to execute the committee function. Members shall have the requisite skills to accomplish tasks as defined by the committee's objectives and goals. USMS professional staff with responsibility for publications shall be ex officio members.

Discussions and projects since the last convention:

1. The Publications Management Committee continued holding monthly meetings until February 2, 2009.
2. Members of the committee helped test the USMS survey that was sent to 10,000 USMS members in May.
3. Members of the committee proofed the USMS SWIMMER magazine, managed the publishing contract, reviewed style guides and provided input for updated magazine content.
4. During the 2008 convention, we began to have discussions regarding turning over the committee tasks to USMS staff. In February 2009, all tasks except USMS SWIMMER proofing were transitioned to USMS staff.
5. The committee supports the Governance Committee's recommendation to disband.

Publications Management Committee Agenda Friday, September 18th 4:45 p.m.–6:15 p.m. - Barejas

1. Roll Call
2. Discuss questions/concerns regarding disbanding; vote to accept or disapprove recommendations
3. New/Other business
4. Adjourn

Recognition & Awards Committee

Sally Ann Dillon, Chair
Hill Carrow, Vice Chair

Committee Members: Marcia Benjamin, Marianne Bradley, Kelly Crandell, Dan Gruender, Edie Gruender, Margie Hutinger, Graham Johnston, June Krauser, Walt Reid, Gail Roper, Joan Smith, Richard Smith, William Tingley, Rand Vaillancourt, and Ex officio Julie Heather.

Introduction: The Recognition & Awards Committee (R&A) oversees all of the USMS Awards, even though other committees select some. We review and approve proposals for official USMS awards and maintain a history of award recipients. The 16-member committee includes numerous representatives from

other committees.

Discussions and projects since the last convention: The chair and vice chair participated in a teleconference with representatives from other award-giving committees in an effort to coordinate deadlines and award procedures and to ensure that adequate information is posted on the awards page on the USMS web site. The group also decided on procedures to streamline presentations at the HOD meetings.

The R&A Committee met by teleconference on two occasions. Decisions included 1) the recommendation to the EC and BOD that the David Yorzyck award not be considered an official USMS award and that it no longer be presented at Convention, but rather be presented at SCY Nationals since the recipient would be present. The winners could be published on a divider page in the USMS Rules, 2) the approval of a new award – the USMS Staff Appreciation Award. The nominees and selection will come from the staff; the recipient will not be a staff member. Minutes of the R&A Committee teleconferences can be found on the USMS web site.

Nominations were submitted and selections made for the three awards under the purview of the R&A Committee. The 2009 Ransom J. Arthur recipient is Julie P. Heather and she was presented with her award at SCY Nationals in Clovis in May. The other outstanding nominees were Patty Miller and Steve Schofield (deceased). The 2009 recipients of the Dorothy Donnelly Service Award and the 2009 Club of the Year will be announced at the HOD meeting during the R&A Committee report.

Finally, three subcommittees have been at work and will have reports to present at convention. They are: Club Recognition, Rule Book Dedication, and Recognition of Volunteers on the Local Level.

Action items:

See agenda

Recognition & Awards Committee Agenda **Thursday, September 17th 2:00 p.m.–3:15 p.m. - Malpensa**

1. “Pinning” of the 2009 Ransom J. Arthur recipient – Julie Heather.
2. Report and review of budget by the chair
3. Review of annual projects
4. Report on ISHOF and IMSHOF
5. Reports from subcommittees
6. Consideration of replacement of DDSA and RJA pins – with new USMS logo.
7. Consideration of long-term order for RJA shadow box to save money.
8. Other business

Records & Tabulation Committee

Ed Tsuzuki, Chair

Chris Stevenson, Vice Chair

Committee Members:

Will Amos, Vicki Buccino, Cav Cavanaugh, Barbara Dunbar, Laszlo Eger, Cheryl Gettelfinger, Julie Heather, Donna Hooe, Patrick Lee Loy, Nicole Pendleton, Ginger Pierson, Walt Reid, Jeanne Seidler, Chris Stevenson, Mary Sweat, Ed Tsuzuki, Mary Beth Windrath

Opening Paragraph:

The Records and Tabulation Committee continues in its primary role of tabulating and verifying the top ten competitive swims, by USMS registered swimmers, in all courses. The committee also continues to track and maintain pool All-Americans and USMS national records. The committee is very closely aligned with the End-to-end Event Management Task Force, which will provide complete process oversight of USMS events (meets) from sanction/recognition to publication of meet results (and therefore, inclusion of all

official times and identification of records). The committee continues to work very closely with Jim Matysek, IT Director, on the development of web-based tools intended to:

- Simplify and automate (as much as possible) the work of the top ten recorder
- Improve the accuracy and completeness of the tabulation
- Provide enhanced visibility of the process and results to the USMS membership
- Expand inclusion to all USMS swims

Discussions and projects since the last convention:

1. National Swims Administrator Role – Mary Beth Windrath continues to tabulate and publish the national top ten swims for all courses. Mary Sweat assists Mary Beth in this effort. Ed Tsuzuki manages the top ten data on www.usms.org.
2. USMS Records Administrator Role – Walt Reid continues to manage the entire records application and maintenance processes
3. All top ten tabulations for 2008-2009 completed and published (hard copy and on the web) on time. NQT data provided to Championship Committee.
4. The 2008 All-Americans/All-Stars tabulation has been prepared and provided to the National Office. Relay All-Americans have been tabulated and distributed to committee, LMSCs and clubs.
5. World and USMS records have been processed and managed by Walt Reid, as required.
6. Ed Tsuzuki continues to maintain the “Records and Tabulation Knowledge Center” that has links to relevant procedures, forms, documents, Committee information and the pool length data base. It can be found at <http://www.njmasters.org/RecordsandTabDB/recordstabdb.html> and it is available for anyone to access it.
7. Key projects:
 - a. Pool length data base – Walt Reid is maintaining a data base of pools that have been measured, which is available through the Knowledge Center
 - b. Top Ten archives – John Baumann and Barbara Dunbar are continuing to work with Jim Matysek to get the Top Ten swims from 1972 through 2003 identified (swimmer IDs) and published on line
 - c. Records chronology – Building and maintaining the chronology of USMS records (project on hold)
 - d. End-to-end event management – Pilot Group identified and actively testing and validating web-based meet results tools to provide automation to the publication of all meet results and the creation of the LMSC top ten files to support the national top ten tabulation.

Records & Tabulation Committee Agenda
Thursday, September 17th 3:30 p.m.–4:45 p.m. - Narita

1. Introductions and agenda review
2. “End-to-end event management” discussion of integration of top ten process
 - a. Review of on-line tool development to date
 - b. Review of test case and exception handling scenarios
 - c. Prioritization of additional on-line tool requirements
 - d. Change management plan for LMSC Top Ten Recorders
 - e. Creation of “power user” team to handle posting of meets (currently handled by Jeanne Seidler)
3. Other projects status reviews (as time permits)
 - a. Sanction Forms for Dual Sanctioned Meets
 - b. Knowledge center feedback
 - c. Top Ten archives

Registration Committee

George Simon, Chair

Arni Litt, Vice Chair

Committee Members: William Bearden, Paige Buehler, Susan Ehringer, Chris Powers, Nancy Ridout, Jeff Roddin, Anna Lea Matysek, Donna Schubkegel, Ex officio, Tracy Grilli, Julie Heather, Esther Lyman, Leo Letendre

Introduction: Status of On Line Registration, percentage of online versus registrar entered, future enhancements.

Discussions and projects since the last convention:

Update to the Registration Section of the LMSC handbook.

Policy changes voted on by the committee via email discussions:

1) Only allow club name/ 2 to 4 character abbreviation changes to take place at annual renewal time

2) If a person's data of birth changes from what appears not to be a typographical error, the registrar should get proof of the date of birth from a legal document, such as a drivers license. This is especially important if the swimmer has previously competed in an event.

Action items:

Work on Clubs Registering themselves

Investigate Rolling Registrations

Registration Committee Agenda

Friday, September 18th 4:45 p.m.–6:15 p.m. – O'Hare BC

1. Ability of Club representatives to register swimmers directly, how it is being implemented
2. One Event Registration new process for registrars
3. Items to improve registration processes
4. Registrar feedback

Rules Committee

Kathrine Casey, Chair

Leianne Crittenden, Vice-Chair

Committee Members: Carolyn Boak, Peggy Buchanan, Kathrine Casey, Leianne Crittenden, David Diehl, Sally Ann Dillon, Barry Fasbender, Judy Gilles, Laura Kessler, Cathy Kohn, June Krauser, Cody Rasmussen, Sandi Rousseau, Jessica Seaton, Frank (Skip) Thompson, William Tingley, Kris Wingenroth; Charlie Cockrell (Ex-officio), Susan Ehringer (Ex-officio), Sean Fitzgerald (Ex-officio), Leo Letendre (Ex-officio), Bruce Stratton (Ex-officio)

Opening paragraph:

Since this is a legislation year, the committee reviewed the Glossary, Organizing Principles, and Parts 2 – 6 looking for anything related to Rules that might need modification. Rules amendments submitted this year may be passed by a nine-tenths vote of the House of Delegates only if they are deemed an emergency by the Rules Committee and recommended for approval by the Committee. Proposed rule changes that are part of an indivisible amendment package submitted to the Legislation Committee may be approved by a majority vote of the House of Delegates if both committees recommend approval (or by a two-thirds vote of the House if not recommended by either of the committees). The Committee will also make

recommendations to the delegates on amendments approved by USA Swimming. There are sixteen USA-S proposed amendments that could impact U.S.M.S. rules.

Discussions and projects since the last convention:

8. Proofread the 2009 rule book for the correct insertion of:
 - A. adopted U.S.M.S. amendments
 - B. USA-S approved amendments that were adopted by USMS
 - C. corrections to the rule book that were reported throughout the year
 - D. additions to the index
9. Updated the “Differences” documents for Appendix B in the 2009 rule book (USA-S, NCAA, FINA, and NFHS rules differences), helped prepare the Dual Sanction information for Appendix B, and submitted the U.S.M.S./USA-S rules differences to USA Swimming for their rule book.
10. Updated the Convention section of the Guide to Operations (LMSC Handbook).
11. Wrote the “Major Changes” for the rule book and the Guide to Operations (LMSC Handbook).
12. Reviewed and approved the U.S.M.S. proposed changes to the FINA Masters rules for submission to FINA through USAS.
13. The chair attended the “Our Kids Initiative” (OKI) meeting in Indianapolis in October and submitted corrections of the U.S.M.S. rules included in the OKI comparison of rules for all swimming governing bodies.
14. Answered all questions about rules including the following:
 - A. Backstroke turn disqualification language: “non-continuous turn” and “failure to initiate the turn” both are valid disqualification language for U.S.M.S. There was no change in the backstroke turn rule.
 - B. For breaststroke, the initiation of the first arm pull after the start and each turn is any lateral or downward movement of the hands or arms. This was a new interpretation issued by USA Swimming and adopted by U.S. Masters Swimming.
 - C. New swim suits: FINA approval or rejection of new swimsuits introduced after September 30, 2007, will be accepted by U.S. Masters Swimming for U.S.M.S. sanctioned and recognized competition, and except for modesty wear, the use of more than one swimsuit at a time during any U.S.M.S. sanctioned or recognized competition is prohibited (see action items below).
 - D. Dual sanction agreement between USA Swimming and U.S. Masters Swimming: the meet information must publish both sanction numbers, and the Masters swimmer must enter the meet with a U.S.M.S. registration number in order for times to be considered for a Masters world record. The agreement lists three methods of running dual sanctioned meets.
 - E. Time trials or other events cannot be added to a meet while a U.S.M.S.-sanctioned meet is in progress.
 - F. Combined events cannot be called “Open” or “Choice” or any other such generic name. They must be named as events that are listed in article 102.5. Events of the same distance 200 yards or longer may be combined, but if the meet is to be seeded with combined events, the meet information must state that and list the event by the distance and list the choices of stroke (e.g., free, back, breast, fly, IM) on the meet entry.
15. Published “Rules Corner” columns that address the most frequently asked questions about rules in *Streamlines*, posted them on the USMS Discussion Forum, and sent them to USMS SWIMMER magazine and the Coaches Committee.
16. Reviewed the Glossary, Organizing Principles, and Parts 2 – 6 for potential proposed amendments.
17. Assigned Rules Liaisons to National Championship meets to assist with rules questions and rules interpretations on site at the meets.
18. The chair attended the USA Swimming Rules & Regulations Committee meeting in May.

Action items:

- A. The following breaststroke interpretation was adopted by U.S.M.S. to conform with the new interpretation issued by USA Swimming: **For purposes of Article 101.2.3, as it relates to what constitutes the initiation of the first arm pull and the allowed single downward butterfly**

- kick, the following applies: After the start and after each turn, any lateral or downward movement of the hands or arms is considered to be the initiation of the first arm pull.**
- B. The committee approved the following interpretations of swimwear rule 102.14 to conform with FINA and USA Swimming interpretations effective 03/24/09: **#1. FINA approval or rejection of new swimwear introduced after September 30, 2007, will be accepted by U.S. Masters Swimming for U.S.M.S. sanctioned and recognized competition. #2. For purposes of Article 102.14 of U.S. Masters Swimming Rules of Competition, Swimwear, the use of more than one suit at a time during any U.S.M.S. sanctioned or recognized competition is prohibited.** The second interpretation was not intended to apply to athletic supporters or modesty type wear (a single pair of “briefs” or “bikini bottoms or top” or a sports bra worn to ensure modesty and privacy).
- C. The committee considered new swimwear interpretations issued by USA Swimming on June 1. The committee **approved maintaining the current U.S.M.S. swimwear interpretations as published 03/24/09** by a nine-tenths vote, and the Executive Committee concurred with that decision by a majority vote as required by article 601.4.7B.
- D. The committee set goals for 2009, considered proposed changes to the legislation portions of the rule book, and **approved the submission of 16 proposed changes to the Legislation Committee.**

Rules Committee Agenda
Friday, September 18, 10:00 am – 12:00 pm – Da Vinci

1. Consider whether proposed amendments to Part 1 are emergency proposals.
2. Present the 2010 budget and report 2009 expenditures.
3. Review proposed amendments submitted by the committee to the Legislation Committee.

Friday, September 18, 4:45 – 6:15 pm – Da Vinci

1. Continue review of proposed amendments, make recommendations to the House of Delegates.
2. Review proposed tasks for 2010: Proofread rule book, update Differences documents, review Part 1 and matching USA-S rules, review FINA rules, develop situations manual or data base of frequently asked rules questions and/or common rules problems, collect a history of proposed rule changes

Saturday, September 19th TBA during the House of Delegates meeting

1. Consider USA Swimming amendments as approved by the USA Swimming House of Delegates and make recommendations to the U.S.M.S. House of Delegates.

Sports Medicine & Science Committee

Jane Moore, Chair
Jessica Seaton, Vice Chair

Committee Members: Jane Katz, Laura Kessler, Jim Miller, John Morales, Joel Stager, Jody Welborn; ex officio: Michael Heather

Introduction: The committee has continued work to educate USMS members and the public on topics of sports medicine and science and to stimulate and encourage research pertaining to Masters swimming.

Discussions and projects since the last convention:

1. Health Network: members of the Health Network have been very responsive to requests for information. Several requests for information were distributed and members sent prompt, appropriate replies. Two members of the Health Network are interested in becoming members of

- the Sports Medicine and Science Committee.
2. Sports Medicine Lectures: We started a discussion forum thread seeking input on topics of interest for lectures. The result was many good suggestions that we are considering for future talks. John Morales arranged for a talk at Short Course National Championships in Clovis. Tim Anderson, Ed.D, Professor of Exercise Science and Chair of Department of Kinesiology at California State University gave the talk, titled “The Principles of Training and Preparation for Competition”. John recorded the presentation so we have a videotape for future use. Laura Kessler is arranging talks for Long Course National Championships in Indianapolis, and Jane Moore is making plans for a presentation at convention.
 3. The committee chair has responded to several requests for information forwarded from the National Office.
 4. USMS received an inquiry about a possible research project related to swimming and cancer.

Action items:

None known at this time.

Sports Medicine & Science Committee Agenda
Thursday, September 17th 2:00 p.m.–3:15 p.m. – Da Vinci

1. Introductions
2. USMS Swimmer content & articles
3. ACSM Exercise is Medicine program
4. Lecture series
5. Research issues
6. Pertinent legislation/rules/long distance proposals (if any)
7. Goals for 2009-2010
8. Other business

Zone Committee

Julie Heather, Chair

Committee Members: Lori Payne, Debbie Morrin-Nordlund, Debbie Cavanaugh, Mike Lemke, Wes Edwards, Leianne Crittenden, Jill Gellatly, Mary Hull

Introduction: Elections for USMS Officer positions are proceeding as planned. At least two officer positions will be contested elections.

We have had better compliance with payment of invoices by LMSCs and LMSCs cashing checks sent by USMS for the thier share of online registrations. We provided financial support for convention expenses last year for several delegates from traditionally under-represented LMSCs. We will continue this project. We will continue our very popular workshop series, with Thursday evening focusing on LSMC growth and support, and the Saturday morning workshops focusing on position related tasks (e.g., registration, chairmen, top ten, etc.).

The Zone Committee is proposing a major revision to the Election Operating Guidelines. These changes take into account questions and problems that have come up since the guidelines were put in place. The intention is to streamline the process and put the elections under the Board of Directors. The other major change is that zones will endorse (or not endorse) at-large candidate, rather than slate the candidate. The full Election Operating Guidelines with proposed changes is included in the convention packet.

The Zone Committee wrote the 1st draft of the LMSC Minimum Standards. Each member took a section, did the research, talked to subject matter experts and wrote the standards. I compiled the document and we went over it as a group and made changes. This draft was then given to the Board of Directors, who made additional comments and suggestions at the mid-year meeting. The revised draft was emailed to LMSC Chairs and all member of the House of Delegates for comment. Further revisions were made and the current draft is included in the convention packet.

At the suggestion of the Legislation Committee we created a policy for LMSC and Zone Boundary Changes. This was presented to the BOD at the mid-year meeting and the suggestion was made to include a legislation proposal to reflect the requested submission date, and to consider the rest of the document committee policy. A legislation change has been submitted.

Discussions and projects since the last convention:

1. LMSC and Zone Boundary Changes Policy
2. Proposed changes to Election Operating Guidelines
3. Created policy for handing changes to LMSC and Zone boundaries.

Action items:

1. Run elections for USMS Officer positions
2. Ensure that LSMCs have completed required annual minute and financial report submissions.

Zone Committee Agenda

Thursday, September 17th 10:00 a.m.–11:15 a.m. - Mirabel

1. Call to order, take roll, introductions
2. Convention grants report
3. Elections
4. Discussion of legislation proposals that impact the zone committee
 - a. Proposed elimination of the Zone Committee, evolution of the Zone Rep position
 - b. Proposed creation of the LMSC Development Committee
5. Decide on work plan for coming year
6. New Business
7. Adjournment

Breadbasket Zone

Lori Payne, Chair

Introduction: Breadbasket Zone has had an active year with swim meets scattered throughout the zone. We continue to struggle with the vast distances in our zone, to attract members from far away states. We look forward to the opening of the U of IOWA pool in the spring of 2010.

Discussions and projects since the last convention: We are trying to keep our places to swim accurate and updated. Communication has been more frequent, but there are states who still do not respond.

Action items:

Propose and vote for a Breadbasket Zone website:similar to the larger zones.

Breadbasket Zone Agenda

Saturday, September 19th 8:00 a.m.–10:00 a.m. - Heathrow A

1. Discuss and vote on proposed website for Zone with the knowledge we need a volunteer webmaster to run and update it.
2. Discuss possibility of combining North and South Dakota, into either MN or NB
3. Determine an efficient policy for our Places to Swim to be updated and managed.
4. Communication: is email efficient and should we implement a zone conference call every 3 months?
5. Zone Representative Election

Colonies Zone

Debbie Morrin-Nordlund, Chair
Dave Diehl, Vice Chair

Discussions and projects since the last convention:

19. 2008 SCM Zone Championship held December 5-7, 2008, hosted by Rutgers University
20. 2009 SCY Zone Championship held April 24-26, 2009, hosted by George Mason University Patriot Masters
21. Zone meeting held April 25, 2009
22. Bid solicitation for 2010 Zone Championship Meets (all 3 courses); bids due 8/31/09
23. Solicitation for nominations from all LMSCs for Colonies Dot Award (nominations due 8/15/09)

Action items:

2. Nominations for Colonies Dot Award and committee to review
3. 2010 Zone Championship bid collection and distribution for review
4. Candidates for Colonies Zone Chair

Colonies Zone Agenda

Saturday, September 19th 8:00 a.m.–10:00 a.m. – Heathrow B

1. Introductions
2. Approval of April 2009 meeting minutes
3. Presentation of 2009 Zone Dot Award
4. 2010 Zone Championship bids
5. Zone elections
6. New business
7. Adjourn

Dixie Zone

Debbie Cavanaugh, Chair

Introduction: It is with great pleasure that the Dixie Zone extend a warm welcome to our new national office headquarters in Sarasota, Florida. Those who have made the move from our southern hospitality of North Carolina will sure take comfort from our neighbors in the sunshine state. We are glad to welcome you.

This past year the zone committee and the board of directors have been busy developing minimum standards for LMSCs. These minimum requirements have been sent out to all of the LMSCs for comments.

In the pool, our Zone meets are attracting more swimmers. Kudos to Pompano Beach & Ft. Lauderdale. Zone records, National & World Records have been broken this past year. Open water & fitness events are growing. Congratulations to all.

As always a big THANK YOU!!!! Without the commitment from all our volunteers none of this would be possible.

Action items:

1. Awarding of the Dixie Zone Championships for SCY, LCM, & SCM for 2010.
2. Election of Dixie Zone Committee Chair

Dixie Zone Agenda
Saturday, September 19th 8:00 a.m.–10:00 a.m. – Da Vinci

1. Introductions
2. Financial Report
3. Election
4. Newsletter
5. Top Ten Times
6. Records
7. Top Ten Patches
8. Zone Meets
9. 2010 Calendar of Zone Meets
10. New Business
11. Discussion of “Hot” Convention Topics
12. Adjourn

Great Lakes Zone

Mike Lemke, Chair

ILLINOIS: The Illinois LMSC (ILMSA) has had a busy year thus far in 2009. With a record number of individuals (1813 as of 7/13/2009), our membership has been booming. This year, ILMSA boasts 13 registered clubs, two of which are umbrella programs for 45 workout groups. To date, we have sanctioned 12 pool meets, 1 pool clinic, 1 open water race, and a series of 10 open water clinics. We have also recognized one open water event. The winner of this year's ILMSA Service Award was Chris Sheean, long-time meet director of the Big Shoulders open water event held in Lake Michigan each September. This year's ILMSA Coach of the Year was Chris Colburn, Head Coach of Academy Bullets Masters in Aurora. We held elections this Spring for the positions of President (Chair) and Secretary. Chris Colburn, our Vice President for the past four years, was elected President. Heather Howland was re-elected for a second term as Secretary. Their new terms began June 1. The final year of Chris' vacated term as Vice President will be filled by Ellen Tobler.

LAKE ERIE: Our LMSC has over 500 members for the first time ever! We also have FIVE registered clubs (Ohio Masters, Medina Masters, Shaker Masters, Steiner Masters and Sandusky Masters) which is a big change after many years of having one large club within one LMSC. One of the new clubs hosted a swim meet this spring which was well attended and well run. Currently our membership is up 25% over this same time last year. Our LMSC hosts approximately six pool events and one open water event each year. This year the open water event donated proceeds to a charity – the St. Malachi Center in Cleveland.

KENTUCKY: Our annual meeting was held in March in Lexington and we elected officers for the new year as follows: Chairman: Meg Smath (who will take over October 1); Vice Chairman: Mike Lemke; Secretary: Robin Segnitz; and Treasurer: Dave Burgio. Our membership was 466 as of the meeting.

Great Lakes Zone Agenda

Saturday, September 19th 8:00 a.m.–10:00 a.m. - Malpensa

1. Introductions
2. LMSC reports
3. Old Business
4. New Business
5. Election Update and Floor Nominations
6. Discussion of Convention Issues important to the GLZ
7. Election of Zone Representative
8. Adjourn

Northwest Zone

Wes Edwards, Chair

Introduction: 2008-2009 was a good year for the Northwest Zone. 512 additional USMS members were added to the Zone between June 30, 2008 and June 30, 2009, reflecting an 18% increase in Zone membership. Three successful Zone championship meets were conducted during the year, including a LCM championship meet for the first time in several years. The Utah LMSC revamped its leadership and the steady guidance of new Chair, Kimberly Hunter has resulted in a much stronger organization. Other new LMSC Chairs include Paige Buehler of Inland Northwest, Ron Larson of Alaska, and Paula Moores of Snake River.

Discussions and projects since the last convention:

1. Zone Championship Meets
 - a. SCM – Hood River, OR, Nov 1-2, 2008: 123 swimmers participated in a very well run meet.
 - b. SCY – Boise, ID, April 4-5, 2009: 260 total event entries with fantastic weather at a beautiful facility.
 - c. LCM – Gresham, OR July 10-12, 2009: 172 swimmers entered at the site of last year's LCM National Championship meet.
2. Northwest Zone Policy: The Northwest Zone Policy was amended to clarify the rotational order of Zone championship meets. The Zone meet surcharge was also increased to include the cost of awards and relieve the meet host of the obligation to replace award inventory.
3. Pacific Northwest and Oregon LMSCs both agreed to contribute \$500 each so that smaller LMSCs in the Zone may send delegates to the USMS convention. With these contributions, five delegates from the Northwest Zone to the USMS Convention will receive assistance funding, ensuring good representation from the Zone at the convention.

Action items:

1. Appoint a Zone newsletter chair to publish an online Zone newsletter, and arrange for Zone teleconference calls to enhance communications between the Zone Rep and the LMSCs.
2. Ensure adequate funding of Zone expenses, including meet awards and convention delegate expenses through a possible increase in the Zone member surcharge or Zone meet surcharge.
3. Determine meet host for 2009 Zone SCM Championship Meet. 2010 Zone SCY Championship meet will be an Oregon bid, per Zone policy.
4. Elect Zone Rep for the 2009-2011 term of office.
5. Identify clinics to be conducted or hosted in the coming year for publication and discuss feasibility of including clinics as part of Zone Championship meets.

Northwest Zone Agenda

Saturday, September 19th 8:00 a.m.–10:00 a.m. – Narita A

1. Introductions
2. Old Business
 - a. Proposed Zone policy changes
 - b. 2009 Zone SCM Championship Meet update
 - c. 2010 Zone SCY Championship Meet update
 - d. Update on Zone Newsletter Chair
 - e. Update on Zone teleconference calls
3. New Business
 - a. Elect Northwest Zone Rep for 2009-2011 term of office
 - b. Discussion: Ensuring the ability of the Zone to fund expenses, including meet awards and convention delegate funding assistance through either an increase in the Zone member

- surcharge or the Zone Meet surcharge, or both.
- c. Identify and recognize clinics scheduled for the coming year for publication.
- d. Discussion: Hosting clinics as a part of Zone Championship meets.
- 4. LMSC Reports
 - a. Alaska
 - b. Inland Northwest
 - c. Montana
 - d. Oregon
 - e. Pacific Northwest
 - f. Snake River
 - g. Utah
- 5. Adjourn

Oceana Zone

Leianne Crittenden, Chair

Introduction:

PACIFIC LMSC SUMMARY:

Pacific Masters sanctioned nine short course yards, one long course, five short course meters, eighteen open water races, one postal swim, and two clinics. Pacific offers a Championship meet for each course. Pacific sanctioned and assisted with the USMS SC Nationals in Clovis, CA as well as the USMS 1 Mile Open Water Championship that followed the Nationals. This meet attracted 1582 swimmers from 211 clubs and unattached swimmers. A wonderful time was had by all with over 100 new National Records. Under the new two tier scoring system, the Local Team division was won by WCM, followed by The Olympic Club with San Diego Swim Masters close behind. The Regional Team division was won by Colorado, followed by PNA who squeaked by Oregon. Pacific Short Course Championships was won by WCM, trailed by USF and Tri Valley, and Long Course Championships were won by USF, followed by WCM and The Olympic Club.

Pacific is thrilled to announce that Margery Meyer will be inducted in to the International Swimming Hall of Fame this year. Since 1987, she has held 47 FINA World Records.

Pacific presents a variety of awards to recognize excellence and its volunteers. One male and one female swimmer in each age group was selected as PMS Age Group Swimmers of the Year and the Overall Swimmers of the Year for 2008 were Ruth Shaps (MAM) and Rich Burns (TAM). Laura Val was presented with a special award for her excellence and achievements in 2008 at the World, National, Regional, and local levels. The Personal Achievement Award went to Ruth Shaps (MAM), Distinguished Service to Glenda Carroll (TAM) and the Appreciation Award to Mountain View Masters and Menlo Park Masters. Contributor of the Year, the LMSC's highest honor, went to John King (WCM) for his leadership in recruiting new masters officials and obtaining the services of the many LSC officials that make our meets possible, Distinguished Service to Glenda Carroll (TAM) and the Appreciation Award to Mountain View Masters. The Coach of the Year for 2009 was Linda Gilchrist, Alameda Aquatics Masters. Three other coaches were submitted to USMS for the Kerry O'Brien Coaching Award.

A new event this year was developed by Open Water Chair, Glenda Carroll "Open Water 101." This was an introduction to open water swimming for those who are afraid or inexperienced in OW swimming. It was limited to 50 swimmers and filled up before the event. Many of the outstanding OW swimmers in Pacific rallied to share their techniques and knowledge with these novice OW swimmers.

Pacific Masters Swimming had registered over 9800 swimmers and 126 clubs by mid-July. That's 700 more swimmers than in the past few years for this date and the highest number ever for this time period.

HAWAII LMSC SUMMARY:

Hawaii has a new chair of their LMSC. Malcolm Cooper succeeds Janet Renner, who retires after 14 years. The LMSC membership almost doubled this year (to just over 400 members) through vigorous recruiting, including triathletes. Hawaii continues to concentrate on ocean swims, which attract many more swimmers than their meets in pools. They are trying to make sure that all ocean swims are dual sanctioned by USA-S and USMS. They are also looking at forming a regional team, and have been busy updating their bylaws and procedures.

Oceana Zone Agenda
Saturday, September 19th 8:00 a.m.–10:00 a.m. - Barejas

1. Review of Year
2. New Business
3. Zone Representative Election
4. Discussion of “Hot” Convention Topics
5. Adjourn

South Central Zone
Jill Gellatly, Chair

Discussions and projects since the last convention: During the year, a Short Course Championship was hosted by North Texas LMSC and the Long Course Championship was hosted by the Gulf LMSC (Woodlands Masters). Also, the delegates have been asked to provide feedback on the draft of the LMSC Minimum Competencies Handbook that was compiled by the Zone Committee.

Action items: To be completed

South Central Zone Agenda
Saturday, September 19th 8:00 a.m.–10:00 a.m. – Narita B

1. LMSC Reports
2. Old Business
 - a. Maintenance of Zone Records
 - b. Discussion of SCM Championship for 2009
 - c. Update on Zone Meet Records, Susan Ingram
3. New Business
 - a. Calendar of Events
 - i. Zone SC 2010 Championship Meet Bid SC
 - ii. Zone LC 2010 Championship Meet Bid LC
 - iii. Meet Calendar Draft (2009/2010)
 - b. Election of Zone Representative
 - c. Other
 - i. Officiating
 - ii. Jese Coon Award
 - iii. Convention Hot Topics (if any)
 - d. Questions/Open Discussion/Concerns
4. Adjourn

Southwest Zone

Mary Hull, Chair

Introduction: The Southwest Zone includes Arizona, New Mexico, San Diego-Imperial, and Southern Pacific. These LMSC's have all hosted meets and there has been some ocean swims as well. The Zone had also talked about putting together a zone wide Southwest Zone Ocean Series together but we did not get it organized in time for this year.

Southwest Zone Agenda

Saturday, September 19th 8:00 a.m.–10:00 a.m. - Capital

1. Introductions
2. Election of Zone Representative
3. LMSC reports (Arizona, San Diego-Imperial, New Mexico, Southern Pacific)
4. Current convention issues
5. Zone financial report
6. Old Business
 - a. Zone meets
 - b. Zone open water series
7. New Business
 - a. Zone web page
8. Adjourn

Endowment Fund Board of Governors

Doug Church, Chair

Committee Members: Mark Gill, Ted Haartz, June Krauser, Jim Miller, Rob Copeland, Jody Wellborn, Mel Goldstein, Tom Boak, Julie Heather, Michael Heather, Patty Miller, Dan Gruender, Leo Letendre, Meg Smath, Mike Laux

Opening paragraph:

The United States Masters Swimming Endowment Fund was established to provide a philanthropic means of supporting projects that benefit Masters swimmers and to receive gifts and contributions as memorials or honoraria recognizing achievements by Masters swimmers. It is governed by the Board of Governors which receives and approves grant requests and otherwise governs the activities of the Endowment Fund.

Discussions and projects since the last convention:

24. The BOG authorized two grant's during the fiscal year: Arcadia University received a grant of \$16,900 based upon an award made during the 2008 annual meeting; USMS received a grant of \$10,000 in support of the SwimFest program conducted in Houston. This grant was made "out of cycle" and was supported by USMS leadership. A report is forthcoming on both the Arcadia grant study results and the results of SwimFest.
25. The Endowment Fund has received three timely grant applications which have been circulated to the USMS Board of Governors for discussion and action at convention. The three grants now pending are as follows:
 - a. Dexter Community Aquatic Club seeking \$500 in funding to support a swim clinic for families with special needs;
 - b. San Carlos, CA, Village Enterprise Fund seeking \$10,000 in funding to support a Swim To Live program in East Africa;

- c. Councilman Center for Study of Swimming at Indiana University seeking \$12,050 in funding to support of study “Cardiovascular Markings of Aging in a Highly Active Aging Population”.

Action items:

5. At convention, all formal requests for funding will be considered and voted on.

**Endowment Fund Board of Governors Agenda
Thursday, September 17th 10:00 a.m.–11:15 a.m. - Barejas**

1. Call to order.
2. Review of financial report for 2008 and current 2009.
3. Consideration of Grant request(s).
4. Other old business.
5. New business.
6. Adjourn.

**Candidate for President
Jeff Moxie – Southern Pacific LMSC**



**CANDIDATE
QUESTIONNAIRE/CONSENT-TO-RUN
FORM**

I. Section One: Consent-to-Run

Name: Jeffrey E. Moxie

LMSC: SPMA

Consent-to-Run: I, Jeffrey E. Moxie, am interested in running for:

Officer Positions

- President
 Vice President of National Operations
 Vice President of Local Operations
 Vice President of Member Services
 Vice President of Community Services
 Secretary
 Treasurer

I. Section Two: Candidate Qualifications

I am a member in good standing of USMS in this election year: Yes No

I am planning to attend the HOD Meeting for this election year: Yes No

I am Planning to attend all HOD Meetings during my tenure in office: Yes No

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

1997, 1999, 2002, 2003, 2004, 2005, 2006, 2007 and 2008

II. Section Three: Questions

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

I believe that the leadership experience I have gained in the corporate world combined with the experience of serving USMS will make a good combination for providing leadership to the organization. My background in managing organizations, both large and small, through periods of change will be of great value in the role of President as USMS moves through its current period of change.

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 see three primary areas of challenge for USMS at the current time.

1. The organization is moving towards having more paid staff than it has had historically. This will ultimately result in certain roles and responsibilities currently being handled by our volunteers being transitioned to paid staff. As this transition occurs it is important that USMS continues to provide our volunteers, who have an unmatched depth of knowledge as well as passion for the sport and organization, a meaningful role in the organization.

2. As we transition roles and responsibilities to paid staff it is imperative that the organization at all levels (Board of Directors, House of Delegates, Committees, LMSCs, etc.) support our paid staff. This will include, but will not be limited to, providing:

- input on critical issues as necessary,
- the necessary infrastructure to allow the paid staff, and ultimately the organization, to be successful and
- volunteer support

3. The Endowment Fund is a great asset of the organization. However, I believe it is currently underutilized. In addition, I would like to see the funding levels increase dramatically over the next few years.

In order to address these issues it will be necessary to pull together a group of individuals with interests in each of these areas. USMS has a deep volunteer base with expertise that can be drawn from to develop goals, as well as a plan to reach these goals, to tackle these challenges, as well as any other that may arise.

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 (Tom Boak as Chair) – 2003-2005

Finance Committee Chair – 2006-2007

Treasurer of USMS – 2008-2009

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

I have held senior executive leadership positions in various corporate organizations over the last 12 years, including Kinko's, Virgin and Sunkist, which have given me the experience needed to lead a group of passionate and talented individuals to a common goal.

Please list any other information you would like included.

None

Nomination Letter for Jeff Moxie

To the USMS Nominating Committee,

It is my honor to nominate Jeff Moxie for President of United States Masters Swimming. Jeff has served USMS with distinction in many leadership capacities, most visibly as Chairman of the Finance Committee and currently as USMS Treasurer. He played a significant role in the search for an executive director and in the employment discussions that followed this hiring.

Jeff has been a convention delegate for eight years and during this time has taken advantage of many opportunities to acquire a broad perspective of the challenges and opportunities of USMS on both the corporate and member levels. The expertise he has developed as in the business world will serve us well in the role of leader and spokesperson for United States Masters Swimming.

It is my pleasure to place the name of Jeff Moxie in nomination for USMS President.

Very truly yours,
Nancy Ridout

Letter of Reference for Jeff Moxie

To Whom It May Concern:

It is an honor to submit a letter of reference for Jeff Moxie whom I have worked with extensively over the last several years. Jeff and I have worked together on all matters related to the finances and many other aspects of USMS. We have served together on Finance Committee, and each as Finance Committee Chair and as USMS treasurer. We are both currently members of the Board of Directors.

Jeff has a wide range of expertise in the business arena, is a life-long swimmer and a long time member of U.S. Masters Swimming. He has the ability to listen, to understand issues and to work toward solutions, and to clearly articulate his thoughts.

He understands the uniqueness of our organization but at the same time knows what constitutes a successful business model. The combination of these factors gives him a unique perspective and ability with which to successfully lead USMS.

Jeff understands the changing landscape of USMS in our transition from volunteer based to shared governance. He has a deep interest in supporting our executive director to succeed in carrying out the directives of the board in this transition. At the same time he recognizes that rarest of resources - our ready and willing volunteers.

I've always admired (and envied) his ability to delegate, which any past president can attest is synonymous with survival in this position. I believe that as president of U.S. Masters Swimming Jeff will be a strong leader, a good manager and will always act in the best interest of the organization. He will be an excellent ambassador for USMS to the larger swimming community.

I recommend Jeff without reservation for this position.

Sincerely,
Jeanne Ensign

Candidate for Vice President of National Operations Michael Heather – Southern Pacific LMSC



CANDIDATE QUESTIONNAIRE/CONSENT-TO-RUN FORM

I. Section One: Consent-to-Run

Name: Michael Heather

LMSC: SPMA

Consent-to-Run: I, Michael Heather, am interested in running for
Officer Positions

- President
- Vice President of National Operations
- Vice President of Local Operations
- Vice President of Member Services
- Vice President of Community Services
- Secretary
- Treasurer

II. Section Two: Candidate Qualifications

I am a member in good standing of USMS in this election year: Yes No

I am planning to attend the HOD Meeting for this election year: Yes No

I am Planning to attend all HOD Meetings during my tenure in office: Yes No

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

All meetings since 1986

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 the VP of Community Services since 2005 and Convention committee chair for 12 years before that. I am active locally, holding various offices and positions since 1984. I still have a desire to help improve and expand the position of USMS in the sports world. I also have working knowledge of all of the committees for which I would be responsible, and can help them operate in an efficient manner.

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?

Now: growth and financial stability. I would work with the ED and rest of the BOD to keep USMS in a position of strength and exploit opportunities to get out the word.

Future: volunteer retention and recruitment, expansion of the role of USMS in the world of swimming. The volunteers are our most important asset and need to be treated as such, as well as paving the way for even more rewarding volunteer experiences.

USMS can make a difference if we decide to go one or two steps further than we now do. Adult learn to swim programs and University /college student outreach programs will help everyone involved.

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:

Rules: 1988-90, June Krauser; Planning: 1996-2004 Betsy Durrant, Nancy Miller; Marketing: 1992-94, Rich Burns; Convention: 1986-2004, Bill Tingley, Michael Heather.

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

Disaster Volunteer for American Red Cross for 4 years.

Nomination letter for Michael Heather

I am nominating Michael Heather for the office of Vice President of National Operations.

Michael has been active for a long time in the administration of USMS and has very varied experiences in many aspects of our organization.

Many of the members of the House of Delegates know Michael from his time as Chair of the Convention Committee. In making all of the arrangements for USMS at the annual convention, Mike displayed his ability to organize and his ability to make changes as needed in a timely manner. Mike is also finishing four years as Vice President of Community Services.

I worked closely with him on the Governance Task Force from 2001 until 2005. We are currently working together on the Policy Committee, a subcommittee of the Board of Directors. Mike demonstrates two important characteristics that I value highly. He always responds to questions and participates in discussions. He can be counted on to get a discussion started. Another trait that I value is that Michael Heather is not a "Yes Man." He will voice his disagreement and sometimes plays "devil's advocate" to bring out all sides of an argument. However, he listens to others and does not insist his way is the best way or the only way.

I believe Michael Heather is qualified to be our Vice President of National Operations.

Betsy Durrant

Letter of Reference for Michael Heather

To Whom it May Concern,

Michael Heather has asked me to write a Letter of Reference for him for the position of USMS Vice President of National Operations, and I am pleased to do so.

I have known Mike for more than 20 years and during that time he has always demonstrated both in and out of the pool, his passion for swimming. We have had many conversations about swimming technique, competition, as well as local, state and national issues as they pertain to USMS. He has strong views about many of these topics and is able to back them up with insight, experience and a practical knowledge of how to solve the most vexing problems.

Mike is a no nonsense individual who tackles a problem with energy and vigor. If Mike is in charge of a project, you can be assured that it will get done with a high level of competency and professionalism. As Vice President of National Operations, Mike will view that landscape and get things done.

I am pleased to support Michael Heather for this national USMS position.

Glenn Gruber
Pasadena, CA

**Candidate for Vice President of Local Operations
Jerry Clark – North Carolina LMSC**



CANDIDATE QUESTIONNAIRE/CONSENT-TO-RUN FORM

I. Section One: Consent-to-Run

Name: Jerry Clark

LMSC: North Carolina

Consent-to-Run: I, Jerry Clark am interested in running for:

Officer Positions

- President
- Vice President of National Operations
- Vice President of Local Operations
- Vice President of Member Services

- Vice President of Community Services
- Secretary
- Treasurer

II. Section Two: Candidate Qualifications

I am a member in good standing of USMS in this election year: Yes No

I am planning to attend the HOD Meeting for this election year: Yes No

I am Planning to attend all HOD Meetings during my tenure in office: Yes No

Please list the USMS National HOD Meetings you have attended, including the dates of attendance:
Eleven beginning in 1998 and continuously thereafter.

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 an at-large board member for four years and want to be part of the new team that will be shaping USMS in the coming years. Having worked closely with Rob Butcher in Charlotte since he became our Executive Director, I know we will work well together. I particularly want to expand our efforts to attract more coaches into Masters swimming so that workout groups now without regular coaching can have a chance to interview potential full time Masters coaching candidates. I want to work with Rob toward establishing our own high qualifying standards for Masters coaches.

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 primary issue is that, even with recently increased marketing, many adult fitness swimmers do not see a reason to join USMS. I think that high quality on-deck coaching is the best way to engage these people and change their opinions. I would work with our Executive Director and staff to establish coaching standards, develop a list of workout groups interested in meeting a potential coach while at the same time, work with our staff and ASCA to make contacts with swim coaches who might be interested in a Masters coaching position.

Another issue I expect to come up pertains to what USMS will do with our probable increasing revenues from an ever increasing membership. Should we endeavor to have: A USMS training center? A medical

evaluation center just for USMS members? Seed money for new coaches? A short course meters national championship meet? We may have opportunities we've never dreamed of.

A third issue is that some of our LMSCs are weak. Direct assistance should be given to them. Improvements have been made as a result of Mel Goldstein's visits around the country, but I think more hands on follow up work would be helpful.

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:

Rules, legislation, coaches and championship (9 years). Additionally, I have been on several Board committees, namely (a) a comprehensive study of expected costs affiliated with having an Executive Director, (b) a brief stint as our Liaison to United States Triathlon Association, (c) the Compensation and Benefits Committee, (d) two Grievance committees – one with no action and the other with protracted, but successful action, and (e) handling the lease agreements for the USMS headquarters space needs in both Charlotte and then Sarasota.

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

I have participated in 29 national championship meets and three world championship meets. I have been the Chairman of the LMSC for NC two times (am currently the chairman) and the treasurer of our LMSC one time. I have been the meet host for a successful SCY meet in Charlotte for the past 10 years. I was the meet Liaison for the 2003 LCM national championship meet at Rutgers University.

Please list any other information you would like included.

I love team building when solving issues pertaining to USMS. I have grown more confident in my role as a board member during the past two years and feel ready and qualified to assume more responsibilities.

Nomination Letter for Jerry Clark

I nominate Jerry Clark for the office of Vice President of Local Operations of United States Masters Swimming.

Please feel free to contact me if I can of any assistance in your considering Jerry for this position.

Sincerely,

Kerry O'Brien
Walnut Creek Masters

Letter of Reference for Jerry Clark

I have had the pleasure of working with Jerry Clark on a number of USMS projects over the years, ranging from national championship meet issues and projects to the sensitive issues of USMS appeals.

Jerry gives careful attention to all the details of an issue. He goes above and beyond the norm in resolving an issue or completing a project. He not only completes projects and assignments on time, but he completes them with great thoroughness, taking the time to look at all the angles.

Jerry has demonstrated leadership by creating innovative solutions as well as the strategies to implement those solutions. He understands the needs of swimmers at the local level and believes USMS can assist with those needs.

Jerry possesses the skills to manage people in a collegial manner. He works well with all kinds of people on all levels, and he listens well to all those involved in a discussion. He can motivate people to solve

problems and complete projects. Jerry also has the ability to guide difficult conversations in the midst of conflict. Throughout it all, Jerry maintains a professional, calm, and reasonable demeanor.

Jerry Clark will be progressive and forward thinking in this time of change in USMS. I highly recommend Jerry Clark for the office of Vice President of Local Operations.

Kathy Casey

Letter of Reference for Jerry Clark

I have known Jerry for 12 years now. I have never met anyone more dedicated to the advancement of Masters Swimming on both the local and national level.

I have watched at Jerry worked diligently to organize and bring cohesion to Masters Swimming in Charlotte, and in the state of North Carolina at the LMSC level.

Jerry has a “can do” attitude and never gives up or considers any problem a lost cause. He is always looking for new ideas or thinking outside the box in his pursuit to improve not only himself but the environment of all masters swimmers.

He is extremely well grounded and organized. He has served USMS with distinction in numerous positions over the years at both the National and LMSC level. I can’t think of a better candidate to fill the VP of Local Operations position then Jerry. He is extremely intuitive and in touch with the needs of the local LMSC’s and clubs. Jerry will do an outstanding job in this position and bring much needed assistance to our local organizations.

Ed Saltzman

Georgia Masters Treasurer, Sanction Chair, Officials Chair, Top Ten and Records
Dixie Zone Records Chair
USMS Officials Committee Vice Chair

**Candidate for Vice President of Local Operations
Ed Tsuzuki – New Jersey LMSC**



CANDIDATE QUESTIONNAIRE/CONSENT-TO-RUN FORM

I. Section One: Consent-to-Run

Name: Ed Tsuzuki

LMSC: New Jersey

Consent-to-Run: I, Ed Tsuzuki, am interested in running for:

Officer Positions

- President
- Vice President of National Operations
- Vice President of Local Operations
- Vice President of Member Services
- Vice President of Community Services
- Secretary
- Treasurer

II. Section Two: Candidate Qualifications

I am a member in good standing of USMS in this election year: Yes No

I am planning to attend the HOD Meeting for this election year: Yes No

I am Planning to attend all HOD Meetings during my tenure in office: Yes No

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

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 15 years, served as an officer at the LMSC level for 12 years, and also as a National delegate and active committee member for the last 10 years. I have been the Vice-Chair of the Records and Tabulation Committee for 2 years and am serving in my 2nd year as Chair.

I bring a tremendous amount of passion and energy to the USMS organization at the LMSC, Zone, and National levels and in particular, to advancing the capabilities of the Local Operations Division.

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 would like to accelerate and enhance the delivery of services from the Local Operations Division committees to a larger portion of our membership. To this end, I see two major areas of focus.

1. Stronger cross-committee and cross-divisional alignment
2. Optimized utilization of our talented IT staff

I believe these expectations can be met by developing a strong working relationship with the committees of the Local Operations Division to fully understand their goal and objectives and to assist in their achievement through effective prioritization and Executive Committee sponsorship. A key relationship to develop will be with the new Director of Business Operations, to build a solid and transparent approach to USMS technical project management.

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-present)
Computer On-Line Chair - (1999-2000)

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

I have had the pleasure of working in a leadership role on the “End-to-End Event Management” initiative. This objective of this initiative is to provide enhanced membership services for any USMS “event” from sanctioning, through entries, and through the tabulation of records and results. This flow would also be integrated with our membership data base and would provide **complete** inclusion of all “event participating” members, as well as a reduction of tabulation work for the LMSC top ten recorders, all while improving accuracy and timeliness. The Records and Tabulation Committee has provided requirements and feedback to Jim Matysek on the development and piloting of the on-line meet results data base as an initial step towards posting meet results, validating USMS membership, and generating files for top ten tabulation. I would like to continue to support and expand the scope of this initiative because I see many significant benefits for our membership, meet directors, and volunteer (LMSC) recorders.

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 15 years, served as an officer at the LMSC level for 12 years, and also as a National delegate and active committee member for the last 10 years. I have been the Vice-Chair of the Records and Tabulation Committee for 2 years and am serving in my 2nd year as Chair. I bring a tremendous amount of passion and energy to the USMS organization at the LMSC, Zone, and National levels and in particular, to advancing the capabilities of the Local Operations Division.

I would like to accelerate and enhance the delivery of services from the Local Operations Division committees to a larger portion of our membership. I intend to develop a strong working relationship with the committees of the Local Operations Division to fully understand their goal and objectives and to assist in their achievement through effective prioritization and Executive Committee sponsorship. A key relationship to develop will be with the new Director of Business Operations, to build a solid and transparent approach to USMS technical project management.

Nomination Letter for Ed Tsuzuki

It is with great pleasure that I nominate Ed Tsuzuki for the position of Vice President for Local Operations of United States Masters Swimming.

Ed is eminently qualified for this position with his strong background in the New Jersey LMSC, as well as his chairmanship of the USMS Records and Tabulation Committee. Ed serves as the Top Ten and Records chair for his LMSC, as well as webmaster.

Ed has the ability to look at both the big picture and to follow through on the smaller tasks that keep our organization running smoothly. Ed has always had a vision of expanding the scope of, and automating the records and tabulation processes, and has been instrumental in providing leadership for the End to End Event Management Task Force, which has been charged with pulling together all the details relating to running a swim meet into a web based process. With the active involvement of his committee members, great progress has been made on this task, and I feel that with Ed as VP Local Operations, progress will continue.

Communication is another strong point of Ed's. He created a website for all of USMS's Top Ten Recorders, with a wealth of information available at the click of a button. I no longer have to search around for the form or instructions on my computer, I just go to the Records and Tabulation Committee Knowledge Database. This is the sort of service that makes volunteering for USMS a pleasure!

As a member of the Local Operations division, Ed has always been very prompt in handling all of the tasks set forth for our committee chairmen, including defining the goals and objectives, providing progress reports on the committee, participating and contributing to Local Operations division conference calls, running efficient and effective meetings and developing the budget.

In conclusion, I am very pleased to endorse Ed Tsuzuki for the position of Vice President of Local Operations. His energy and enthusiasm will serve USMS well.

Sincerely,

Julie Paque Heather

Letter of Reference for Ed Tsuzuki

To the USMS Election Committee,

It is my honor and privilege to recommend Ed Tsuzuki for the office of Vice President of Local Operations of United States Masters Swimming.

I have known Ed since the early 90's, when we swam together at Berkeley Heights, NJ and worked together in the NJ-LMSC. At that time and still today, Ed continues to impress me as someone with a passion for our swimming community, the willingness to give of himself, the ability to take a wide variety of projects, the commitment to see these projects through to completion and the leadership to guide USMS.

At the National level, Ed has served on the Communications Committee and Records and Tabulation Committees. In his 10 years on the Records and Tabulation committee, Ed has served as the committee vice chair for 2 years and is currently finishing his second year as committee chair. Ed and his committee have made great strides in improving the processes and integrity of our top times and records. Ed is also an active participant on the end-end event management project.

Ed has been actively involved in web projects for the NJ-LMSC and the Colonies Zone for over 10 years. He has served as webmaster and records chair and has greatly influenced the look, feel and content of both sites. He has also served as an LMSC officer and volunteer. Through these efforts, Ed has demonstrated superior organizational and technical skills, which will serve him well as VP of Local Operations.

Ed's passion for swimming and commitment to USMS shines through all of his actions. His attention to detail and ability to grasp the big picture is apparent in his current position as Records and Tabulation

Chair. Ed's ability in this area and his leadership skills will be extremely valuable in defining and managing the new initiatives we will undertake in the coming years.

Ed is an excellent communicator in the clarity of his thoughts and ideas presented, and also in his ability to actively listen to those around him and seeks to understand other points of view. His interactions with his committee and fellow volunteers are testament to his ability as a leader. USMS needs leaders and visionaries to manage and support our staff and volunteers and their efforts on behalf of Masters Swimming. I believe Ed is the right leader at the right time to guide our Local Operations division. His leadership style and skills will ensure the efficient utilization of staff and volunteers working together for the growth and constant improvement of USMS.

Again, it is my pleasure to recommend Ed Tsuzuki for the office of Vice President of Local Operations of United States Masters Swimming.

Respectfully,
Rob Copeland
Georgia LMSC

Candidate for Vice President of Community Services Nadine Day – Illinois LMSC



CANDIDATE QUESTIONNAIRE/CONSENT-TO-RUN FORM

IV. Section One: Consent-to-Run

Name: Nadine KM Day

LMSC: Illinois

Consent-to-Run: I, Nadine KM Day, am interested in running for:

Officer Positions

- President
- Vice President of National Operations
- Vice President of Local Operations
- Vice President of Member Services
- Vice President of Community Services
- Secretary
- Treasurer

V. Section Two: Candidate Qualifications

I am a member in good standing of USMS in this election year:

Yes No

I am planning to attend the HOD Meeting for this election year:

Yes No

I am Planning to attend all HOD Meetings during my tenure in office: Yes No

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

2002, 2003, 2004, 2005, 2006, 2007, 2008

VI. Section Three: Questions

Summary Statement:

I wish to submit my nomination for Vice President of Community Services. Leadership, advocacy, and administrative roles in my professional life outfit me for the VP of Community Services position. The VP of Community Services works together with the Fitness committee, Coaches Committee and Sports Medicine, Health and Safety Committee. U.S. Masters Swimming provides individuals an opportunity to fulfill their lifelong passion. My passion for, and commitment to, swimming, in all of its many facets, will serve as my guidepost in my delivery of services to U.S. Masters Swimming on the Executive Committee.

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

I would be honored to service as Vice President of Community Services.

United States Master Swimming is an outstanding organization dedicated to adult swimming, which has and continues to be my life's passion. I provide a youthful approach to masters swimming. My involvement in the hiring of the executive director, Rob Butcher, has motivated me to support his vision and action plan for this organization and run for the position of Vice President of Community Services. After being involved with the current strategic plan, I feel that I have a duty to assist in the success of US Masters Swimming.

In addition, I feel that being a BOD member has prepared me for the role of Vice President of Community Services. I understand the challenges that US Masters will be facing with the new governance and the restructuring of the organization. I feel that communication with the BOD and the committees under Vice President of Community Services that I would be assisting is critical with challenges and the changes that we face.

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?

US Masters Swimming has a strategic plan and implementation of the strategic plan belongs with the committees under the guidance of the BOD. As a board member, I would like to see US Masters Swimming redirect the focus of the BOD and shift towards a staff oriented implementation under the leadership of the executive director. The BOD needs to serve as policy-making body and to support programs of USMS.

One of the major issues that US Masters Swimming is facing is the understanding the leadership and the role of the executive director. US Masters Swimming will be transitioning from volunteer to staff supportive administration. This does not imply elimination of the volunteers, who are crucial for the organization. This would require further collaboration and communication with the volunteers to determine the best utilization of their services and provide these opportunities for them.

Communication is also critical between the administration, BOD and with the LMSC. US Masters Swimming is a members' service organization. With the initiation of the club and coach development program and LMSC competencies, US Masers Swimming has started to provide leadership, guidance, support, stability and continuity.

As Vice President of Community Services, I will provide the leadership necessary to facilitate the success of the fitness committee, coaches committee and sports medicine, health and safety committee. In addition, I will advocate and maintain open communication with all levels of the organization. I will assist in policies of the organization to help US Masters Swimming grow and succeed.

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:

- Marketing Committee 2003 to 2008: Chair-Doug Garcia, Tom Boyd, Chris McGriffin
- 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 four years and have been involved with the policy making of the organization, including the strategic plan. The VP of Community Service oversees the fitness, coaches and sports medicine, health and safety committees. I have attended the committee meetings at convention. I am a physical therapist and co-own a private practice. I have been a coach for the past ten years and have an ASCA Level 3 certification. I have worked in the capacity of an

administrative level of health facilities serving as a clinical administrator, rehabilitation director and director of physical therapy. I have been on a YMCA BOD, and currently on the programs and member's service BOD committee at the Danville YMCA.

Please list any other information you would like included.

- BOD Committee
 - Compensation and Benefits: Chair. Committee was responsible for Employees Benefit Policy, Paid Time Off Policy, Severance Package, Executive Bonus, Employee Handbook and Relocation Package of USMS Staff.
- BOD Task Force
 - Club Development/Mentor: Chair-Julie Heather, Jeanne Ensign
 - Executive Director Search. Chair-Jim Miller
 - Executive Director Transition Team-Chair-Jim Miller
 - National Office Search: Mike Heather
- NIRSA (National Intramural Recreational and Sports Association) USMS representative
 - 2006, 2007, 2008, promotion of adult fitness through swimming.
- Dorothy Donnelly Service Award 2007
- USMS BOD-Great Lakes Zone Director: 2005-current
- Illinois LMSC Chair: 2005-2009
- Illinois Vice Chair: 2002-2005
- Illinois Sanction Chair: 2001-2005

Nomination Letter for Nadine Day

Delegates, I am honored to present Nadine Day to you as a candidate for the position of Vice President of Community Services. I will not repeat the stellar resume that shows not only superior skill in swimming but also a true passion for the promotion of our sport through leadership. Nadine truly wants to give back to the sport that has been her life, even to the pinnacle of two Olympic Trials and multiple FINA Masters World Records. She has been a leader on the team, local and national levels to date, coming off of four years on the Board of Directors.

During her tenure on the Board she chaired the committee that put together the professional compensation package for the corporate employees. After two years this has become the Compensation and Benefits Committee of the Board of Directors, with ongoing responsibilities for negotiating all aspects of insurance, salaries, and bonuses for USMS employees.

I was delighted with her contributions to the Executive Director Search Task Force, which I chaired. In that capacity, I had first-hand exposure to her insight into the leadership and vision for USMS.

Nadine will bring enthusiasm to service to the local level of USMS. She well understands the needs of event directors, coaches, athletes, and clubs. She remains deeply imbedded into USMS at all of these levels, which is required of the Vice President of Community Services position.

Nadine brings optimistic leadership to USMS, and I recommend her to you for election to the position of the Vice President of Community Services.

Best Regards,



Jim Miller, MD

Immediate Past President, USMS

Letter of Reference for Nadine Day

I am writing in support of Nadine Day's candidacy for the position of Vice President of Community Services. I have known Nadine for the past eight years as a swimmer, coach, Illinois LMSC Officer, and member of the U.S. Masters Swimming (USMS) Board of Directors. I have found Nadine to be a tireless, dedicated worker who is committed to the ideals and goals of U.S. Masters Swimming.

A number of qualities stand out for me when thinking of Nadine's fitness to run for this position, including her background and expertise, her positive attitude, and her willingness to do what is necessary to get the job done for the best interests of the organization.

Nadine's background as a swimmer, coach, and physical therapist make her an ideal candidate in this role. She is keenly aware of the needs of both fitness and competitive swimmers, and does her best to accommodate and recognize both demographics fairly and equitably. As a coach, she understands the challenges faced by Masters coaches, and is able to provide sound advice in most all areas of coaching. As a physical therapist, Nadine is an expert on swimming-related sports medicine. I have observed her superior ability, both personally and with many of our colleagues, to provide evaluation and treatment options for a myriad of issues that Masters swimmers experience. Thus, from a technical perspective, Nadine is extremely qualified to advise the Coaches, Fitness, and Sports Medicine Committees.

Nadine's positive attitude and can-do spirit are infectious. Nadine encourages people to work for the betterment of the organization, be it an LMSC or USMS as a whole. Her insights are often practical in nature, and her common-sense approach not only supports the values of the organization, but improves upon established processes while giving volunteers a way to influence positive change.

As Nadine's Vice Chair, I have seen her enlist the help of countless volunteers (myself included) on projects that improve our registration and sanctions processes; increase communication and marketing within the LMSC; and provide a stable infrastructure to ensure forward progress in the future after her term as Chair concludes this Spring. Those who want to see the LMSC improve and do better going forward are drawn to these plans, and Nadine finds ways for them to contribute their skills to the cause.

Over the years that I have known her, I have observed that Nadine is always willing to do whatever is necessary to make sure that necessary tasks and functions are completed on time and as needed to ensure the smooth running of the organization, be it at a swim meet, in the sanctions process, or with member registration and recognition. At the Gay Games in 2007, Nadine ran the Open Water race almost single-handedly, securing the timing chip system and equipment at the last minute to ensure a successful race. Since Nadine had previously functioned as Sanctions Chair for our LMSC, she stepped in as Sanctions Chair during her term as LMSC Chair until a replacement could be found, performing all of those duties admirably in addition to her other roles. She has also spent countless hours with registrars, meet directors, and new members to improve the registration process in the hopes of improving the experience, either online or off, of becoming a new or renewing member of U.S. Masters Swimming.

In conclusion, I would like to personally endorse Nadine for the role of Vice President of Community Services. Over the past eight years we have grown to be strong colleagues and good friends. I think her leadership will be well respected, and will provide a youthful energy and enthusiasm combined with common-sense ideas that can bring U.S. Masters Swimming into its fifth decade with a strong volunteer foundation and a bright future. If anyone has any questions for me concerning this letter of reference, please do not hesitate to contact me.

Chris Colburn

**Candidate for Vice President of Member Services
David Diehl – Delaware Valley LMSC**



CANDIDATE QUESTIONNAIRE/CONSENT-TO-RUN FORM

VII. Section One: Consent-to-Run

Name: David Diehl

LMSC: Delaware Valley LMSC

Consent-to-Run: I, David Diehl, am interested in running for:

Officer Positions

- President
 Vice President of National Operations
 Vice President of Local Operations
 Vice President of Member Services

- Vice President of Community Services
 Secretary
 Treasurer

VIII. Section Two: Candidate Qualifications

I am a member in good standing of USMS in this election year: Yes No

I am planning to attend the HOD Meeting for this election year: Yes No

I am Planning to attend all HOD Meetings during my tenure in office: Yes No

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

I have attended every USAS Convention since 1985 with a few exceptions (1995 – Houston, 2001 – Louisville, 1005 – Greensboro) due to 911, eye surgery, etc.

IX. Section Three: Questions

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

I have been involved and a leader in USMS for over 30 years as a competitor; LMSC Chair (PVLMS); meet manager (25 years including two large Colonies Zone Championships); official (at all levels with USA-S, USMS, NCAA); chair and member of a number of national committees; and, coach (USA-S, USMS, etc.).

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?

Sustain growth within USMS while providing applicable services to our members who have diverse needs and desires. When coaching I sought out the desires of the swimmers to determine what it was they wanted to achieve and get out of the sport.

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:

Chair and member of the Officials Committee for over 12 years (under Bill Tingley, Ed Saltzman, Charlie Cockrell); member of the Rules Committee for almost 20 years under June Krauser, Leo Letendre, Kathy Casey), member of the Sports Medicine Committee (under Jane Moore).

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

I've had over 25 years of management experience and recently retired, after almost 13 years, as Executive Director of the M Club Foundation (a 501c3, non-profit foundation associated with the University of Maryland athletics). Was named M Club Director Emeritus and inducted into the University of Maryland Athletic Hall of Fame for my work with the M Club.

Please list any other information you would like included.

Currently: MASTERS SWIM Coach (Volunteer Position) – Coaching and training ten swimmers including six tri-athletes.

Retired: M Club Foundation Executive Director (Emeritus), University of Maryland (12 1/2 years). Responsible for leading the M Club to almost 50 new initiatives regarding the M Club's operation.

Retired: Chief of Computer Security and Oversight at the Nuclear Regulatory Commission (NRC). Spent almost 35 years in the computer/information technology field working for the Veterans Administration, Army Corps of Engineers, The C & P Telephone Company, National Institutes of Health and the Atomic Energy Commission before retiring from NRC after almost 22 years.

Athletic Accomplishments:

- Swam in High School – three years (letter winner)
- Swam at University of Maryland – two years (letter winner)
- Played soccer at the University of Maryland – two years (letter winner)
- Early leader of the University of Maryland Alumni Swimming Association
- Certified Lifeguard and Water Safety Instructor and taught Lifeguard training courses (1958 through the 1980's)
- USMS (United States Masters Swimming) Swimmer for over 30 years
- Co-founder of the Terrapin Masters Swim Club in 1980
- Leader of the Terrapin Masters for over 25 years
- Raised over \$60,000 in support of Maryland Swimming program for 25 years through running masters swimming meets (two Zone Championships plus two distance meets each year)
- USA-S (USA-Swimming) Coach (part-time) for 8 years
- Assistant Swim coach (Summer league) for 13 years
- President, Potomac Valley Masters Swimming for six years
- Former Chair of USMS National Officials Committee, five years
- Current member of the USMS National Officials Committee
- Over 25 years as a swimming official at many levels
- ACC Swimming Championship official, 17 years
- USA-S National Championship certified official
- Member of USMS National Rules Committee, 15+ years
- Received the “Who’s Who in Aquatic Leadership in the United States” (Top 100 Aquatic Leaders) in 1998
- Member, Board of Governors (current Vice Chair) of the National Aquatics Coalition (currently defunct)
- Participated in over 20 Masters National and World Championships
- Placed eighth (8th) in the 1994 World Masters Championships
- USMS Top 10 (eight times), once World Top 10
- Won multiple Maryland State Sr. Olympic Swimming championships
- Competed in six (6) National Senior Olympic Championship meets
- Senior Olympic National Champion in 1999 (50M Backstroke) and 2007 (50 yard Backstroke)
- Overcame many physical problems and surgeries (eyes, lungs, shoulders, stroke, etc) and continue to train and compete
- Inducted into ODK (National Honorary Leadership Society)
- Elected to Board of Directors of Sports Legends/Babe Ruth Museum to support MD Athletics
- Elected to the University of Maryland Athletics Hall of Fame (Class of 2008) for Administrative work in leading the M Club
- Recognized by the National Letter Winners Association for leadership role in that organization

Nomination Letter for David Diehl

I nominate David Diehl for the office of Vice President of Membership Services.

Dave has devoted many years of service to USMS. He has served on a number of USMS Committees, including Officials and Rules. Dave has earned and maintained officials' certification through USA Swimming and has officiated at many, many USMS meets on all levels and continues that service to USMS as well as other swimming organizations. Therefore, he understands the needs of USMS members from his extensive service on the pool deck.

Dave has a sense of fairness, a sense of humor, a wealth of USMS knowledge, and creative ideas. I have seen him use those skills not only on the Rules and Officials Committees but also as a USMS committee chair and on USMS appeals panels. He remains calm and rational in the face of controversy.

Dave has worked hard on behalf of USMS for many years, upholding the rules of USMS, listening to members' concerns, and working on the national level to improve USMS services to its members. He is ready to assume a leadership role in USMS through the office of Vice President of Membership Services.

Kathy Casey

Letter of Reference for David Diehl

Dear Members of the House of Delegates

Having served for the previous four years as the Vice President of Member Services, I am pleased to recommend Dave Diehl as a candidate for this position. Dave has demonstrated throughout his service to U.S. Masters Swimming and his professional career to the ability to lead an organization.

Dave's position as the executive director of the M Club at the University of Maryland puts him in the unique position of understanding the role of the executive. As U.S. Masters Swimming adjusts from being a volunteer led organization to one which is staff driven operationally, his background will be crucial to our success. During his time with the M Club, Dave pioneered many new initiatives. That creative thinking will be necessary as our board sets our strategic course of action.

Understanding how U.S. Masters Swimming operates will be important to the successful candidate in this position. Dave has a long and varied list of volunteer service. He has served at the national level with the rules and officials committees. Locally, he has been the LMSC chair of Potomac Valley, officiated at countless meets and now coaches an emerging Masters program.

In conclusion, I feel Dave would be a strong candidate for the position of Vice President of Member Services.

Sincerely,

Mark A. Gill

Candidate for Vice President of Member Services

Doug Garcia - Colorado LMSC



CANDIDATE QUESTIONNAIRE/CONSENT-TO-RUN FORM

X. Section One: Consent-to-Run

Name: Doug Garcia

LMSC: Colorado Masters Swimming Association

Consent-to-Run: I, Doug Garcia, am interested in running for:

Officer Positions

President

Vice President of National Operations

Vice President of Local Operations

Vice President of Member Services

Vice President of Community Services

Secretary

Treasurer

XI. Section Two: Candidate Qualifications

I am a member in good standing of USMS in this election year:

Yes No

I am planning to attend the HOD Meeting for this election year: Yes No

I am Planning to attend all HOD Meetings during my tenure in office: Yes No

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

Cincinnati, OH, 1998; San Diego, CA, 1999; Kissimmee, FL, 2000; Louisville, KY, 2001; Dallas, TX, 2002; San Diego, CA 2003; Orlando, FL 2004; Greensboro, NC, 2005; Dearborn, MI 2006; Anaheim, CA 2007, a job change in 2008 prevented me from attending in Atlanta convention.

XII. Section Three: Questions

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

I have served USMS for the past 10 years in a variety of capacities, most all of the positions have been in the effort of increasing membership and providing excellent, consistent and clear communication to both USMS members as well as non-members. I would like to continue these efforts with added responsibility, but more importantly to provide vision on how important marketing and communications issues are for USMS.

As a Masters Swim Coach for the past 17 years, I have seen how important volunteers are to the day-to-day work of USMS. I have always been a firm believer in volunteer organizations and how they provide a great service to their members and would like to continue my volunteer efforts towards making USMS a even better 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 feel the most major issue for USMS is to provide a great product and service to swimmers who come to the pool 3 times a week for a fitness swim, and have no intention of participating in competing locally, regionally or nationally.

As an elected official of the organization, it will be my goal to help local groups to grow their programs emphasizing fitness, and not rely on competitions to sell USMS.

In addition to providing a great service, I feel training our volunteers to help provide a consistent product across the organization is one many ways I can make a difference in growing our organization.

I would like to use my role of VP Member Services to help the coaching community become better ambassadors for USMS.

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, 1999-current (Scott Rabalais, Mo Chambers, Bob Bruce, Chris Colburn) Marketing Committee, 1999-current (Rich Burns, served as committee chair for one year, Chris McGiffin) My current role on this committee is ex-officio Communications Committee, 2005- current (Hugh Moore) current role is ex-officio Zone Committee 2004-2005 (Elected as Northwest Zone Rep) Lynn Hazelwood Inland NW Masters LMSC Board of Managers, served under Chuck Tasca, Cindy Clutter, Bill Bresko, Elin Zander, and Susanne Simpson. During my tenure on this board I served at various times as team rep, web master, newsletter editor and coaches rep as well as serving as LMSC SCY Champs meet director for 10 years. Currently serve as USMS Graphic Designer

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

For the past 20 years, I have been employed as a Marketing Communications professional. For the past 10 plus years, I have worked with masters swimming groups to increase membership and promote the variety of programs offered by USMS. I am intimately aware of many of the marketing and communications issues surrounding USMS at the local and national levels.

As Art Director for Colorado State University, and formerly as Senior Art Director and Brand manager for Washington State University, I have a firm grasp of communications and marketing issues in the non-profit area.

Please list any other information you would like included.

Newsletter of the Year Award winner, 2003

Visit <http://www.DougGarciaDesign.com> for a portfolio of my graphic design work.

Co-founder and head coach Washington State University Masters Swimming 1992-2008

Nomination Letter for Doug Garcia

To Whom it May Concern,

I would like to nominate Doug Garcia for the position of Vice President of Member Services in the United States Masters Swimming organization.

I have known Doug for over three years through my involvement in USMS. However, his reputation as a knowledgeable swimming resource and leader within USMS preceded our actual introduction. Locally Doug was known then as the coach of the Washington State University Masters, but as I got to know him I discovered the depth and breadth of his involvement and dedication to USMS.

As the coach of WSUM, Doug had to go to bat for the club in negotiations with the university over pool rates. The end result kept the rates for the club lower than the initial offer and still allowed participants to affiliate with USMS, overall a win-win for the program and the university. During his tenure within the Inland Northwest LMSC, Doug served as webmaster and editor of the SplashMaster newsletter, which won the USMS Newsletter of the Year award in 2003. As chair he promoted growth of more local teams and oversaw increased membership from previous years in the decade.

From his day-to-day coaching of local Masters swimming clubs to his chairmanships of the Inland Northwest LMSC, the Marketing Committee, and the Northwest Zone, Doug has a very broad and varied knowledge of USMS, its members and the needs of the organization. The duties of the VP of Member Services dovetail extremely well with Doug's strengths in communications, marketing and coaching/training. I have no hesitation in recommending him for the position.

Sincerely,

Paige Buehler

Inland Northwest LMSC - Chair

Letter of Reference for Doug Garcia

I support Doug Garcia as candidate for the office of USMS Vice President of Member Services. After coming on the Masters scene over fifteen years ago, Doug Garcia quickly became an integral part of the Inland Northwest LMSC. He grew the WSU Masters program to one of the strongest workout groups in the LMSC. His workout group was the epitome of a Masters team. Members not only participated in workouts, but participated together in social activities and group outings, such as ski trips.

His first venture to the National scene was the USMS Coaches Committee. As a member of the committee, Doug volunteered as on-deck coach for National meets and kept the LMSC informed of available funding for mentor swimmer clinics. Through his encouragement and efforts, several clinics were held in the LMSC with Kerry O'Brian and Clay Evans as mentor coaches.

Early in Doug Garcia's career as a USMS swimmer and coach for WSU Masters, he assumed responsibility for the LMSC's newsletter, Splashmaster. While there were occasionally articles contributed by others in the LMSC, he had to gather the bulk of the information in the newsletter and determine an appropriate layout. During his tenure as editor, he improved the quality of the newsletter in content and design. In 2003, Doug Garcia received the Newsletter of the Year award from USMS. Doug held the position of editor until relinquishing the duty in 2007 to assume the position of Chair for the LMSC.

Doug Garcia brought the LMSC into the technology age. He recognized the need to establish a website for the LMSC as an avenue to provide information to its members and any potential member. Doug became the unofficial webmaster and took the initiative to establish the website. He has maintained the position of webmaster since the site's beginning.

During Doug's tenure as editor, webmaster and coaches committee, he also held the position of zone rep.

I became involved with the LMSC as Top Ten/Records in 1991. During that time, I have seen the LMSC improve through his efforts, e.g. swimmer clinics, website, teleconferencing. He encouraged participation whether a swim meet, a relay, a new workout group or LMSC Board. Doug Garcia has been the person behind the scenes for most of his 15+ year involvement with the LMSC. He kept the LMSC intact when leadership struggled. Two years ago he accepted the position of Chair. Those active in the LMSC were sad to see him leave when he relocated to Colorado as a result of a job opportunity.

Doug Garcia's dedication to the efforts of USMS at a local level and national level has been recognized by the LMSC over the years. Each year, Inland Northwest Masters presents an award for "Most Dedicated" to the USMS member in the LMSC who supports the USMS program at the local and national level through their effort and involvement. Doug Garcia was recipient of this award in 1999, 2002 and 2006.

Margaret Hair

Top Ten/Records, Inland Northwest Masters

**Candidate for Vice President of Member Services
Chris McGiffin – New Jersey LMSC**



CANDIDATE QUESTIONNAIRE/CONSENT-TO-RUN FORM

XIII. Section One: Consent-to-Run

Name: Chris McGiffin

LMSC: New Jersey

Consent-to-Run: I, Chris McGiffin, am interested in running for:

Office Positions

- President
- Vice President of National Operations
- Vice President of Local Operations
- Vice President of Member Services
- Vice President of Community Services
- Secretary
- Treasurer

XIV. Section Two: Candidate Qualifications

I am a member in good standing of USMS in this election year: Yes No

I am planning to attend the HOD Meeting for this election year: Yes No

I am Planning to attend all HOD Meetings during my tenure in office: Yes No

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

I have been to each of the last four USMS Conventions – 2005 – 2008.

XV. Section Three: Questions

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

I am a strong believer in the mission of USMS as an organization, and in the value and benefits of the services it provides to its membership. My interest in the position of VP of Members Services extends from my philosophy about organized adult aquatic fitness and how it can impact the lives of those who seek an experience that enables health and wellness, personal growth, and the enduring quality of fun and friendship that can result.

I believe that I possess the skills, experience and leadership qualities to effectively serve as the VP of Member Services. My background in swimming is broad. I swam for a local YMCA and high school (Summit, NJ) during my youth and continued swimming competitively throughout my collegiate career (Hamilton College). In each case, I served as a team captain. Following a successful college career (3-time NCAA Div. III National Qualifier 200, 500, 1650 Free), I moved on to head coaching opportunities with local summer club (New Providence, NJ) and high school teams (Westfield, NJ – 1992 State Champions, 4 All-Americans). After several successful years as a coach, I entered the corporate world as an IT professional, and currently serve as a Project Manager with Verizon Wireless.

My current position at Verizon Wireless as an application team project manager involves continuous focus on improving the customer experience. Projects for new products and services are a very frequent occurrence, and in my current role, I help to analyze our applications to determine the best solution option to fit the business needs. I am routinely involved with the entire project life cycle – from the initial meetings to define requirements and estimate the system impact, to managing the technical design, development and testing, to planning a seamless, defect-free implementation. As the leader in the wireless industry, Verizon Wireless continues to make the customer experience the highest priority, and it gives me great pleasure to know that my daily contributions directly benefit the over 80 million customers we serve.

I look forward to the opportunity to continue my service with USMS in the position of VP of Member Services, so that I can help work to improve and maintain the high quality services we offer our current and future members.

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?

My perspective on the issues facing USMS now and in the future relates to internal and external forces and events. Of primary concern, in my view, is the recruitment and retention of USMS members. I share the perception that our rate of growth and retention in membership has been fairly static. My feeling is that we are on the verge of achieving more dynamic growth, but we need to do a better job of creating the compelling reasons to become (external) and remain (internal) a member of USMS for life. The appeal of USMS must address the needs of all segments of the adult swimming population. It may be influenced by how we develop our brand and marketing, but it is the execution at the local levels, LMSCs and Clubs, that will determine our future success.

Another, more immediate concern, is the impact of swimming technology in the form of high-priced tech swimsuits currently influencing competition. While a suit alone may not make the difference, the cost and availability to all is a concern that I share. Certainly, it is a thrill to achieve or witness best times, but there is a sense that the technology that few can afford is beginning to erode the equity that appeared to exist not too long ago among competitors.

My views on these and other issues are based on keeping the enjoyment factor as high as possible within our sport. Winning or losing in the water aside, I feel the opportunity to face these challenges and grow our membership is reason enough to keep the interests of our current and future members/customers as our highest priority.

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 – present
USMS Marketing Committee member (under Tom Boyd): 2006-2007
USMS Marketing Committee Chair: 2008 - present

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

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

- National Top Ten finisher
- LMSC Record holder
- Planner for Annual Holiday Party
- NJ LMSC Chair 2004 - present
- Facilitated LMSC bylaw updates
- Implemented LMSC Membership Promotion Campaign
- Developed an LMSC Membership Recognition Awards Program
- 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

Nomination Letter for Chris McGiffin

Dear Madam Chair:

Please consider this an official “Letter of Nomination” to place Chris McGiffin on the ballot to run for the position of U.S. Masters Swimming Vice President of Member Services.

Sincerely,

Rob Copeland
Georgia LMSC

Letter of Reference for Chris McGiffin

Dear Members of the House of Delegates

Having served for the previous four years as the Vice President of Member Services, I am pleased to recommend Chris McGiffin as a candidate for this position. I have worked with Chris in his capacity as both Vice-Chair and then Chair of the Marketing Committee.

Chris is an energetic and focused leader. Under his guidance, the marketing committee has made great strides in the last two years. One example of this is how the committee took the results of the member survey and turned them into actionable plans targeted at various membership segments. Chris understands the need for continued membership growth and how vital this is to the health of USMS.

In addition to serving as a committee chair, Chris works as a project manager for Verizon Wireless. His demonstrated ability to juggle multiple projects at one time and keep people on task will be necessary in this office.

At the local level, Chris has provided leadership to the New Jersey LMSC as their chair for the last four years. The work he has done there has given him a strong understanding of the needs of membership throughout U.S. Masters Swimming.

In conclusion, I think Chris would make an excellent Vice President of Member Services.
Sincerely,

Mark A. Gill

Letter of Reference for Chris McGiffin

I am honored to recommend Chris McGiffin as USMS vice President of Member Services based on his many qualifications. During my tenure of attending USAS convention, I have observed and interacted with emerging leaders in our organization. Chris has been an active LMSC chair, facilitating the growth of his LMSC including enhancing the financial status. He has a commitment to USMS mission with club and LMSC development, supporting fitness programming (like the Go the Distance, postal swim event), growth of the LMSC, and expanding the LMSC into sanctioned open water swimming.

Chris demonstrated his eagerness to input and gain new leadership skill by attending Club Development Workshop: Mentor program (Dallas, TX) attendee/graduate.

Chris has attended the LMSC chair workshops at USAS Convention and been an active learner, sharing strengths from LMSC, and seeking solutions to issues facing LMSCs.

On the USMS national level, Chris has been the chair of the USMS marketing Committee, developing leadership skills, working with a diverse group of USMS members from across the country. He has worked closely with current Vice President of Members Services, Mark Gill, during his tenure as USMS Marketing director; and knows the expectation of a vice president to support our committee structure. Chris also works with the national office staff, including Ashley Gangloff (marketing & PR for USMS national office), on marketing concepts to grow the organization.

Chris McGiffin is a swimmer, a coach and LMSC administrator, and one of our emerging leaders of USMS. Now is the right time to elect him to the leadership team as USMS vice President of member Services.

USMS has continued to grow and change over the last 5-years, as our governance structure has moved to hiring an executive director, multiple vice-presidents to make a larger executive committee, and moving to an elected smaller board of directors. With the establishment of the consolidated national office, the new

leadership team needs to work closely with our national office staff to support the evolution of USMS with a balance of volunteer and staff functions.

As the organization changes, we should look to new leaders to continually bring fresh ideas to the leadership team. These leaders need to be flexible, demonstrate their willingness to lead the organization to areas of growth, and a commitment to the mission of USMS.

I am honored to recommend Chris McGiffin as USMS Vice President of Members Services.

Sincerely,

Anthony Thompson
USMS BOD at large Breadbasket

Candidate for Vice President of Member Services Michael Moore – Pacific LMSC



CANDIDATE QUESTIONNAIRE/CONSENT-TO-RUN FORM

I. Section One: Consent-to-Run

Name: Michael W. Moore

LMSC: Pacific

Consent-to-Run: I, Michael Moore, am interested in running for

Officer Positions

- President
- Vice President of National Operations
- Vice President of Local Operations
- Vice President of Member Services
- Vice President of Community Services
- Secretary
- Treasurer

II. Section Two: Candidate Qualifications

I am a member in good standing of USMS in this election year: Yes No

I am planning to attend the HOD Meeting for this election year: Yes No

I am Planning to attend all HOD Meetings during my tenure in office: Yes No

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

1993 Los Angeles, CA; 1994 Kansas City, MO; 1995 Houston, Tx; 1996 Orlando, FL; 1997 Burlingame, CA; 1998 Cincinnati, OH; 1999 San Diego, CA; 2000 Kissimmee, FL; 2002 Dallas- Ft Worth; 2003 San Diego; 2004 Orlando, FL; 2005 Greensboro, NC; 2006 Dearborn, MI; 2007 Anaheim, CA; 2008 Atlanta, CA

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 involved in Masters swimming for the past twenty-four years. In that time I have made great friends and have enjoyed the benefits of many of the programs of Masters swimming. I have enjoyed just swimming in the water, whether it be swimming laps in a pool or enjoying the swimming in the fresh lake water of open water swims. I have been able to enjoy the benefits of Masters swimming and would like to help the organization.

The Vice President of Member Services, as presently configured, has the Championship, Marketing, Open Water and Communications Committees under his purview. I have served for the past 12 years on the Championship and have served on the Communications committee as vice-chair. In my LMSC, I have worked closely with our Marketing chair on promoting Masters Swimming and I have also worked with our Open water chair to promote our open water swims. I have a wide breadth of knowledge of what these four committees do.

In these times of change for the national organization, I would expect changes in the committee alignment. If there are changes, I believe I can help the executive committee make decisions that will further the goals of Masters swimming.

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?

US Masters Swimming is in a time of transition, from an all-volunteer organization to an organization that has an executive director and staff. Many of the jobs that had been done by volunteers have been moved to the management side of the organization. Now, there is the challenge of how to keep the volunteers who have given so much of their time interested to continue to work for Masters Swimming. It will be the Committee chairs and the executive committee to not only manage the volunteers but to excite and encourage them to give their time

The other major issue is how does the national organization support the LMSC's and the local clubs. The primary source of Masters swimmers are the clubs and coaches it is the club and coaches where a swimmer will first meet other swimmers and club mates. It is the coaches that bring the swimmer into Masters swimming. It is the national organization to provide support for the club and the LMSCs so that the club The national organization has a tough job in trying to provide a framework for programs for divergent group of swimmers the belong to US Masters Swimming I think that it is the job of the national organization to provide a network for the LMSCs who can support the clubs and the swimmers and for the clubs.

Our national championships are continuing to be a focus of our competitive swimmers; we have a challenge to find venues throughout the United States to hold them. We have to work so they continue to be the great exposition of the competitive swimmers.

We need to find a way to better engage our non-competitive swimmers and to better promote our fitness programs.

The question for the national organization is how do we support the clubs and the LMSCs in ways that they can become successful.

With an executive director and staff, we have a challenge to engage our volunteers in that is strategic and that can take advantage of the talents of our membership. We have many members who have a passion for the sport and to make the organization strong. There will be challenge to harness this passion in a way that grows the 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:

Board of Directors, USMS 2005 to Present – Rob Copeland, President
Championship Committee 1998 to Present Sandi Rousseau, Barry Fasbender and Mark Moore Chairs
Rules Committee Leo Letendre, Tom Boak, chairs
Computer Ad-Hoc Committee Jim Matysek, chairs
Officials Committee, Hugh Moore, chairman
Communications Committee, Hugh Moore, Chair
International Committee 2004-2007 Sandi Rousseau, Chair

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

As Chairman of the Chairman, XI FINA World Masters Championships that was held at Stanford, California. I was fortunate to meet with everyone from club presidents of local group, to national federation officials and FINA officials.

I have work with other aquatic sports as part of USAS, masters groups from all over the world, leaders of different federations. We spoke about our sport and how to make it better.

For the past four years I have served on the Board of Directors, which has allowed me to work on the strategic direction for the US Masters Swimming.

Chairman, Pacific Masters LMSC 2004 to present As chairman of Pacific, I worked with coaches, swimmers, officials, to produce programs for the clubs and the swimmers.

Webmaster, Pacific Masters 1995 to present. Pacific has one of the largest LMSC websites with meet history from 1996 to the present. I also developed "The Update" which is an email that goes out to over 15,000 swimmers in the Pacific area informing them of upcoming events in Pacific and news about swimming.

Please list any other information you would like included.

Dorothy Donnelly Service Award 1999
National certified official (stroke and turn)
Raleigh Area Masters National Championship Award 2006

Nomination Letter for Michael Moore

I would like to nominate Michael Moore for the position of Vice President of customer relations for USMS. Michael has done so much for the sport of masters swimming. He would be an excellent addition to the staff.

Thank you,

Scott Williams
Head Coach
UCLA Bruins Masters

Letter of Reference for Michael Moore

I am writing this letter of reference in support of Michael Moore from Pacific LMSC seeking the position of USMS Vice President of Member Services. I have known Michael for many years as co-members of USMS, and I have worked with him on many occasions and on various projects.

As VP of Member Services it is important that the person have exposure to a broad range of USMS membership activities, and Michael has that breadth of experience. As a member of the most highly populated LMSC within USMS and having been both chair and webmaster for Pacific LMSC, Michael has grass roots experience at the local member level. His officiating experiences also provide him with exposure to local issues.

Michael is also analytical and possesses the ability to examine situations and problems that may be unique to a small LMSC in order to assist with possible solutions. He is thoughtful in his analyses and responses and often asks probing questions when evaluating possible options for interventions.

From the national experience perspective, Michael has had massive exposure to our organization and its inner workings via his attendance at fifteen annual conventions and active participation on several national

committees. He has been a contributing member of the Board of Directors for the past four years and has volunteered for additional projects including the BOD Governance Committee. He has served in these positions over a number of years and has been dedicated to every position's responsibilities. His insight into the historical perspective of USMS is also a helpful tool at times, but he is not locked into there being only one way to accomplish the goal.

Michael possesses traits of being contemplative and thoughtful. He is slow to jump into any situation without knowing the implications of the action and is not fearful of expressing a differing opinion. He is open to others' opinions and can listen intently to varying viewpoints. He has demonstrated the ability to organize projects and tasks, lead others in accomplishing these goals, and to communicate effectively. He is able to delegate responsibility, is responsible and timely in following through with job obligations, and is respected by his peers.

At the national level, a level head and the ability to weigh the importance of an issue are important. His national experience has provided him with a broad perspective of where the organization has been and where it is going. I think he has a vision for USMS and can provide leadership skills that will be productive for the organization.

I believe Michael would be a dynamic person to serve USMS as VP of Member Services and USMS would be gaining a highly visible promoter and strong advocate for Masters swimming.

His dedication to USMS over the past many years is unquestionable.

Sandi Rousseau

Candidate for Treasurer Ralph Davis – Michigan LMSC



CANDIDATE QUESTIONNAIRE/CONSENT-TO-RUN FORM

IV. Section One: Consent-to-Run

Name: Ralph Davis

LMSC: Michigan

Consent-to-Run: I, Ralph Davis am interested in running for:

- President
- Vice President of National Operations
- Vice President of Local Operations
- Vice President of Member Services
- Vice President of Community Services
- Secretary
- Treasurer

V. Section Two: Candidate Qualifications

I am a member in good standing of USMS in this election year:

Yes No

I am planning to attend the HOD Meeting for this election year: Yes No

I am Planning to attend all HOD Meetings during my tenure in office: Yes No

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

- 1999 September 15-19 San Diego, CA
- 2000 October 11-15 Kissimmee, FL
- 2001 November 15-18 Louisville, KY
- 2002 September 11-15 Dallas/Fort Worth
- 2003 September 10-14 San Diego, CA

2004 September 15-19 Orlando, FL
2006 September 13-17 Dearborn, MI
2007 September 26-30 Anaheim, CA
2008 September 24-28 Atlanta, GA

VI. 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 this position because of my love for Masters swimming and my desire to serve USMS in a capacity that I am professionally qualified.

I am a senior finance executive with over 30 years experience in accounting and financial management. My scope of career experience ranges from working for a large multinational corporation to company start-ups and business consulting. I have managed domestic and international financial operations coupled with developing local and worldwide strategies for their performance. I have served on Boards of Directors of various corporations, both domestic and international, combining diverse cultural and differing traditions to achieve corporate objectives.

I believe I can provide a fresh and unique perspective to the Treasurer position. My Board experience should complement the responsibilities of the position's requirements. I'm confident I can add value to USMS and look forward to the opportunity to serve as its Treasurer.

I have served on the Finance Committee for 10 years, the last 1 1/2 as the Chairman. Consequently, I am well versed with the financial operations of USMS.

My current career status enables great flexibility to serve USMS. I have a passion to volunteer my time at this stage of my life to give something back for all that I have obtained. I feel fortunate to have received a gift of life when I acquired my transplanted heart in February 2006.

Education qualifications:

Master of Business Administration, Western Michigan University, 1970
Bachelor of Business Administration, Western Michigan University, 1969

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?

1. Organization structure for the guidance of the new USMS. We have embarked on a new era for USMS. We are in the process of transitioning USMS from an all-volunteer organization to a professionally paid organization. We must structure the new organization so that it still capitalizes on the wealth of talent of our volunteers that have been the lifeblood of USMS. We must maintain the spirit of those volunteers as they give up some of their past duties, but still retain their involvement in the organization. In this process we must develop the proper infrastructure for USMS to grow. This major issue will only be addressed if the Board of Directors works collectively on the new organization structure of USMS.

2. Engage new volunteers and develop new leaders for USMS. We must determine how we are going to get new volunteers involved in the organization and develop them to become the future leadership. We need to develop a program specific to local LMSCs that encourages new members to attend the national convention and become more willingly involved in our organization. We may need to assist certain LMSCs with funding, but we need to somehow have a precise USMS program that supports getting new faces to our convention. If we avoid setting a proactive agenda to this issue, I believe it may become increasingly difficult to acquire adequate leadership for the future success of USMS.

3. New investment policy for USMS. We need to develop a new Investment Policy that will increase financial stability, and the means to provide financial support towards the program goals of the organization.

My first goal as the Treasurer is to work with the Board of Directors, Executive Officers and Finance Committee to develop and implement a new Investment Policy. Our current policy invests all funds in basically certificates of deposit and money market funds. I believe that we need a blend of short-term and long-term investments. USMS needs to maintain two distinct investment policies; one that governs the



funds primarily invested for future generations (Long-Term Pool) and a second that governs the funds geared to support current program and operational activities (Short Term Pool). The Short Term Pool Funds must be a dollar amount equal to our reserve requirement with the remaining funds being invested in our Long-Term Pool.

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:

Overall, I have served on the Finance Committee since 2000. My Committee chairs have been Doug Church, Tom Boak, and Jeff Moxie. I was Vice-Chair under Tom Boak. I have been Chairman of the Finance Committee since the 2007 convention.

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

I have enjoyed two careers; my first as finance executive of Federal-Mogul (23 years) with direct responsibility for all financial activities of diverse manufacturing businesses in the United States and 12 foreign countries generating \$600 million in sales. I possess extensive experience in managing global financial staffs, analyzing and monitoring individual unit performance, developing local and worldwide strategies, organizing joint venture/licensing agreements, managing foreign exchange exposure, directing treasury function at international locations and counseling the Group President as well as the location General Managers. I recruited and trained highly successful Directors of Finance for eight foreign subsidiaries.

My second and current career involves administering a management and financial consulting company of which I have co-ownership.

Please list any other information you would like included.

Age 62, excellent health, new heart, married 43 years, three children, and five grandchildren.

Hobbies: competitive swimming, golf, and financial advising.

Treasurer, Michigan LMSC, 1997 to 2007

Vice-Chair, Michigan LMSC, 2007 to 2009

Chair, Michigan LMSC, 2009

CAREER SUMMARY

Finance executive with direct responsibility for all financial activities of diverse manufacturing businesses in the United States and 12 foreign countries with \$600 million in sales. Extensive experience in managing global financial staffs, analyzing and monitoring individual unit performance, developing local and worldwide strategies, organizing joint venture/licensing agreements, managing foreign exchange exposure, directing treasury function at international locations and counseling the Group President as well as the location General Managers. Recruited and trained highly successful Directors of Finance for eight foreign subsidiaries.

BUSINESS EXPERIENCE AND ACCOMPLISHMENTS

THE KINZLER GROUP, INC.

1994 to Present

Senior Vice President and Chief Financial Officer

A management and financial consulting company servicing industry on domestic and international projects, led and managed a number of successful business turnarounds and started up a high-tech pharmaceutical venture. Currently serving on the Board of two Corporations.

FEDERAL-MOGUL CORPORATION, Southfield, Michigan

1971 to 1993

Leading worldwide manufacturer of OEM and aftermarket precision vehicular components with \$2.0 billion sales and 16,000 employees.

ENGINE AND TRANSMISSION PRODUCTS AMERICAS

1992 to 1993

Group Controller

Responsible for the group's financial functions covering operations in U.S., Mexico and South America plus joint ventures in Korea, India, and Japan. Also responsible for developing the strategic business plan of this group.

- Initiated and accomplished \$2 million cost reduction in Mexico and South America operations.
- Supported domestic Sales and Marketing Manager on pricing strategy that resulted in an increase of \$6 million in 1993 - 1994.
- Redesigned the financial reporting system to support the re-engineered business processes.
- Implemented new transfer price program that resulted in a savings of \$400,000.
- Initiated sales program to China that will result in \$1 million in sales in 1994.
- Developed new strategic plan for the South American operations to optimize business within the South American (Mercosur) Trade Agreement.

POWERTRAIN OPERATIONS

1990 to 1992

International CFO

Managed financial functions for all international manufacturing operations in 12 countries as well as overall business planning.

- Conceived an expatriate assignment program that saved \$850,000 for 1991 - 1993.
- Initiated and directed a comprehensive market, product and operations analysis for European engine bearing business. Established, and presented to senior management, a five-year European Engine Bearing Strategy and Operating Plan that resulted in the \$150 million acquisition of Glyco AG, a German manufacturer of engine parts.
- Developed reporting system for the new German acquisition (Glyco AG) that supported operating management and U.S. reporting requirements.
- Managed the Mexican and Argentine operations for the Vice President in 1991 on an interim basis until his transfer to Europe in 1992.

COMPONENTS GROUP

1986 to 1989

International Group Controller

Managed financial functions for manufacturing operations in 12 countries as well as overall business planning.

- Negotiated technology transfer agreements with companies in Russia and China that resulted in \$6,500,000 profit in 1988 - 1989.
- Collaborated in forming a successful Korean joint venture agreement.
- Contributed to the business strategy and its implementation, resulting in record earnings.
- Saved European operation \$750,000 by recommending the forward purchases of copper.

ENGINE AND TRANSMISSION PRODUCTS

1983 to 1985

International Controller

Managed international financial functions and business planning for this \$80 million manufacturer.

- Assisted in the introduction of Micro Control (financial reporting system), making Federal-Mogul the first company in the U.S. to use a low cost computer driven consolidation system.
- Developed recovery plan for the French subsidiary by restructuring this company.
- Introduced international cash netting system to the foreign subsidiaries.
- Developed transfer pricing policy for European operation that saved \$500,000 in taxes.

ENGINE AND TRANSMISSION PRODUCTS

1981 to 1982

Group Accounting Manager

Managed all accounting activities including consolidation, accounting systems and financial analyses for \$170 million business with six U.S. plants, research center, sales and administrative offices.

HANAUER GEAR, Avon, Minnesota

1978 to 1981

Plant Controller

Managed all financial activities and administration for this \$30 million manufacturer.

ROLLER BEARING PLANT, Macomb, Illinois
Cost Accounting Supervisor - Sales \$36 million

1976 to 1978

CORPORATE HEADQUARTERS, Southfield, Michigan
Senior Internal Auditor
Internal Auditor

1974 - 1975

1971 - 1973

BOARD OF DIRECTOR SEATS

RTI Laboratories, Inc. Livonia, MI
Federal-Mogul S.p.A., Cuorgne, Italy
Spain

Monte Bernardi, Chianti, Italy
Federal-Mogul de Espana, S.A., Durango,

Federal-Mogul S.A., Orlean, France
Mich. Masters Swimming, Director & Chair

KFM Bearing Co., LTD, Seoul, South Korea
US Masters Swimming, Chairman Finance Committee

EDUCATION

Master of Business Administration, Western Michigan University, 1970
Bachelor of Business Administration, Western Michigan University, 1969

PERSONAL

Age 62, excellent health, married 43 years, three children, five grandchildren.
Hobbies: competitive swimming, golf, and financial advisor.

Nomination Letter for Ralph Davis

I am writing to you to nominate Ralph Davis for the position of Treasurer of United States Masters Swimming. Ralph is uniquely qualified for this position because of his varied experiences as corporate Auditor, Accounting Supervisor, Accounting Manager, Controller and Chief Financial Officer, spanning some thirty-five years. In addition, since 2000, he has served as a member of the USMS Finance Committee. When I was Chair of Finance (2001-2005), I asked Ralph to serve as my Vice-Chairman. He would most likely have been in line to be Chair of Finance in 2005, had it not been for his heart surgery. To his credit, after recovering from surgery, he became active again in USMS and has continued to contribute first as a member of the Finance Committee, and then in 2007, assuming the position of Chair. I am very pleased to recommend Ralph for this position.

Yours truly,
Tom Boak

Letter of Reference for Ralph Davis

I has been my privilege to know Ralph Davis for nearly twenty years, both from a social aspect as well as a business partner.

I have observed firsthand the contributions Ralph Davis had made to our organization when we were consulting for financial turn-around of small and medium sized corporations, plus new business start-up activities.

The duties of these assignments were varied and broad in scope, ranging from customer contact, innovation in product offerings, organizational structural changes and replacement of inept management, in addition to more traditional financial matters including obtainment of capital for expansion, management of cash flow in difficult circumstances, banking relationships, negotiating credit lines, financial reporting requirements (both legal and management information), I. T. development for management use, etc.

Specifically, my own comments regarding Ralph Davis' capabilities and performance can be summed up as follows: Ralph Davis has the unique history of thinking, acting, and implementing change from the

standpoint of a business owner first, and a financial person second. I found this to be unique among those in his profession. Because of this characteristic, he often had interesting and fruitful ideas which improved the corporation, ideas in areas in addition to financial matters. Ralph Davis also carried out change diplomatically, even in difficult situations where we did not always agree with the clients we were serving.

It is a pleasure for me to heartily recommend, without reservation, the appointment of Ralph Davis to the Treasurer position in your organization.

Yours very truly,
Kennard Kinzler

Candidate for Secretary CJ Rushman – Kentucky LMSC



CANDIDATE QUESTIONNAIRE/CONSENT-TO-RUN FORM

VII. Section One: Consent-to-Run

Name: Christopher John Rushman (a.k.a C.J.)

LMSC: Ohio LMSC

Consent-to-Run: I, Christopher John Rushman, am interested in running for

Officer Positions

- President
- Vice President of National Operations
- Vice President of Local Operations
- Vice President of Member Services
- Vice President of Community Services

- Secretary
- Treasurer

VIII. Section Two: Candidate Qualifications

I am a member in good standing of USMS in this election year: Yes No

I am planning to attend the HOD Meeting for this election year: Yes No

I am Planning to attend all HOD Meetings during my tenure in office: Yes No

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

1998 – Cincinnati, Ohio; 2001 – Louisville, Kentucky; 2002 – Dallas, Texas; 2004 – Orlando, Florida; 2005 – Greensburg, North Carolina; 2006 – Dearborn, Michigan; 2007 – Anaheim, California

IX. Section Three: Questions

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

I would like to contribute more to USMS by being elected secretary. My job as a Project Management Director, as well as having served as my LMSC secretary as well as several other organizations, uniquely qualifies me for the position. If elected, I would like to focus on communication as a means to improve USMS and promote intelligent growth—increasing our membership as an outgrowth of us getting the message out that USMS has something to offer everyone.

I have been very involved with USMS for many years through the Championship Committee. I would like to contribute more as a member of the Executive Committee. I also feel I could bring fresh perspective to the Executive Committee.

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?

Probably the most crucial issue is dealing with growing pains as our organization expands. As our membership has increased, even day-to-day operations have become a challenge. To do more than simply maintain the status quo, we must change the way we operate, a process already well under way since we had hire an Executive Director. At the same time, we must not alienate our core membership—growth for growth’s sake will wind up disappointing both current and future members. Increasing our membership must be an outgrowth of us getting the message out that USMS has something to offer. In other words, communication is absolutely fundamental. And communication means being willing to listen too. We need to tell the world about ourselves, but we also need to listen to what the active adult population is asking for, and if necessary and feasible, be willing to adapt to meet those needs. And we need to provide more services to our non-competitive members, while maintaining our commitment to those who do compete. If elected, I would gather and evaluate information, and make appropriate recommendations and decisions.

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, 2002 – present. Served under Mark Moore. Meet Liaison to USMS Short Course Nationals at University of Texas, Austin TX 2008.
- Communications Committee, 2001–2003.
- Publications Committee (previously Rule Book Committee), 2002–present Served under Meg Smath and Susan Ehringer.

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

- Ohio LMSC Chair 2001-2007
- Ohio LMSC Secretary 1999-2007
- Ohio LMSC Vice Chair 2009 – present
- Ohio LMSC Fitness and Safety Officer 2007-2009
- Member of the USMS Championship Committee
- Founder and President of Anderson Barracuda Masters (Cincinnati Ohio) (a subgroup of Southwest Ohio) 1996-2007. Served as meet director for both the winter AB Invitational and the summer Splash and Dash meet.
- YMCA- USA-certified swimming official; serving as referee, and stroke and turn judge. Also worked numerous Masters and high school meets in Cincinnati.

Please list any other information you would like included.

- Developed and Editor of Team Newsletter as well OHIO LMSC newsletter, The Starting Block.
- Coach Age Group – Anderson Barracudas/ M.E. Lyons YMCA
- Represented Team as Public Relations contact with news media
- Swam collegiately at the University of Cincinnati.

Nomination Letter of CJ Rushman

I am pleased to nominate and recommend CJ Rushman as a candidate for secretary. CJ has been very involved at the LMSC level in both the Kentucky and Ohio LMSCs. He has held the position of secretary for the Ohio LMSC as well as other organizations. He is an extremely well organized person, reflected in his business life with an investment firm and also in his past as a U.S. Marine. CJ is smart, competent, but most important, likeable and easy to get along with. He would work well with a wide variety of personalities in both the Executive Committee and the Board of Directors.

I have noticed as the years have gone by that the House of Delegates is getting grayer with each passing year. CJ is younger than many of our current leaders and would offer a new perspective as a family man with young children, busy with their activities and well versed in the juggling act that is necessary in the modern world. He is exactly the type of person who represents the future of USMS. He knows what matters most to people in their busy lives and could be invaluable in keeping us on task as we migrate to a more professionally managed organization.

Most of my experience with CJ has been as a teammate, and there is none better. He is always willing to help with making arrangements for transportation, housing, and the always maddening relay assignments.

He's always there cheering his teammates on, while often simultaneously carrying out duties for the Championship Committee. I have observed that he is a great multi-tasker, and this is just the kind of on-the-job training needed as USMS secretary.

CJ is a wonderful person, and will make an excellent secretary for USMS.

Sincerely,

Meg Smath
Kentucky LMSC

Letter of Reference for CJ Rushman

1. CJ Rushman has been my primary source of information and knowledge in Masters swimming for the last seven years. Ever since I first joined in Masters swimming, CJ has always been there to give me great advice based on years and years of swimming knowledge and Masters experience.

2. He embodies what every Masters swimmer should become. He has every intention of swimming until his dying day. He wants nothing else but to swim and have fun doing it. He wants everyone around him to understand and feel the experiences he's had in Masters swimming. He knows that Masters swimming is the best and most enjoyable way to stay fit and active as we all grow older. He loves training in the water, he loves racing in the water, he loves to coach on deck, and he loves participating in USMS administration beyond the pool.

3. I have been the Ohio LMSC Chairman for almost three years now. CJ was the previous Ohio LMSC Chairman and has been my primary advisor ever since he recruited me for the position. His positive attitude and knowledge of how USMS administration works was the main reason I have enjoyed conducting Masters administration in Ohio.

4. His ability to inspire new and old Masters swimmers and his ability to increase everyone's enjoyment in swimming are his best traits. He has inspired me to become a better Masters participant through a positive attitude and through a strong desire to help others enjoy it. He knows that it's just not about performance in the water. He knows that Masters swimming is about staying fit and having fun while doing it. He knows that it's about the special relationships we forge with other USMS members. There should be no question in CJ's motivation and enjoyment in USMS. We should all strive to enjoy Masters swimming like CJ.

5. CJ has proven to me that he is a hard worker and would be perfect as the USMS Secretary. CJ has also shown success beyond Masters swimming. He is a successful businessman and YMCA youth coach. Not only that, but he was once a member in the United States Marine Corps. Once he sees a solution, he will move forward quickly to get the job done right. The Secretary position is a busy job and CJ has the background and motivation to do it with success.

Maj Cody C Rasmussen, PHD
Chairman, Ohio LMSC

FINA Representative

Nancy Ridout

There have been no meetings of the FINA Masters Committee since the World Championships in Perth, 2008. An Extraordinary Congress is scheduled for the FINA meetings to be held in conjunction with the World Championships in Rome in July. Only the committee commission (chair, honorary secretary, and Bureau liaison) was invited to be present at this Congress; the entire committee was not included. USMS decided that due to the cost, people already there in other capacities would be the delegates from our federation. Rules proposals will be considered for approval or disapproval from those submitted on time from swimming, diving, water polo, synchronized swimming, and open water. The hot issue of swim suits has not been a topic of discussion within the committee and as of this report (June), the rules regarding approved suits do not affect Masters meets or records.

The FINA Masters Development Subcommittee was authorized in 2008 to develop and distribute a follow-up survey to one conducted in 2002. I was appointed chair of this subcommittee and we developed a survey that would try to identify those federations that conduct Masters programs, those that don't and why, get a sense of the awareness of Masters information on the FINA website and in FINA Aquatics World Magazine, and determine if federations would like help from the FINA Masters Committee in starting or improving their Masters programs. The FINA office sent the survey electronically to every federation. Forty-eight federations responded and gave thorough and thoughtful feedback that will help us develop appropriate strategies to expand the Masters program throughout the FINA federations. This information will be used by the committee to plan for the future development of the Masters swimming program in those federations that have none now.

A new FINA Masters Committee will be constituted for the term beginning in 2010 at the Bureau meetings in Rome. I hope to be able to continue my involvement and contributions and thank you for this opportunity and your support.

Insurance Coordinator

Jim Wheeler

Introduction:

As Insurance Coordinator I have spent the year in close contact with Sandi Blumit, Senior Vice President of Risk Management Services, Inc. Most of my activity includes helping clubs and individuals with questions regarding certificates of insurance. Occasionally, I use my aquatic safety consultant background to help identify or mitigate potential safety issues. Annually I review reported claims and injury reports to maintain an idea of the types of accidents and incidents that are involving our members and seek ways to minimize future risks and lower USMS' potential exposure to loss. I also help with an annual workshop on insurance and risk management at the annual convention.

Discussions and projects since the last convention:

I continue to investigate how we could increase the role of risk management and safety in participating during the review process of safety plans for USMS championship meets and open water events.

Action items:

Investigate how we could increase the role of risk management and safety in participating during the review process of safety plans for USMS championship meets and open water events.

Rule Book Coordinator

Susan Ehringer

Introduction:

I would like to thank Cheryl Gettelfinger; Walt Reid; Tracy Grilli; Kathy Casey and the Rules Committee; and Marcia Cleveland and the Open Water Long Distance Committee; and Sean Fitzgerald and the Legislation Committee who did a great job in helping to edit and publish the 2009 Rule Book.

Discussions and projects since the last convention:

- Published 2009 Rule Book and Mini Rule Book
- Assistance from Recognition and Awards in establishing criteria for future Rule Book dedications
- Worked with Legislation, Rule Book, and Open Water and Long Distance Committees to edit 2009 Rule Book and to correct errors after printing
- Accept or seek printing company bids for the 2010 printing of the Rule Book and Mini Rule Book

Action items:

- Edit and publish the 2010 Rule Book and Mini Rule Book
- Work with Legislation, Rule Book, and Open Water and Long Distance to edit 2010 Rule Book
- Estimate the number of Rule Books and Mini Rule Books for printing
- Work with Cheryl Gettelfinger in receiving all advertisements by October 1, 2009
- Receive final edits of Rule Book by October 4, 2009
- Send first draft of Rule Book to applicable committees and chairs on October 18, 2009
- Receive records by November 1, 2009
- Send second draft of Rule Book to applicable committees and chairs on November 15, 2009
- Complete edits of Rule Book by November 22, 2009
- Send all files to selected printing company November 22, 2009

Rule Book Coordinator Agenda

1. Announce at the 2009 Convention the 2010 Rule Book cover winner
2. Announce at the 2009 Convention the 2010 Rule Book Dedication
3. Present the printing company's winning bid for the 2010 printing of the Rule Book and Mini Rule Book (if ample number of bids received at time of 2009 Convention)

UANA (Union Amateur De Natacion De Las Americas) Representative

Jim Miller, MD

2009 has been a very eventful year for UANA and for your representatives. Currently, USAS has two Masters representatives to the Masters Technical Committee. I serve on the Committee and Mel Goldstein chairs the committee. Last year I reported to you that Mexico was going to hold the third Masters Pan American Championships in Veracruz, Mexico. The event was anticipated to be held in late October, 2009. Since that time the Mexican Federation has held elections, with a complete turnover of officers. The new Mexican President for all aquatic sports is Mr. Kiril Todorov. I was fortunate enough to work with him during a FINA Doping Control assignment in Chiapas, Mexico – just 2 weeks after he took office. He has been very helpful, assigning new event directors and meeting the requirements for the Masters Pan American Championships. It is now confirmed that this exciting event will be held Oct. 28-Nov. 1, 2009.

Mel has worked hard to support the organizers to help this event run smoothly. Hopefully, some of you will have a chance to join in the fun and participate in this international championship that is so close to home.

One of Mel's goals has been to make the Masters Technical Committee one that meets the needs of masters throughout the Americas. His appointment of David Morrell to the committee gives the experienced background of an athlete and organizer who ran the LalyCar Games. Not only David but the entire technical committee has participated actively in exchanges that have resulted in a relatively quick preparation of the 2009 Veracruz event program as well as successfully obtaining bids from three South American countries for the 2011 Masters Pan American Championships. These bids will soon be considered and announced, giving all athletes in our hemisphere considerable advance notice and thus the opportunity to plan their time and training to include this international championship.

Both Mel and I attended the USAS International Relations meetings in Ft. Lauderdale, held on the same weekend as the Clovis Short Course Nationals. The long range plans for our FINA link, UANA, were discussed. The meetings included representatives from Canada, several South American and Central American Countries. Among the distinguished representatives was Dr. Julio Maglione, current FINA Treasurer, who is running for the FINA Presidency. This election will be held during World Championships in Rome, so by the time that you get this, his successful bid will be history. Having the President of FINA from the Americas places us in the position of helping to elevate the status of all of the Americas and Caribbean Nations in the eyes of the International leadership.

USMS Liaison to International Gay and Lesbian Aquatics

Jessica Seaton

In response to an appeal lodged by the DC Aquatics Club Meet Director and IGLA in December 2008 the FINA Legal Commission concluded that the World Records established at the IGLA Championships June 19-22, 2008 should be recognized by FINA. IGLA would like to thank Nancy Ridout for her efforts in presenting and promoting the recommendations of the USMS House of Delegates that FINA recognize this championship meet.

In July 2009 the IGLA Championships are being conducted in conjunction with Outgames in Copenhagen, Denmark.

In July 2010 there will be no IGLA Championships due to the quadrennial Gay Games, which are being held in Cologne, Germany. Unfortunately they are being held during the same week as swimming at the FINA Masters World Championships. Host cities for the Gay Games are decided 5 years in advance of the event. We are using our experience with IGLA and USMS to advise Germany in dealing with FINA.

USMS Liaison to USA Swimming

Ted Haartz

After the 2008 annual aquatics convention in Atlanta, GA the board of directors of USA Swimming next met in New York City in November in conjunction with the USA Swimming Foundation's annual Golden Goggles Awards banquet. This was followed in late January and late April with board meetings at headquarters in Colorado Springs.



The highlight of the April meeting was the renaming of the USA Swimming Headquarters building in honor of Carolyn Dirks of Los Angeles, CA for her gift of \$5,000,000.00 to the USA Swimming Foundation.

USA Swimming terminated its LLP (Limited Liability Partnership) with Wasserman Media Associates when USA Track & Field and Wasserman failed to establish a LLP cutting the anticipated membership numbers below the economy of scale that had been anticipated for this venture.

As earlier announced Mutual of Omaha will be the sponsor for the M of O Duel in the Pool to be held in Manchester, England in December of this year with the USA Swimming team competing against a European team with swimmers from Great Britain, France and Russia. M of O has also awarded the 2012 USA Swimming Olympic Trials.

The next USA Swimming board of directors meetings will be held on September 15th, 16th, if needed, and 20th at the annual convention in Chicago.

Proposed Legislation Changes

L 1 Glossary Rules Committee page x Modify

Cable Swim—a straightaway swim ~~on~~ alongside a quarter-mile cable, measured within plus or minus 6 inches, in ~~stationary~~ open water and defined by a cable with floats or a continuous marking system visible to the swimmer.

Rationale: Competitors swim alongside the cable not on it. Open water is not always stationary.

L 2 Glossary Rules Committee page x Modify

Event—any clinic, demonstration, series of races in a given stroke and distance, or meet, including open water, long distance and pool meets.

Rationale: Expand the definition to cover the various uses of the term “event” in the rule book.

L 3 Glossary Rules Committee page x Add

Ex Officio Member—a committee member, appointed by virtue of an office or position held, who has participatory rights of membership but no vote.

Rationale: Currently not defined.

L 4 Glossary Rules Committee page xi Modify

Masters Swimming—~~word to be used in that form only; not to be used as a descriptive word; to be used with a capital “M.”~~ training, competition and other activities affiliated with United States Masters Swimming through the participation of USMS members or through a USMS sanction.

Rationale: Define the term “Masters swimming” rather than define the usage of the term “Masters”, and clarify that the term “Masters swimming” should only be used to refer to programs affiliated with USMS. Correct usage of the term “Masters” is covered in the US Masters Swimming Style Manual.

L 5 Glossary Rules Committee page xii Modify

Recognized Events—the written acknowledgement by an LMSC for a designated competition conducted in conformance with relevant USMS rules, a demonstration, clinic or exhibition conducted by USMS member clubs, individual members or organizations other than USMS in which both members and non-members may participate. Times or distances achieved by members at recognized competitions ~~may will be accepted~~ considered for recording purposes by USMS.

Rationale: More closely matches the rule (202.2) and current practice.

L 6 Glossary Rules Committee page xiii Modify

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

Rationale: Move “member” to the entry itself so the glossary entry is a noun.

L 7 Glossary Rules Committee page xiii Add

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

Rationale: Define the varied uses of the term “will” in the rule book.

L 8 202.2.1E(6) Rules Committee page 53 Modify

Relay leadoff split times that conform to 103.13.1 and 105.2.2A will be ~~recognized~~ considered for events listed in 102.5.” (The rest is unchanged.)

Rationale: In practice, the times are considered for USMS official purposes. The times are not automatically recognized. The term “recognized” is used in the rule book for “Recognized Events”.

L 9 502 Illinois page 74 Modify

Article 502, The Local Masters Swimming Committee is a ~~division~~ subordinate organization of the corporation with supervisory responsibilities within a specified geographical territory.

Rationale: The term "division" as generally used in business context implies corporate ownership and hence control. That does not correctly represent the relationship between USMS and LMSCs. The terminology "subordinate organization" is defined and used by the IRS for applying group exemptions for income tax returns. All LMSCs fall under this category and are subordinate organizations of USMS. This will end any ambiguity with respect to the IRS as to the relationship between USMS and LMSCs and adequately describes the relationship for other purposes.

L 10 502.10 Governance Committee page 74 Add

502.10 LMSC Minimum Standards

Each LMSC shall meet minimum standards as defined by the USMS Board of Directors.

Rationale: This clarifies and codifies the relationship between USMS and the LMSCs, and provides a set of uniform minimum standards by which the LMSCs operate. USMS needs to provide a consistent product across the country and to the world.

L 11 503.3 Governance Committee page 75 Modify

503.3 Zone Representatives Chairs

503.3.1 Zone representatives chairs shall be elected in odd-numbered years at the zone meeting held in conjunction with the annual meeting of the House of Delegates. The term of office shall be two years.

503.3.2 Zone representatives chairs shall be residents of their respective zones.

503.3.3 If a vacancy in the position of zone representative chair occurs, the vice president of local operations shall consult with the chair of each LMSC in that zone and appoint a new or replacement zone representative chair, with the concurrence of the USMS president.

Rationale: With the dissolution of the Zone Committee, it is no longer relevant to refer to the person elected by the zone as the representative; chair is more appropriate.

L 12 504.1.5 Governance Committee page 75 Modify

504.1.5 All voting members of the Finance, Legislation, Open Water and Long Distance Rules and Rules Committees and the chairs of all standing committees, the Convention Coordinator, the Rule Book Coordinator~~all coordinators, the internal auditor~~, the legal counsel and the National Board of Review chair.

Rationale: (1) Given the proposed creation of a separate OW/LD Rules committee, this rule is amended to reflect that. (2) Since not all coordinators will necessarily be given delegate status, the word “all” is deleted. (3) The internal auditor position no longer exists.

L 13 504.2.9 Governance Committee page 76 Delete

~~504.2.9 To institute, locate, conduct and manage all national championship meets.~~

Rationale: This provision as currently stated does not reflect the reality of how national championships are selected (given to the Championship Committee by the HOD last year) or conducted, nor would it be practical for the HOD to do these activities. Therefore the provisions should be stricken.

L 14 504.2.9 Rules Committee page 76 Modify

~~To institute, locate, conduct and manage all national championship meets.~~

To approve all national championship meet sites as chosen by the Championship Committee.

Rationale: The Championship Committee now chooses the site but the House of Delegates approves the committee’s report which includes the sites chosen, and the Host runs the meet.

L 15 504.2.11 Rules Committee page 76 Modify

~~To explain, define and interpret~~ To vote on changes to any provisions of this code or other rules of USMS, including the rules of competition. Explanation and interpretation shall be delegated to the chair and/or committee of jurisdiction.

Rationale: The Rules, Legislation, and Open Water and Long Distance Committees explain and interpret the rules. The House of Delegates votes on changes to the rules.

L 16 505.1 Governance Committee page 77 Modify

505.1 Positions

The elected officers of USMS shall be president, vice president of administration ~~member services~~, vice president of local operations, vice president of community services, vice president of programs ~~national operations~~, secretary and treasurer. No person may concurrently hold more than one such office.

Rationale: Given the proposed changes to the standing committees in article 507.2, many of the committees reporting to the VP Member Services may be dissolved. In a conversation with current vice presidents, they recommended a possible reshuffling of committee responsibilities that would result in the name changes proposed in this provision. We recognize that the assignment of committees to vice presidents is and should be flexible depending upon the current needs of the organization. These proposed changes are an attempt to give some meaning to the VP name while still allowing flexibility.

L 17 505.3 Governance Committee page 77 Delete

505.3 Vacancies

~~A vacancy in any office of USMS shall be filled for the unexpired term by the Board of Directors. The appointed officer shall have full rights and responsibilities of the office.~~

Rationale: This provision on officer vacancies is stricken and combined with the provision regarding vacancies on the Board of Directors. Since officers and other directors are all members of the Board of Directors, separate vacancy provisions are not necessary.

L 18 505.4.1 Governance Committee page 77 Modify

505.4.1 The president shall:

- A Order meetings of USMS as provided in the code and preside at all meetings of USMS.
- B Exercise all the duties pertaining to this office in accordance with the code.
- C Serve as an ex officio member of all committees.
- D Make appointments as required in Part 5 and as necessary to carry out the business of the corporation.
- E Serve as chair of the Board of Directors and the Executive Committee and as the presiding officer of the House of Delegates.

Rationale: These changes codify current practice.

L 19 505.4.2 Governance Committee page 78 Modify

505.4.2 The vice presidents shall chair their respective divisions, and shall coordinate their respective committees' activities and funding, as set forth in article 507.

A In the event the president is unable to perform assigned duties, the vice president of administration national operations shall perform these duties or, if the vice president of administration is unable to perform such duties, the vice president for local operations shall perform the duties..

~~B The vice president of local operations shall chair the Zone Committee.~~

Rationale: (1) Reflects proposed name change of former VP national operations. (2) New language provides for a fall-back if the VP Legislation is not able to fill in for the president. (3) Given the proposed dissolution of the Zone Committee, subsection B is stricken.

L 20 505.4.4 Governance Committee page 78 Modify

505.4.4 The treasurer shall:

A Be the custodian of all corporate funds.

B ~~Receive~~ Oversee the receipt of all of USMS's funds and deposits to the accounts of USMS.

C ~~Disburse~~ Oversee the disbursement of USMS's funds as directed by the controller or by the House of Delegates, authorized in accordance with the budget.

D Invest funds of USMS in a prudent manner for the benefit of USMS, in accordance with the investment policies established by the ~~Finance Committee~~ Board of Directors.

E ~~Maintain adequate and~~ Oversee the maintenance of accurate and reliable financial records that document the income receipt and disbursement of USMS's funds.

F. Ensure that internal accounting controls are in place to protect USMS's assets.

~~F Submit all financial records to the internal auditor annually within five months following the end of USMS's fiscal year.~~

Rationale: These changes more accurately reflect current practices with regard to the role of the Treasurer now that USMS has a national headquarters with professional staff and a more active and accountable Board than existed before the last governance process changed the Board. They also better depict what should be the duties of a Treasurer in an organization such as USMS. Since there is no longer an internal auditor, subparagraph F was stricken.

L 21 506.2.2 Governance Committee page 79 Modify

506.2.2 At-large directors shall hold office for two years or until their successors are elected ~~and qualified. (At large directors elected in 2005 will serve for three years; thereafter all terms will be for two years.)~~

Rationale: Given the passage of time the stricken parenthetical provision is no longer relevant. The phrase "and qualified" is stricken because qualification comes before election, so it makes no sense to include it here.

506.3 Vacancies

~~A vacancy in the position of an at large director shall be filled for the remainder of the unexpired term by an appointee of the vice president of local operations, with the concurrence of the USMS president. The appointed director shall have full rights and responsibilities of the position.~~

Rationale: This provision has been moved to 506.10 to put it in proximity to new legislation related to Board member resignation and removal.

506.4 Powers

~~The Board of Directors shall have the authority to act for USMS and the House of Delegates between meetings of the House of Delegates, except that it cannot amend the rules and regulations and it cannot amend the budget. The Board of Directors shall have the power to adopt and amend policies of USMS. The board shall have the emergency power to adopt or suspend any swimming rule (Part 1 or Part 3) or administrative regulations of competition (Part 2) provided that the board, with the advice and consent of the Rules Committee for Part 1, Legislation Committee for Part 2, Open Water and Long Distance Committee for Part 3 and legal counsel determines immediate action is required to serve the interests of USMS. An action taken under this emergency provision shall be effective until the next meeting of the House of Delegates. The president shall make a detailed report of the actions taken to the entire membership of the House of Delegates within 30 days of the action taken.~~

The powers of the Board of Directors shall be:

- 506.4.1 To act for USMS and the House of Delegates between meetings of the House of Delegates, except that it shall not have the authority to assume the nondelegable powers of the House of Delegates set forth in article 504.2.3.
- 506.4.2 To adopt and amend policies of USMS.
- 506.4.3 To create, modify or disband committees of the Board for the purpose of exercising Board responsibilities. Such Board committees shall consist of Board members and may include additional persons with sufficient expertise to assist the Board in performing its responsibilities.
- 506.4.4 To provide for efficient and effective use of financial and other resources.
- 506.4.5 To prepare or cause to be prepared, prior to each annual meeting, USMS's budget for the next fiscal period and submit same to the House of Delegates for approval.
- 506.4.6 To consider and make determinations regarding budget variance requests.
- 506.4.7 To employ, evaluate and terminate an executive director, who shall report to the Board of Directors.
- 506.4.8 To oversee elections of officers and Board members, in accordance with election operating guidelines.

506.4.9 To exercise the emergency power to adopt or suspend any swimming rule (Part 1 or Part 3) or administrative

regulations of competition (Part 2) provided that the Board, with the advice and consent of the Rules Committee for Part 1, Legislation Committee for Part 2, Open Water Rules Committee for Part 3 and legal counsel determines immediate action is required to serve the interests of USMS. An action taken under this emergency provision shall be effective until the next meeting of the House of Delegates. The president shall make a detailed report of the actions taken to the entire membership of the House of Delegates within 30 days of the action taken.

Rationale: Only sections 506.4.3 – 506.4.7 are new; the rest are reworded from the stricken paragraph. (1) The former 506.4, which consisted of one long paragraph, has been reformatted into subsections for clarity and ease of reference. (2) 506.4.1 is amended to make it parallel with section 504.2.3 regarding nondelegable HOD powers. (3) 506.4.3 explicitly states the Board’s power to form committees. While the Board already has this ability and has formed committees, putting this in code also allows for a description of the committees’ purposes and makes transparent the fact that non-Board members may be appointed to Board committees. (4) 506.4.4 affirmatively states as a power the Board’s responsibility – a responsibility of every nonprofit board of directors – to ensure effective use of the organization’s resources. (5) 506.4.5 codifies current practice with regard to budget preparation and submission and is consistent with typical board responsibilities in a nonprofit organization. (6) 506.4.6 provides a power that is ancillary to the power to prepare and seek approval of the budget and is consistent with typical board responsibilities in a nonprofit organization. (7) 506.4.7 codifies the previous policy and practice that the Board hires, evaluates and fires the executive director. (8) The new provision between 506.4.7 and 506.4.8 takes a duty that had formerly been with the Zone Committee and explicitly makes it a power of the Board, with reference to the election operating guidelines.

L 24 506.7 Governance Committee page 79 Modify

506.7 Voting Privileges

Each voting member of the Board of Directors, except the president, shall have one vote. The president shall vote in the case of a tie vote. There shall be no voting by proxy.

Rationale: Since there are nonvoting members on the Board, this is a clarity change.

L 25 506.8 Governance Committee page 79 Modify

506.8 Permanent Committees of the Board

Notwithstanding the Board’s power to create, modify or disband committees of the Board, such committees shall include the permanent committees set forth in this article. Unless otherwise stated in this article, the president, with the concurrence of the Board, shall appoint the committee chair and the members of each permanent committee. Committee members shall be chosen from the Board and may also be chosen from the individual membership of USMS.

506.8.1 Finance Committee – The Finance Committee shall:

- A. Propose policies pertaining to the financial affairs of USMS for approval by the Board of Directors.
- B. Receive and review the annual reports of the treasurer and controller.
- C. Cause to be prepared a summary of the above reports to be presented to the Board of Directors.
- D. Annually receive and compile budget requests for the next fiscal year.
- E. Assist in the preparation of the USMS annual budget for the next fiscal period and submit same to the Board of Directors for approval and then to the House of Delegates for ratification.

506.8.2 Compensation and Benefits Committee – The Compensation and Benefits Committee shall assist the Board of Directors in setting the compensation and performance goals of the executive director and shall make recommendations to the Board of Directors regarding compensation and benefit plans, policies and programs for USMS.

Rationale: This section has been added in conjunction with the now-explicit power of the Board in 506.4 to create, modify and disband committees of the Board. Although the Board has this power, it was thought that there should be certain Board committees that need to exist under code regardless of the Board’s power to shift the Board committee structure. Therefore, those committees are explicitly named and described in this section.

L 26 506.9 Governance Committee page 79 Modify

506.9 Executive Committee

506.9.1 The Executive Committee shall be a committee of the Board of Directors

506.9.2 The voting members of the Executive Committee of this corporation shall consist of:

~~A The president, the vice president of member services, the vice president of community services, the vice president of national operations, the vice president of local operations, the secretary and the treasurer~~ officers of USMS.

B The immediate past president.

506.9.3 The nonvoting members of the Executive Committee shall consist of:

A The legal counsel.

B The executive director.

506.9.4 The Executive Committee shall have the authority to:

~~A. Manage the operations of USMS~~

~~B-A Carry out policies established by the Board of Directors.~~

~~C-B In an emergency, assume the policy-making responsibilities of the Board of Directors. An action taken under this emergency provision shall be effective until the next meeting of the Board of Directors. The president shall make a detailed report of the actions taken to the entire membership of the Board of Directors within 30 days of the action taken.~~

Rationale: This section regarding the Executive Committee has been moved from its former location in Article 507 – Committees and Appointments. Since the Executive Committee is a committee of the Board, this section is more appropriate in Article 506 – Board of Directors. . 506.8.2 A has been changed for more efficient reference, since the old version listed all of the officers individually, which was more cumbersome. The former 507.1.3 (“Manage the operations of USMS”) has been stricken since this is a duty of the Executive Director, not the Executive Committee.

L 27 506.10 Governance Committee page 79 Add

506.10 Removal of Board Members

Voting directors, including officers, may be removed by the Board if they fail to attend more than half of the regular meetings of the Board, including telephonic meetings, during any 12-month period, unless they are able to demonstrate to the other directors of the Board that the presence of extenuating circumstances caused and excused the absences. In such circumstances, the absent director shall be removed by the affirmative vote of at least two-thirds of the voting members of the Board (excluding the vote of the director in question)

Rationale: This is a new section. It is common practice for organizations to provide for the removal of board members. The only ground for removal proposed is failure to participate adequately, and it is limited to voting directors. The rationale for this is that Board members who have been elected by the House of Delegates have a duty to participate in the activities of the Board. If they fail to do so without good reason, they should be removed. While other grounds for removal could have been proposed, we thought it best to leave such grounds (e.g., fraud, felony conviction) for action under Part 4 of USMS Rules, which has a method for adjudicating such things.

L 28 506.11 Governance Committee page 79 Add

506.11 Vacancies

A vacancy in the position of a voting director, including an officer, may be filled for the remainder of the unexpired term by the Board of Directors. An appointed director shall have full rights and responsibilities of the position. An appointed officer shall have the full rights and responsibilities of the office.

Rationale: This provision was, for the most part, the former 506.3, moved to this location. However, 506.3 previously only addressed vacancies in at-large Board membership and called for appointment by the VP Local Operations. The former 505.3 addressed vacancies in officer positions and called for the full Board to appoint a replacement. Since officers and at-large directors are all members of the Board of Directors, separate vacancy provisions are not necessary. Also, since all voting members of the Board are elected and of equal importance as Board members, there seems to be little justification for having different groups or persons appointing replacements for each. The former word “shall” in the first sentence of 506.3 was changed to “may” to give the Board discretion since there may be times when a Board seat need not be filled (e.g., shortly before an election).

507.1. Executive Committee

~~507.1.1 The voting members of the Executive Committee of this corporation shall consist of:~~

~~A The president, the vice president of member services, the vice president of community services, the vice president of national operations, the vice president of local operations, the secretary and the treasurer.~~

~~B The immediate past president.~~

~~507.1.2 The nonvoting members of the Executive Committee shall consist of:~~

~~A The legal counsel.~~

~~B The executive director.~~

~~507.1.3 The Executive Committee shall have the authority to:~~

~~A Manage the operations of USMS,~~

~~B Carry out policies established by the Board of Directors, and~~

~~C In an emergency, assume the policy making responsibilities of the Board of Directors. An action taken under this emergency provision shall be effective until the next meeting of the Board of Directors. The president shall make a detailed report of the actions taken to the entire membership of the Board of Directors within 30 days of the action taken.~~

Rationale: This section has been moved to Article 506 – Board of Directors, since the Executive Committee is a committee of the Board.

507.2 Standing Committees

Standing committees shall be as listed in this article. Unless otherwise specified in this article, the president, with the concurrence of the Executive Committee, shall appoint the chair of each committee, and the president, with the concurrence of the committee chair, shall choose committee members from the individual membership of USMS. When practical, each committee shall have representation from each zone. ~~The president may appoint associate members. The divisional vice president responsible for a committee~~

~~shall be an ex officio member of that committee. A committee definition may name other ex officio positions.~~ Committee chairs and committee members shall serve at the pleasure of the president. Each standing committee shall report to an officer of the corporation, who shall be an ex officio member of that committee. Standing committees shall conduct business as necessary throughout the year and shall meet in conjunction with the annual meeting of the House of Delegates. Each committee member shall have one vote. The president may appoint associate members. The executive director or his or her designee shall be an ex officio member of each standing committee. Associate and ex officio members shall have voice but no vote.

Rationale: (1) Wording regarding associate members has been rearranged to make more sense when placed before the sentence about who is ex officio. (2) New language has been added regarding committees reporting to an officer of the corporation to reflect current practice; and language about that officer's ex officio status on the committee has been moved to be in conjunction with the new language. (3) The sentence allowing the committee definition to name other ex officio positions is not necessary.

(4) A sentence has been added to codify the practice and understanding that committee chairs and members serve at the pleasure of the president. (5) The executive director or his designee should be involved in the activities of every standing committee, albeit as an ex officio member.

L 31 507.2 Rules Committee page 80 Modify

STANDING COMMITTEES

Standing committees shall be as listed in this article. Unless otherwise specified in this article, the president, with the concurrence of the Executive Committee, shall appoint the chair of each committee, and the president, with the concurrence of the committee chair, shall choose committee members from the individual membership of USMS. When practical, each committee shall have representation from each zone. The president may appoint associate members to committees that have full membership. Associate members have participatory rights but no vote or automatic delegate status. The divisional vice president responsible for a committee shall be an ex officio member of that committee. A committee definition may name other ex officio positions. Standing committees shall meet in conjunction with the annual meeting of the House of Delegates. Each committee member shall have one vote. Associate and ex officio members shall have voice but no vote.

Rationale: Explain an “associate member” of a committee.

L 32 507.2.1 Governance Committee page 80 Modify

507.2.1 Championship Committee—The Championship Committee shall serve in an advisory capacity to national championship hosts and make recommendations and decisions that enhance the quality of championship meets. ~~The committee~~ USMS National Office staff shall solicit and receive bid proposals. ~~The committee shall review bids proposals and make recommendations to the House of Delegates regarding select sites for national championship meets.~~ The committee shall consist of the committee chair and sufficient members to execute the committee function, including at least three members who have had experience in overseeing a national championship meet and two members without such experience.

Rationale: (1) Reference to National Office staff has been substituted to reflect current or planned practice that the National Office shall be responsible for soliciting championship host bids. (2) Language regarding the reviewing of bids and selecting of championships sites has been changed to reflect the change made to 104.3.6 by the HOD last year allowing the Championship Committee to award championship bids. (3) Language regarding committee membership has been added to make it consistent with other committee descriptions.

L 33 507.2.3 Governance Committee page 80 Delete

~~**507.2.3 Communications Committee**—The Communications Committee shall interact with the Board of Directors to create an overall communication strategy and to support its implementation. The strategy shall define channels for communication with the general membership, USMS clubs, LMSCs and USMS committees. The committee shall consist of the committee chair,~~

the Rule Book Coordinator, the chair of the Editorial Committee and at least eight other members. The National Publication Editor and the Webmaster/IT Director shall be ex officio members.

Rationale: Communications functions are now being carried out by the National Office staff, making a standing committee of volunteers unnecessary. USMS members with subject matter expertise may become part of a volunteer pool from which the National Office can draw for specific projects.

L 34 507.2.4 Governance Committee page 81 Delete

~~**507.2.4 Publications Management Committee**—The Publications Management Committee shall manage all USMS publishing activities and shall set publishing policy. The Committee shall develop and maintain or promote the development and maintenance of publications that a) support USMS’s values and operating principles, b) provide benefits and information services for all USMS members, c) provide viable marketing tools, where appropriate, d) provide an income source for USMS, where possible and e) employ the most current industry standards for design, style, editorial content and usability, where appropriate. The committee shall establish working relationships with and support the volunteer and professional staff developing USMS publications, including the publishers of the USMS national publication, web operations personnel, committees that publish information for USMS and National Office personnel. The committee shall consist of the committee chair and sufficient members to execute the committee function. Members shall have the requisite skills to accomplish tasks as defined by the committee’s objectives and goals. USMS professional staff with responsibility for publications shall be ex officio members.~~

Rationale: Publications management functions are now being carried out by the National Office staff, making a standing committee of volunteers unnecessary. USMS members with subject matter expertise may become part of a volunteer pool from which the National Office can draw for specific projects.

L 35 507.2.5 Governance Committee page 81 Delete

~~**507.2.5 Finance Committee**—The Finance Committee shall consist of the committee chair and no more than 16 additional members, with at least one member from each zone. The treasurer, the internal auditor and the controller shall serve as ex officio members of the committee. The Finance Committee shall:~~

- ~~A Develop policies pertaining to the financial affairs of USMS.~~
- ~~B Receive and review the annual reports of the internal auditor, treasurer and controller.~~
- ~~C Prepare or cause to be prepared a summary of the above reports to be presented to the House of Delegates at each annual convention.~~

~~D~~ Annually receive and compile all budget requests from each officer and committee for the next fiscal year.

~~E~~ At each annual convention, prepare USMS's budget for the next fiscal period and submit same to the House of Delegates for approval.

Rationale: The Board of Directors is responsible for financial oversight, ensuring efficient and effective use of financial and other resources, and tying financial strategy to strategic planning priorities. Thus, the former duties of the Finance Committee should reside with the Board and will be carried out by a Board Finance Committee, which will consist of Board members plus others with subject matter expertise appointed to serve on the committee. The change also reflects current practice that the budget is prepared by staff, submitted to the Board of Directors and then submitted to the House of Delegates for review and approval. USMS members with subject matter expertise may become part of a volunteer pool from which the National Office can draw for specific projects.

L 36 507.2.6 Governance Committee page 81 Modify

507.2.6 Fitness Education Committee— The Fitness Education Committee shall promote ~~and~~ assess the fitness, health and lifestyle benefits of Masters swimming. The committee shall consist of the committee chair and sufficient members to execute the committee function.

Rationale: (1) The committee name changed in code last year, but the title on the rule was accidentally not changed. This is a conforming change. (2) The committee promotes but does not assess, so language about assessing was deleted.

L 37 507.2.7 Governance Committee page 81 Modify

507.2.7 History and Archives Committee—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 committee shall consist of the committee chair and sufficient members to execute the committee function.

Rationale: Language regarding committee membership has been added to make it consistent with other committees.

L 38 507.2.8 Governance Committee page 82 Delete

~~**507.2.8 International Committee**— The International Committee shall promote communication with Masters swimmers throughout the world, facilitate USMS members' participation in international events and encourage the participation of foreign Masters swimmers in USMS events. The USMS Liaison to the Union Americana de Natacion (UANA) and the USMS Liaison to FINA shall be ex officio members. The committee shall consist of the committee chair and sufficient members to execute the committee function.~~

Rationale: The committee functions are either being carried out by the president (communicating with other Masters federations worldwide) or National Office staff (facilitating members' participation in international events, encouraging participation of foreign Masters swimmers in USMS events), making a standing committee of volunteers unnecessary. USMS members with subject matter expertise may become part of a volunteer pool from which the National Office can draw for specific projects.

L 39 507.2.9 Governance Committee page 82 Modify

507.2.9 Legislation Committee— The Legislation Committee may initiate and shall receive, 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 which includes proposed changes to: Code of Regulations, Organizing Principles, Glossary, Part 2: Administrative Regulations of Competition, Part 4: Athlete's Rights, Hearings and Appeals, Part 5: United States Masters Swimming Inc. Organization and Bylaws, and Part 6: Amendment Procedures. ~~and Appendix D: Zone and LMSC Boundaries.~~ The committee may 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, no more than 16 additional members, with at least one member from each zone, not to exceed 16 additional members. The Rules Committee chair and the Rule Book Coordinator shall be ex officio members of the committee.

Rationale: Language regarding committee membership has been added to make it consistent with other committees and amended to make clear that the 16 member number is a maximum and not a requirement. Amendments to Appendix D: Zone and LMSC Boundaries was moved to Zone Committee in 2008 and will continue under the LMSC Development Committee.

L 40 507.2.10 Governance Committee page 82 Add

507.2.10 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 identify and provide support for LMSCs experiencing operational and governance issues, and monitor compliance with LMSC minimum standards as defined by the Board of Directors. The committee may initiate and shall receive, consider and report proposed amendments to Appendix D: Zone and LMSC Boundaries, with the committee's recommendations, at the annual meeting of the House of Delegates, in accordance with the provisions of Part 6. The committee shall consist of the committee chair and sufficient members to execute the committee function.

Rationale: This committee has been added to reflect the need for an intentional standing committee created to address LMSC development, rather than this responsibility falling on the Zone Committee. This committee will also assume LMSC-related activities that were within the purview of the Communications and Marketing Committees. Also, because this committee is best positioned to deal with issues related to Zone and LMSC boundaries, it will assume responsibility for amendments to Appendix D that was formerly assigned to the Zone Committee.

L 41 507.2.11 Governance Committee page 82 Modify

507.2.11 Open Water and Long Distance Committee—The Open Water and Long Distance Committee shall promote development of and participation in open water and long distance events at the local, regional and national level. The committee shall solicit and review bid proposals and select the sites for the open water and long distance championship events. The committee shall work in a coordinating and advisory capacity with event hosts and make recommendations to enhance the quality of open water and long distance championship events. ~~The committee may initiate and shall consider proposed amendments, and shall report them, with the committee’s recommendations, at the annual meeting of the House of Delegates, in accordance with the provisions of Part 6.~~ The committee shall maintain records and select the open water and long distance All-American Open Water and Long Distance and Open Water and Long Distance and all-star teams. ~~The committee may 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. ~~no more than 16 additional members, with at least one member from each zone. The Rule Book Coordinator shall be an ex officio member of the committee.~~ The chair shall serve as the USMS liaison to the USA Swimming Open Water Committee.

Rationale: Currently, this committee is responsible for selecting and coordinating open water and long distance championships, amending and interpreting open water long distance rules, and maintaining records and selecting All-American and All-Star teams. Given that the Board has indicated it would like this committee to focus, in conjunction with the National Office staff, on growing open water swimming and encouraging participation, this is just too much for one committee. Therefore, the changes proposed are to take the rules component out of this committee and place it in a new committee with the sole purpose of proposing and interpreting open water and long distance rules. Since this would no longer be a rules committee, the details on make-up of the committee have been deleted and replaced with the general description of having sufficient members to execute the committee function.

L 42 507.2.12 Governance Committee page 83 Modify

507.2.XX Open Water Rules Committee – The Open Water Rules Committee shall assure that the competitive rules in Part 3 of the USMS Rules and Regulations provide for fair and equitable competition in the best interests of all USMS members and that members are informed of current rules, interpretations, and changes. The Open Water Rules 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. The committee may 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 Rule Book Coordinator shall be ex officio member of the committee.

Rationale: See the rationale for creation of this committee stated in conjunction with rule 507.2.10. Since knowledge of open water rules is a specific expertise and the importance of open water swimming

to USMS is growing, it is recommended that this be a standalone committee and not part of the existing Rules Committee.

L 43 507.2.11 Governance Committee page 82 Delete

~~**507.2.11 Marketing Committee**—The Marketing Committee shall define the marketing and communication goals and objectives that promote the purpose and philosophy of Masters swimming to target external audiences, and shall execute the activities necessary to accomplish these goals and objectives. The committee shall consist of the committee chair and sufficient members to execute the committee function.~~

Rationale: Marketing functions are now being carried out by the National Office staff, making a standing committee of volunteers unnecessary. USMS members with subject matter expertise may become part of a volunteer pool from which the National Office can draw for specific projects.

L 44 507.2.14 Governance Committee page 83 Modify

507.2.14 Records and Tabulation Committee—The Records and Tabulation Committee shall establish and maintain a standardized process of recording and verifying times and shall publish the Top 10 times, All-American rosters and USMS national records annually for each course. The committee shall consist of the committee chair and sufficient members to execute the committee function.

Rationale: Language regarding committee membership has been added to make it consistent with other committees.

L 45 507.2.15 Governance Committee page 83 Modify

507.2.15 Registration Committee—The Registration Committee shall develop effective policies and procedures for registering members and advise the Board of Directors on registration policies. Committee members shall assist LMSC registrars and communicate current policies and procedures. The committee shall consist of the committee chair, one member from each zone, and one member-at-large.

Rationale: The Board of Directors is responsible for establishing policies, so the committee definition has been changed to reflect this fact but also to recognize that the Registration Committee is the subject matter expert on registration issues and therefore should advise the Board on registration policies.

L 46 507.2.16 Governance Committee page 83 Modify

507.2.16 Rules Committee—The Rules Committee shall assure 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 members are informed of current rules, interpretations, and changes. The Rules 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. The committee may 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, no more than 16 additional members, 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 & Regulations Committee Chair shall be ex officio members of the committee.

Rationale: Language regarding committee membership has been added to make it consistent with other committees and amended to make clear that the 16 member number is a maximum and not a requirement.

L 47 507.2.16 Rules Committee page 83 Modify

Rules Committee—The Rules Committee shall assure 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 members are informed of current rules, interpretations, and changes. The Rules 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. The committee ~~may~~ 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 no more than 16 additional members, with at least one member from each zone. The Legislation Committee chair, the Rule Book Coordinator, the Officials Committee chair and the USA Swimming Rules & Regulations Committee Chair shall be ex officio members of the committee.

Rationale: In practice, the Rules Committee issues interpretations of the swimming rules that are binding for all members in competition and also as stated in 102.16.4 and 102.16.5 regarding protests.

L 48 507.2.18 Governance Committee page 83 Delete

~~**507.2.18 Zone Committee**—The Zone Committee shall enhance communications between the National Office and LMSCs, and between USMS committees and LMSCs. The committee shall carry out the responsibilities assigned to it by the House of Delegates, the President, the USMS Code of Regulations and the stated needs of the LMSCs. The Zone Committee shall develop and maintain election operating guidelines. The committee shall consist of the vice president of local operations, who shall serve as chair, plus a representative from each zone elected by the delegates from each LMSC within that zone.~~

Rationale: The responsibilities of this committee are more appropriately handled by new and existing entities. LMSC development responsibilities will be placed in the newly proposed LMSC Development Committee (see the rationale for that committee above). Election responsibilities will be handled by the Board of Directors. (This change will be reflected in the Election Operating Guidelines, which are being updated for HOD approval.) The position of zone representative will still remain, without committee responsibilities. The zone representatives will be responsible for coordinating activities within their

zones, running the zone meetings at convention and performing any zone-related election responsibilities.

L 49 507.4.1 Governance Committee page 84 Modify

507.4.1 Coordinators—The president, with the concurrence of the Executive Committee, shall appoint the coordinators. The Board Of Directors may grant a Coordinator ~~Coordinators will have~~ the same rights and responsibilities as the chairs of standing committees. A coordinator, with the concurrence of the president, may appoint a working group to assist the coordinator.

Rationale: Second sentence modified, as not all coordinators may need this status. Also, currently there is no indication of who would grant these "rights and responsibilities." This right and responsibility would be noted In the Individual coordinator positions.

L 50 507.4.1 Governance Committee page 84 Modify

A Convention Coordinator—The convention coordinator shall cooperate with ~~USAS~~ United States Aquatic Sports in the preparation of each year’s national convention and carry out the operational needs of the House of Delegates and its committees at convention.

Rationale: It is preferable to spell out “U.S. Aquatic Sports,” to make clear what entity is being referenced (i.e. not USA Swimming).

L 51 507.4.1 Governance Committee page 84 Delete

~~**B Insurance Coordinator**—The insurance coordinator shall study and review the insurance needs of USMS and shall recommend policy and procedure, and appropriate insurance coverage for USMS, its participants and its programs.~~

Rationale: This function will be transferred to National Office staff.

L 52 507.4.1 Governance Committee page 84 Modify

C Rule Book Coordinator—The rule book coordinator shall design, ~~edit~~ ensure the accuracy of and produce the rule book and other materials or media, as approved by the House of Delegates. The rule book coordinator shall be a member of the Communications Committee and an ex officio member of the Legislation, Open Water and Long Distance and Rules Committees.

Rationale: This person does not have the authority to edit the rules. That belongs to the designated committees and the HOD.

L 53 507.4.2 Governance Committee page 84 Delete

~~507.4.2 Controller—The controller shall be selected by, serve at the pleasure of and report to the Executive Committee.~~

Rationale: The controller is no longer an appointed position, but rather an employee.

L 54 507.4.3 Governance Committee page 84 Delete

~~507.4.3 Internal Auditor—The internal auditor shall be appointed by and serve at the pleasure of the president and shall report to the House of Delegates through the Finance Committee. The internal auditor shall:~~

~~A Receive the financial records of USMS from the treasurer and the controller.~~

~~B Examine at least annually all financial records received pursuant to article 508.3.1 to determine the accuracy and validity of the records maintained by the treasurer and controller.~~

~~C Prepare and audit the annual income statement and balance sheet of USMS, along with any other appropriate financial statements as of the close of USMS's fiscal year.~~

~~D Present the financial statements listed in article 508.3.3 to the Finance Committee as soon as practical after the close of the fiscal year with a statement as to the internal auditor's position regarding the accuracy and validity of those documents.~~

~~E Submit to the Finance Committee recommendations for the improvement of the financial management of USMS.~~

Rationale: This has not been an active function for several years. We currently have a yearly external audit or review that provides many of these functions. Some of these tasks may go to the BOD Audit Committee.

L 55 507.4.4 Governance Committee page 85 Modify

~~507.4.4 Legal Counsel— The president shall appoint the legal counsel. The legal counsel shall be an ex officio member of the Board of Directors, Executive Committee, Rules Committee and Legislation Committee, having voice but no vote on these committees. The legal counsel may appoint liaisons to any other committees when requested by such committee chair.~~

Rationale: The rule did not specify who appoints the legal counsel.

L 56 508.3 Governance Committee page 85 Modify

508.3 Budget Requests

Requests for budget items or funding that are disapproved by the Board of Directors ~~Finance Committee~~ (or those not submitted to the Board of Directors ~~Finance Committee~~) may be approved by the House of Delegates by a two-thirds vote.

Rationale: Amendments are made to reflect that under the proposed changes to Board powers in 506.4 and changes to the Finance Committee under 507.2, HOD override of a budget request denial will be from a denial by the Board rather than the Finance Committee.

L 57 601.1.5 Governance Committee page 87 Modify

601.1.5 LMSC Development ~~Zone~~ Committee – Proposed changes to the Code of Regulations (Appendix D: Zone and LMSC Boundaries) shall be considered by the ~~Zone~~ LMSC Development Committee for report and recommendation to the House of Delegates.

Rationale: Change made to reflect fact that Zone Committee will no longer exist. The LMSC Development Committee is in the best position to deal with issues related to zone and LMSC boundaries.

L 58 601.2.2 Rules Committee page 87 Modify

601.2.2 Format—Proposed changes shall be in such form as to show the ~~entire~~ section as it will read if adopted, with any changes in language underlined if new and lined out if deleted.

Rationale: Instructions for writing proposed amendments allow for the use of an ellipsis (...) in place of writing all of the language, if enough of the language is shown to make the proposed change clear.

L 59 601.2.3 Governance Committee page 87 Modify

601.2.3 Submission Deadline—Proposed changes by an LMSC must be submitted to the chair of the Rules, Legislation, ~~Zone~~ or Open Water ~~and Long Distance~~ Rules Committee not later than July 10, and to the LMSC Development Committee by February 1.

Rationale: Change made to reflect fact that Zone Committee will no longer exist. The LMSC Development Committee is in the best position to deal with issues related to Zone and LMSC boundaries, but a July 10th deadline is too late to solicit input from all impacted parties. The Zone Committee, at the request of the Legislation Committee, developed a policy for handling LSMC and Zone boundary changes which will take into consideration the wishes of all affected parties.

L 60 601.2.3 Rules Committee page 87 Modify and Add

601.2.3 Submission Deadline—Proposed changes to the USMS Code by an LMSC, a standing committee of the House of Delegates, the Zone Committee, the Board of Directors or the Executive Committee, must be submitted to the chair of the Rules, Legislation, Zone or Open Water and Long Distance Committee not later than July 10 to be considered as described in 601.4.1, 601.4.2, 601.4.3. **Proposed changes to the USMS Code by a standing committee of the House of Delegates, the Zone Committee, the Board of Directors or the Executive Committee, received after July 10, shall be considered by the committee of jurisdiction as Emergency Amendments as described in 601.4.6**

Rationale: Require all proposed changes to be submitted by July 10 in order to give time for more careful consideration of all proposed changes.

L 61 601.2.4 Rules Committee page 87 Modify

601.2.4 Publication of Proposed Amendments—All proposed changes shall be published and ~~mailed~~ distributed to each LMSC and each member of the House of Delegates not later than August 15.

Rationale: Change the more restrictive “mailed” to “distributed”, because in practice, proposed changes are emailed, mailed, and sometimes delivered in person.

L 62 601.3 Governance Committee page 88 Modify

601.3 MODIFICATION OF PROPOSED AMENDMENTS

Proposed amendments may be modified in any manner by the Rules, Legislation, LMSC Development or Open Water Rules Committee, where appropriate, while under consideration by said committee. Such modification must be germane to the subject matter and intent of the proposed change.

Rationale: Change made to reflect fact that Zone Committee will no longer exist. The LMSC Development Committee is in the best position to deal with issues related to zone and LMSC boundaries.

L 63 601.4.3 Governance Committee page 88 Modify

601.4.3 Legislation—In odd-numbered years, the Organizing Principles, Glossary, Part 2, Part 4, Part 5 and Part 6 and ~~Appendix D~~ may be amended by a majority vote of the House of Delegates members present and voting if amendments to them are submitted to and recommended by the Legislation Committee, or by a two-thirds vote of the House of Delegates members present and voting if amendments to them are submitted to and NOT recommended by the Legislation Committee.

Rationale: Change made to reflect fact that Zone Committee will no longer exist. The LMSC Development Committee is in the best position to deal with issues related to zone and LMSC boundaries.

L 64 601.4.4 Governance Committee page 88 Modify

601.4.4 LMSC Development—In odd-numbered years, Appendix D may be amended by a majority vote of the House of Delegates members present and voting if amendments to them are submitted to and recommended by the LMSC Development Committee, or by a two-thirds vote of the House of Delegates members present and voting if amendments to them are submitted to and not recommended by the Legislation Committee.

Rationale: Change made to reflect fact that Zone Committee will no longer exist. The LMSC Development Committee is in the best position to deal with issues related to zone and LMSC boundaries.

Proposed Amendments Requiring Action of More Than One Committee—In any year, proposed amendments to the *USMS Code of Regulations and Rules of Competition* that fall within more than one jurisdiction, as described in articles 601.4.1, 601.4.2 and 601.4.3, may be submitted as an indivisible package to be considered by the House of Delegates, subject to the following:

A Each and every committee under which jurisdiction the amendment proposals fall votes by a two-thirds majority to accept the proposed amendments as a package to be considered in the whole.

~~**B** Organizing Principles, Glossary, Parts 1, 2, 3, 4, 5 and 6 and Appendix D If the conditions of 601.4.5A are met, the indivisible package may be amended by a majority vote of the House of Delegates members present and voting if amendments to them are submitted to the appropriate committees as a package and recommended by all committees with jurisdiction, or if the conditions of 601.4.5A are not met, the indivisible package may be amended by a two-thirds vote of the House of Delegates members present and voting if amendments to them are submitted to the appropriate committees as a package, but fail to receive the recommendation of all committees with jurisdiction.~~

Rationale: Simplify the language of “B”, so it is easier to understand.

Housekeeping:

HK 1

Rules Committee

page 75

Modify

503.5 ZONE CHAMPIONSHIP MEETS

Each zone may conduct zone championship meets, but meets identified as such should not be scheduled beginning the weekend before, through and including the weekend ~~Following The Usms~~ following the USMS Short Course ~~And~~ and Long Course National Championship Meets.

Rationale: Correct the use of upper case and lower case letters.

Proposed Changes Open Water/Long Distance Rules

SEQ CHAPTER \h \r 1303.6 Timing

In events in which the event director provides electronic timing/chip timing, an operating backup timing system is required.

Rationale: This rule is currently under 304 Conduct of Postal Events. It pertains to Open Water swims. Please renumber subsequent paragraphs.

304.5 Timing

~~304.5.1 In open water races in which the event director provides electronic timing/Chip Timing, an operating backup timing system is required.~~

304.5.1 A stopwatch or electronic timing system shall be used to time the event.

304.5.2 ~~In postal events,~~ eCumulative splits must be recorded to the nearest second.

Rationale: Rule is mis-placed in Postals; it should be in Open Water.

United States Masters Swimming
2010 Budget Draft

INCOME STATEMENT				ORIGINAL SUBMITTED	Full Year 2009	(w/adjs as of 7/31/2009)	FINAL
		<u>Members</u>	<u>Fee</u>	<u>2010 Budget</u>	<u>Estimate</u>	<u>2009 Budget</u>	<u>2008 Actual</u>
REVENUE							
MEMBERSHIP SERVICES:							
4010 Fees - Individuals @ \$27	BUTCHER	54,000	\$ 27.00	\$ 1,458,000	\$ 1,253,750	\$ 1,200,000	\$ 1,131,651
4010 Fees - Individuals @ \$22	BUTCHER	3,500	\$ 22.00	77,000	60,000	40,000	60,789
4050 Transfers	BUTCHER	350	\$ 1.50	525	525	525	517
4070 Rule Book Sales	EHRINGER			2,780	2,646	3,000	2,316
4074 Magazine Subscriptions	BUTCHER			4,008	4,008	4,008	3,933
4215 Promotional Sales	GILL			6,620	3,500	1,900	1,809
4271 Video Rental	DEERY			1,000	1,000	-	474
4430 Underwater Camera Income				-	-	600	150
Membership Services Revenue				1,549,933	1,325,429	1,250,033	1,201,639
COACH AND CLUB SERVICES:							
4020 Fees - Clubs @ \$30	BUTCHER	675	\$ 30.00	20,250	18,930	16,500	17,730
Coach and Club Services Revenue				20,250	18,930	16,500	17,730
EVENTS:							
4080 2010 LCN Nationals	GILL			92,900			
4090 No Boundaries Open Water Tour	GILL			4,500			
4060 Fees - One-Event @ \$10.00	BUTCHER	1,600	\$ 12.00	19,200	15,700	16,000	11,160
4150 Championship Meet Surcharges	MOORE, MARK			9,800	18,739	17,850	20,965
4151 LD Championship Surcharges	CLEVELAND			4,000	4,000	3,900	3,236
4152 GTD Revenue	ANZIANO			4,000	4,000	3,000	
4155 Championship Patches	MOORE, MARK			750	881	600	764
4156 LD Championship Patches	CLEVELAND			780	1,560	660	-
4157 LD Championship Medals	CLEVELAND			3,273	3,273	3,170	3,977
4159 Nat'l Meet Data Entry	CLEVELAND			128	287	300	453
4210 Top Ten Subscriptions	GRILLI			420	420	1,000	871

4250	All American Patches/Cert.	GRILLI		600	600	1,000	540
4251	LD All American	GRILLI		300	300	200	200
4252	Relay All American Awards	GRILLI		700	700	1,000	655
4431	High Performance Clinic	CARROW		22,500	-	-	-
4432	Swim Fest Revenue	GILL		18,750	18,900	22,750	-
4450	Merchant Account Fee Income	FLORIO		4,900	10,000	9,000	11,414
Events Revenue				187,500	79,359	80,430	54,235

ADVERTISING AND SPONSORSHIP

4071	Rule Book Sponsor Income	EHRINGER		1,255	1,255	1,300	1,255
4075	SWIMMER Magazine Advertising	BUTCHER		97,297	100,000	51,764	71,259
4161	Sponsor Royalty Income	BUTCHER		9,600	7,100	14,200	10,498
4171	Marketing - Sponsorship	BUTCHER		178,296	178,796	158,250	121,506
Advertising and Sponsorship Revenue				286,448	287,151	225,514	204,518

ADMINISTRATION:

4500	Other Income	N/A		100	100	-	4,317
4710	Contributions - Legacy Fund	N/A		-	-	-	13,022
Administration Revenue				100	100	-	17,339

Total Revenue				2,044,231	1,710,969	1,572,477	1,495,461
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EXPENSE

MEMBERSHIP SERVICES

5010	Liability Insurance	BUTCHER		67,000	67,000	70,000	73,045
5010	Insurance Broker's Fee	BUTCHER		20,000	20,000	20,000	20,000
5012	Accident Insurance @ \$.50	BUTCHER	57,500 0.50	28,750	26,750	25,800	24,734
5102	Membership Administration	GRILLI		4,076	16,036	21,336	11,673
5103	Registration Expenses	GILL		100,000	75,000	77,450	50,915
5123	Decals, Brochures, Etc.	GILL		5,000	2,000	600	424
5290	Communications Committee	MOORE, H.		-	-	200	160
5320	Fitness Committee	ANZIANO		3,000	3,000	3,240	1
5420	Registration Committee	SIMON		100	100	100	-
5430	Rule Book Coordinator	EHRINGER		20	0	0	-

5435	Publication Management	HAGADORN			200	10,700	319.00	
5470	Zone Activity costs	HEATHER, J.		4,000	4,000	4,000	1,799	
5540	History & Archives Committee	DUNBAR		1,040	500	1,030	796	
5550	Recognition & Awards Committee	DILLON		370	371	265	649	
5685	Web Operations	MATYSEK		8,925	6,700	7,180	9,976	
5686	USMS.org Infrastructure	MATYSEK		-	30,000	50,000	-	
5701	USMS SWIMMER Magazine Produc	HAMEL		411,258	387,000	359,453	347,817	
5750	Publication of Annual Planner	MCGIFFIN			4,306	4,000	3,002	
5810	Underwater Camera Expense	BUTCHER		-	-	500	239	
5840	ISHOF Contributions (\$.25 for 2008)	FORMULA	57,500	\$ 0.25	14,375	13,288	12,077	
5860	Rule Book Costs	EHRINGER		10,500	9,354	12,300	11,136	
5900	Membership Services Payroll	BUTCHER		367,909	251,978	317,193	226,841	
Membership Expense					1,046,323	917,583	997,847	795,603

COACH AND CLUB SERVICES

5280	Coaches Committee	COLBURN			6,500	9,475	13,200	10,082
5770	Coach/Club Development Admin	GILL			42,400	29,050	66,800	16,327
5775	Coach/Club Development Payroll	GILL			135,554	87,780	56,986	22,025
5825	National Aquatic Conference	COLBURN			-	4,800	5,100	2,873
Coach and Club Services Expense					184,454	131,105	142,086	51,307

EVENTS:

5200	2010 Long Course Nationals	GILL			81,500			
5210	No Boundaries	GILL			15,500			
5121	All American Patches/Cert.	GRILLI			1,500	1,149	550	1,273
5270	Championship Committee	MOORE, MARK			10,075	2,500	2,500	3,774
5283	High Performance Clinic	CARROW			22,500	-	-	-
5285	LC/SC Merchant Account Fees	FLORIO			5,120	6,692	5,719	6,892
5370	Open Water/LD Committee	CLEVELAND			5,200	1,510	3,510	1,539
5390	Officials Committee	COCKRELL			5,800	4,051	5,342	1,829
5410	Records & Tabulation Committee	TSUZUKI			1,300	1,300	1,350	1,174
5440	Rules Committee	CASEY			975	1,013	950	470
5460	Sports Medicine and Science Comm	MOORE, J.			950	450	1,300	1,700
5780	Swim Fest Expenses	GILL			20,500	17,000	27,750	-

5801	Pool Championship Patches	MOORE	600	587	450	725
5802	LD Championship Patches	CLEVELAND	333	333	254	207
5803	LD Championship Medals	CLEVELAND	2,756	2,756	2,623	1,741
5820	Top Ten Subscriptions	TSUZUKI	1,300	1,400	1,000	1,093
5875	Events Payroll	GILL	104,200	85,806		
<i>Events Expense</i>			280,109	126,547	53,298	22,417

MARKETING:

5670	Trade Shows	BUTCHER	3,000	3,000	6,000	10,326
5730	Marketing Services	BUTCHER	52,500	41,500	79,000	5,264
5735	Marketing Services - Payroll	BUTCHER	27,078	38,349	72,414	19,511
<i>Marketing Expense</i>			82,578	82,849	157,414	35,101

ADVERTISING AND SPONSORSHIP:

5702	Publication Advertising Commission	BUTCHER	24,324	25,000	12,941	17,815
5705	Sponsor costs-Payroll	BUTCHER	54,275	46,278		
5710	Sponsor costs	BUTCHER	27,030	24,430	31,910	28,894
<i>Advertising and Sponsorship Expense</i>			105,629	95,708	44,851	46,709

ADMINISTRATION:

5013	Directors & Officers Insurance	BLUMIT	2,000	2,000	2,000	1,929
5014	Bonding	BLUMIT	5,700	5,801	7,200	7,080
5016	Media Professional Liability Insurance	MOXIE	3,900	3,900	3,500	3,475
5050	President	COPELAND	10,000	13,200	14,700	7,163
5061	VP - Member Services	GILL	-	-	-	-
5062	VP - Community Services	HEATHER, M.	60	60	60	-
5063	VP - National Operations	LETENDRE	600	500	500	404
5064	VP - Local Operations	HEATHER, J.	50	50	50	-
5070	Secretary	SMATH	100	100	100	-
5080	Treasurer	MOXIE	100	100	515	394
5090	Past President	MILLER, J.	375	295	300	-
5095	Legal Counsel	MILLER, P.	-	-	60	-
5099	Board/Executive Committee	COPELAND	62,083	35,200	35,200	38,043
5130	USMS Headquarters Admin.	BUTCHER	85,656	61,630	112,269	34,372

5131 USMS Relocation	BUTCHER	-	30,000		
5135 USMS Headquarters Payroll	BUTCHER	127,351	102,342	260,782	139,521
5300 Convention	BUEHLER	80,000	75,000	75,000	62,308
5310 Finance Committee	DAVIS	150	150	250	
5350 International Committee	THOMPSON			2,050	1,229
5630 FINA Representative	RIDOUT	-	800	700	155
5640 International Delegate / UANA	MILLER, J.	2,000	2,000	2,000	-
5645 USA Triathlon liaison	CLARK			660	
5660 USA Swimming Liaison	HAARTZ	1,500	1,500	1,500	1,296
5830 Outside Legal Expense	MILLER, P.	2,500	860	10,000	-
5846 Legacy Fund Grants	CHURCH	-	-	-	16,900
5847 Legacy Fund Operating Costs	CHURCH	-	-	-	2,399
5870 Depreciation	FLORIO	20,000	12,000	10,000	5,139
5875 Audit/Accounting Fees	FLORIO	10,000	20,000	19,650	8,104
5880 Misc/Contingency	N/A	-	-	-	-
Administration Expense		414,125	367,488	559,046	329,911

Total Expense		2,113,219	1,721,280	1,954,542	1,281,048
Net Ordinary Income		(68,988)	(10,311)	(382,065)	214,413

OTHER INCOME / EXPENSE:

4900 Interest & Dividends	FLORIO	17,000	42,000	43,000	56,223
4901 Legacy Fund Interest	N/A	-	-	-	(71,865)
6010 Banking Fees	FLORIO	150	150	200	300
6050 Unrelated Business Income Tax Exp	FLORIO	5,000	5,000	5,000	(348)

Total Net Other Income		11,850	36,850	37,800	(15,594)
NET INCOME		\$ (57,138)	\$ 26,539	\$ (344,265)	\$ 198,819

CAPITAL & INVENTORY EXPENDITURE:

Championship Patches	\$ 1,500	\$ 1,200	\$ 1,200	\$ 776
Long Distance Awards	885	7,000	6,100	-
Headquarters Inventory	5,000	5,000	5,250	108
New HQ DVDs for library	1,000			
Total Inventory	8,385	13,200	12,550	884

Leasehold Improvements	12,000	26,000	30,000	
Headquarters signage		3,500	2,500	
HQ Office Furniture	2,500	3,000	5,000	-
Workstations/Cubicles		5,000		
HQ Computers/Printers	8,500	8,800	10,000	12,717
Webservers	6,000			
Phone System	1,000	6,909	8,000	
Total Head Office	30,000	53,209	55,500	12,717
USMS owned signage for our pool and open water events	10,000			
Underwater Cameras	-		1,100	-
Tivo for Swimfest '10	1,000			
Tradeshow Display	-	-	2,500	-
Total Capital	41,000	53,209	59,100	12,717
Total Cap & Inv Expenditures	\$ 49,385	\$ 66,409	\$ 71,650	\$ 13,601



Standing Rules of the United States Masters Swimming Annual Meeting of 2009

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 United States Masters Swimming and these standing rules



USMS House of Delegates AGENDA

THURSDAY, September 17, 2009

**8:45–9:45 a.m.
Grand Ballroom FG**

- 8:45 a.m. Roll call
- 8:50 a.m. Introductory address – Rob Copeland
Recognition of members at the head table and acceptance of reports as written
- 9:00 a.m. Convention coordinator – Victor Buehler
- 9:05 a.m. Parliamentarian – Bill Tingley
- 9:10 a.m. Executive director address – Rob Butcher
- 9:25 a.m. Election: Nominations from the floor – Debbie Morrin-Nordlund
- 9:30 a.m. Introduction to governance changes – Patty Miller
- 9:40 a.m. Actions of the Board – Rob Copeland
- 9:45 a.m. RECESS

FRIDAY Morning, September 18, 2009

**8:00–9:45 a.m.
Grand Ballroom FG**

- 8:00 a.m. President reconvenes the meeting; secretary calls roll of those not in attendance Friday morning
- 8:05 a.m. Remembrance of those who have passed away since last convention
- 8:10 a.m. National Championship Meet Award – Hill Carrow
- 8:15 a.m. Reports
Recognition of liaisons and special appointments; reports only by those who have additional comments not in the preconvention packet
 - a. National Office Administrator – Tracy Grilli
 - b. Webmaster/IT Director – Jim Matysek
 - c. Controller – Nick Florio
 - d. FINA representative – Nancy Ridout
 - e. Risk Management Coordinator – Jim Wheeler
 - f. ISHOF Liaison – June Krauser
 - g. National Board of Review Chair – Laura Kessler
 - h. Rule Book Coordinator – Susan Ehringer
 - i. USMS Liaison to IGLA – Jessica Seaton
 - j. USMS Liaison to USA Swimming – Ted Haartz
 - k. UANA Representatives – Mel Goldstein and Jim Miller



USMS House of Delegates AGENDA

8:30 a.m. Task Force Reports

COMMITTEE REPORTS

9:10 a.m. (1) Endowment Fund – Doug Church

9:15 a.m.. (2) Board of Directors – Rob Copeland

9:20 a.m. (3) Fitness Education – Marcia Anziano

9:25 a.m. (4) History and Archives – Barbara Dunbar

9:30 a.m. (5) Communications – Hugh Moore
Communications Award, TYR Newsletter of the Year Award

9:45 a.m. RECESS

FRIDAY Afternoon, September 19, 2009

1:30–4:30 p.m.
Grand Ballroom FG

1:30 p.m. President reconvenes the meeting; secretary calls names of delegates not yet certified

1:35 p.m. Election of officers – Debbie Morrin-Nordlund

COMMITTEE REPORTS:

2:00 p.m. (6) Coaches – Chris Colburn

2:05 p.m. (7) Marketing – Chris McGiffin

2:10 p.m. (8) Sports Medicine and Science – Jane Moore

2:15 p.m. (9) Recognition and Awards – Sally Dillon
Dorothy Donnelly Service Awards, Club of the Year Award

2:30 p.m. (10) International – Laszlo Eger

2:35 p.m. (11) Records and Tabulation – Ed Tsuzuki

2:40 p.m. (12) Officials – Charlie Cockrell

2:45 p.m. (13) Zone – Julie Heather
Changes to the Election Operating Guidelines

3:00 p.m. LMSC Minimum Standards

4:30 p.m. RECESS



SATURDAY afternoon, September 20, 2009

**1:30-6:15 p.m.
Grand Ballroom FG**

1:30 p.m. President reconvenes the meeting; secretary calls names of delegates not yet certified

COMMITTEE REPORTS:

1:35 p.m. (14) Championship – Mark Moore

2:20 p.m. (15) Registration – George Simon

2:25 p.m. (16) Publications Management – Heather Hagadorn

2:30 p.m. (17) Open Water/Long Distance – Marcia Cleveland

2:45 p.m. (18) Rules – Kathy Casey

3:00 p.m. (19) Legislation – Sean Fitzgerald

4:00 p.m. (20) Finance – Ralph Davis

6:15 ADJOURNMENT

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USMS ELECTION OPERATING GUIDELINES (As Amended through September 16, 2006)

PART ONE: INTRODUCTION

I. Purpose

The purpose of the Election Operating Guidelines is to list and maintain in one place all of the election policies and procedures currently in existence in United States Masters Swimming, Inc. ("USMS"). The guidelines will be updated by the ~~Zone Committee at the annual meeting of the House of Delegates in the year prior to an election~~ USMS Board of Directors. Copies will be made available to any USMS member through the National Office upon request.

II. Definitions

- A. USMS—United States Masters Swimming, Inc.
- B. Part 5—Organization and Bylaws. Part 5 of the USMS Code of Regulations and Rules of Competition.
- C. BOD—USMS Board of Directors.
- D. HOD—USMS House of Delegates.
- E. Meeting—The Annual Meeting of the HOD.
- F. Delegate—A member of the HOD who has been certified at the Meeting.
- G. HOD Packet—Packet of information, which is prepared for Delegates prior to the Meeting.
- H. Officer(s)—Officer(s) of USMS, elected pursuant to Part 5 Article 505.2.
- I. Director(s)—Members of the BOD, elected pursuant to Part 5 Article 506.1.4.
- J. Election—Annual event where USMS elects Officers or Directors.
- K. EOG—Election Operating Guidelines. The guidelines, policies, and procedures that govern Elections.
- L. Committee—The Ad Hoc Election Committee responsible for running the Election.
- M. Chair—Chair of the Election Committee.
- N. Web Site—Election Section of the USMS Web Site.
- O. Candidate—A person who has been slated by the Election Committee.
- N.P. Nominee—A person who has submitted a nomination, but has not yet been slated by the Election Committee.

III. Election Policies

- A. Parts One and Two of EOG contain the policies which govern the elections.
- B. If situations occur during an election year in which compliance with these policies would not be in the best interest of USMS, the Committee may amend or suspend these policies if 2/3 of the members of the BOD approve.

IV. Election Procedures

- A. The EOG Appendices contain the procedures which implement the election policies.
- B. If situations occur during an election year in which compliance with these procedures would not be in the best interest of USMS, the Committee may adjust these procedures provided such adjustment is in compliance with the governing policies.

PART TWO: ELECTION POLICIES

I. General Information

- A. Pursuant to ~~Part~~ Part 5, USMS shall hold an Election of Officers in odd-numbered years and Directors in even-numbered years (See Articles 505: OFFICERS and 506: BOARD OF DIRECTORS).
- B. An Ad Hoc Election Committee shall be formed at the midyear BOD meeting in the Election year, and shall:
 1. Be confirmed by the BOD and be comprised of Zone Committee members and substitutes as follows:
 - a. A Chair of the Committee, who shall be either the ~~Vice President for Local Operations~~ Chair of the BOD Governance Committee who is neither seeking election, nor with relatives seeking such election, or an experienced USMS leader who is neither seeking election, nor with relatives seeking such election, as needed.
 - b. ~~One member from each Zone~~ Two additional members, who shall be ~~either the Zone Representative neither seeking election, nor with relatives seeking such election, or a experienced~~ HOD members neither seeking election, nor with relatives seeking election, ~~as needed to ensure that each Zone is represented.~~
 2. Be responsible for running the Election according to rules set out in Part 5 as well as the EOG.
 3. Be augmented by HOD members during the Meeting, should the need arise.
- C. All communications between the Committee and the candidates shall be handled by the Chair or by designated Committee members.
- D. All election related dates are located in Appendix A.

II. Publications

- A. Information on the Election shall be published and regularly updated using appropriate USMS communication media.
- B. The announcements containing the request for nominations for the Officers and Directors shall include the candidate qualification criteria.
- C. Information on the Election shall be posted and regularly updated on the Web Site and shall conform to the USMS Privacy Policy.
- D. Information on the Election shall be published in the HOD Packet.
- ~~E. Candidates may be permitted to attach addendums to their questionnaires after the nomination deadline.~~
- ~~F.~~ E. Candidate letters of nomination, and letters of reference may be published with the permission of the author.
- ~~G.~~ F. All information gathered by the Committee shall be considered confidential. Any disclosure of this information shall be in accordance with the EOG or by specific direction of the BOD.

III. Campaign Policies

- A. Publicity shall be provided for the candidates prior to and during the Meeting.
- B. The Committee shall provide opportunities for HOD members to meet and question candidates during the Meeting.
- C. Mailings shall not be sent on behalf of a candidate in order to encourage a Delegate's vote.
- D. Handouts, signs, stickers, pins or other promotional items shall not be used or given at the Meeting on behalf of any candidate.

IV. Nomination Policies

- A. The Committee shall develop a nomination packet prior to the nomination period.
- B. Nomination of Candidates
 - 1. Unless otherwise specified, nominations for Officers and Directors shall follow the same process.
 - 2. Any USMS member may nominate a candidate for an Officer position.
 - 3. Any USMS member of a Zone may nominate a candidate for a Director position from that Zone.
 - 4. Each candidate seeking election shall submit a completed nomination packet.
 - ~~4.5. The committee may extend the nomination period two weeks for any office which has no nominees after the nomination period expires.~~
- C. Nomination of Current Officers and Directors
 - 1. Current Officers and Directors eligible for a second term seeking re-election shall submit a completed nomination packet.
 - ~~1. are automatically nominated, provided they meet Candidate Qualifications.~~
~~Each candidate seeking re-election shall submit a completed nomination packet.~~
- D. Floor Nominations
 - 1. Floor nominations shall be accepted at an early session of the HOD.
 - ~~2. Each nomination from the floor requires a Delegate nominator and a Delegate to second the nomination, who shall be allowed to speak for one (1) minute on behalf of the candidate.~~
~~Each nomination from the floor requires a Delegate to second the nomination.~~
 - ~~3.2.~~ The nominee shall confirm their willingness to run, as a candidate for the nominated position.
 - ~~4.3.~~ Following a nomination and second, the floor candidate(s) shall submit a completed nomination packet.
 - ~~5.4.~~ Each floor candidate's paperwork will be duplicated and distributed to the HOD to allow time for review prior to the Election.
 - ~~6.5.~~ Candidates nominated from the floor of the HOD shall be registered members of USMS prior to their nomination.
 - ~~7.6.~~ Floor nominations are not slated by the Zone or Election Committee.
- E. A candidate may be nominated for more than one position.
- F. Each candidate shall have three (3) minutes to speak after nominations close at convention. The time shall be monitored and enforced by a designated member of the Election committee.
- E.G. An opportunity to meet informally with the candidates shall be provided at convention before the voting takes place.

V. Candidate Qualification Criteria

- A. Candidates shall be members in good standing of USMS for the year when the Election is held.
- B. Candidates shall have attended more than one Meeting in the preceding five (5) years.
- C. Candidates shall plan to attend the Meeting for the Election year in which they are standing for election, and shall plan to attend all Meetings during their tenure.
- D. Candidates for Director shall be a resident and a member of the Zone from which they are seeking election.

VI. Slating Policies

- A. The Committee shall validate that all candidate qualification criteria have been met.
- B. Officer and Director candidates shall be slated by the Election Committee.
 - 1. The Chair shall not vote unless there is a tie vote on a candidate.
 - 2. All candidates who meet the stated qualifications shall be placed on the Slate.
 - 3. The Committee shall not slate a candidate for more than one position.
- ~~C. Director candidates shall be slated by their respective Zones.~~
 - ~~1. The Committee shall provide the Zone Representative complete documentation on all qualified candidates.~~
 - ~~2. Zones may slate one or more candidates for Director.~~
 - ~~3. Zones shall not slate Officer candidates for Director positions.~~
 - ~~4. The Zone Representative shall prepare a slate of Director candidates during the Zone Meetings and present the slate of Director candidates to the Chair.~~

VII. Zone Endorsements

- A. Zones shall endorse none, one, or more candidates for the At-Large Director position from that zone.
- B. Endorsement of Director candidates shall proceed as follows:
 - 1. Only zone member Delegates shall be eligible to vote.
 - 2. The zone member running the election ("Zone Election Chair") shall present the list of nominees compiled by the Election Committee.
 - 3. After nominations are closed, at the discretion of the Zone, each Director candidate shall be given time during which the nominator and/or candidate may speak.
 - 4. Following nominations:
 - a. Votes shall be taken by secret ballot.
 - b. Each zone member Delegate may cast a vote for or against endorsement of each individual candidate.
 - c. Each candidate receiving a majority of votes for endorsement shall be forwarded to the Election Committee for announcement during the election meeting.
 - 5. Following the announcement of the endorsement(s), there shall be a motion to destroy the ballots.
 - 6. The Zone member serving on the Election Committee shall act as an election observer to ensure adherence to election policies.

~~VII.~~VIII. HOD Voting

- A. The Election shall be conducted during the first HOD meeting after the Zone Mmeetings.
- B. Only Delegates present and certified shall be eligible to vote.
- ~~B.C.~~ For At-Large Director positions, the Election Committee shall announce the endorsements as reported from the Zone meetings.
- ~~C.D.~~ Any candidate running unopposed, after floor nominations have been closed, shall be elected by acclamation immediately following the nomination process.
- ~~D.E.~~ If voting is to proceed, the Committee shall conduct the Election ~~process~~ as follows:
 - 1. Votes shall be taken by secret ballot.

2. The initial vote shall be taken simultaneously for all positions.
3. For each contested position, the Election winner shall be the individual receiving a majority of the valid votes cast for that position.
4. If a contested position does not have a majority winner (more than 50% of valid votes cast), a run-off vote shall be held between the top two candidates from the first vote.
5. Once the tabulation of the votes is completed, the names of the persons elected to each position (or the candidates for a run-off vote, if necessary), shall be announced to the HOD. The vote tallies shall not be announced.

E.F. Following the announcement of the newly elected persons, there shall be a motion to destroy the ballots.

~~VIII. Zone Meeting Nomination and Voting Policies~~

~~A. Voting shall be conducted during the zone meetings that occur in conjunction with the Meeting.~~

~~B. Nomination and Slating of Director candidates shall proceed as follows:~~

- ~~1. Only zone member Delegates shall be eligible to vote.~~
- ~~2. The report of the Election Committee and floor nominations shall be made during the Zone Meetings.~~
- ~~3. The zone member running the election ("Zone Election Chair") shall present the list of nominees compiled by the Election Committee.~~
- ~~4. The Zone Election Chair shall then call for nominations from the floor. Each nomination from the floor requires a zone member Delegate nominator. Each nomination from the floor requires a zone member Delegate to second the nomination.~~
- ~~5. After nominations are closed, at the discretion of the Zone, each Director candidate shall be given time during which the nominator and/or candidate may speak.~~
- ~~6. Following nominations, slating shall be done as follows:~~
 - ~~a. Votes shall be taken by secret ballot.~~
 - ~~b. Each zone member Delegate may cast a vote for or against slating each individual candidate.~~
 - ~~c. Each candidate receiving a majority of votes for slating, shall be included on the slate presented to the HOD for election.~~
 - ~~d. If no candidate receives a majority (more than 50% of valid votes cast), a run-off vote shall be held between the top two candidates from the first vote.~~
 - ~~e. Once the tabulation of the votes is completed, the slate shall be announced to the zone meeting. The vote tallies shall not be announced.~~
- ~~7. Following the announcement of the slated person(s), there shall be a motion to destroy the ballots.~~
- ~~8. The Zone member serving on the Election Committee shall act as an election observer to ensure adherence to election policies.~~

~~C. Voting policies for the election of Zone Representatives shall be set by the respective Zones.~~

PART THREE: ELECTION PROCEDURES

APPENDIX A: SCHEDULE

I. In the Year Prior to the Election	
Zone Committee reviews and amends guidelines.	HOD Meeting
Announce the opening of the Election year and request for nominations.	HOD Meeting
II. Pre-HOD Actions During the Election Year	
Submit about nominations to Winter National Office Newsletter	Jan 15
Form the Ad Hoc Election Committee at the midyear BOD meeting.	Early Feb
Post election information on the Web Site.	Mar 1
Chair contacts current BOD members eligible for a second term to determine if they wish to continue in the same position.	Mar 1
Accept nominations. Candidates must submit a completed Nomination Packet during this period in order to be considered for the slate. The Chair shall acknowledge receipt of the packet for each candidate.	Mar 1 thru Apr 30
Request National Office send email to USMS HOD and LMSC leadership with election information.	Feb 15
Committee reviews applications, slates Officer candidates, notifies candidates, and publishes candidate information.	May 1 thru May 15
Accept nominations for any positions without candidates	May 15 thru May 31
Continuous publication of candidate information to the HOD through email newsletters and web site postings.	May 31 thru September
Submit election information to National Office for inclusion in the HOD packet.	Aug 1
III. HOD Meeting Process	
HOD nominations and floor nominations for all positions.	TBD
Zones meet to nominate and slate-endorse Director candidates.	Thu TBD
HOD nominations and floor nominations for all positions.	Thu
Meet the Candidates opportunities.	TBD
Elections	TBD

APPENDIX B: INSTRUCTIONS TO CANDIDATES

<insert opening day of nomination period>

Dear Candidate,

Congratulations on your decision to run for an elected USMS [Board of Directors](#) position. In this packet you will find all the information you need to get through the nomination process. A copy of the USMS Election Operating Guidelines ("EOG") has been included to inform you of how the process works from the time nominations open until the election at the USMS Annual House of Delegates Meeting. If you have any difficulty complying with the requirements of this packet, notify the Election Chair. Please note that the relevant submission dates can be found in the EOG schedule.

The nomination period occurs in the year when the election is held and applies to all elected Board of Director positions (Officers and Directors). To complete your nomination, fill out the Candidate Questionnaire/Consent-to-Run form with appropriate attachments and return them by email to the Chair of the Election Committee. Please review the qualification criteria in the EOG before submitting your nomination.

If you do not go through this nomination process, you may still be nominated through the floor nomination process. There will be floor nominations during zone meetings for Directors and in the House of Delegates for all positions. Immediately after your floor nomination, you must submit the Candidate Questionnaire/Consent-to-Run form with appropriate attachments to the Chair of the Election Committee. Your documents will be duplicated and distributed to Delegates to allow time for review prior to the election. The photograph will be placed with the display board containing the other members of the slate.

Thank you for considering running for an elected USMS Board of Directors position. The nomination process and enclosed guidelines are intended to make the election process fair and consistent for all candidates. If you have any problems, please don't hesitate to contact me.

<Insert name & contact information of the Chair of the Election Committee>
Chair of the Election Committee

APPENDIX C: CANDIDATE QUESTIONNAIRE/CONSENT-TO-RUN FORM

All candidates must complete the entire questionnaire. You may use as much space as you choose in answering your questions. Candidates should return this form **by email** with your other attachments to the Chair of the Election Committee (<insert name of Election Chair>, <insert email address>), by **April 30**, <insert election year>. Candidates nominated from the floor must return this form with attachments immediately after nomination.

I. Section One: Consent-to-Run

Name: <Insert name here>

LMSC: <Insert LMSC here>

Consent-to-Run: I, <insert name here>, am interested in running for (**check one**):

Officer Positions

- _____ President
- _____ Vice President for Member Services
- _____ Vice President for Community Services
- _____ Vice President for National Operations
- _____ Vice President for Local Operations
- _____ Secretary
- _____ Treasurer

Director Positions

- _____ BOD member from Breadbasket Zone
- _____ BOD member from Colonies Zone
- _____ BOD member from Dixie Zone
- _____ BOD member from Great Lakes Zone
- _____ BOD member from Northwest Zone
- _____ BOD member from Oceana Zone
- _____ BOD member from South Central Zone
- _____ BOD member from Southwest Zone

II. Section Two: Candidate Qualifications

I am a member in good standing of USMS in this election year: _____ Yes _____ No

I am planning to attend the HOD Meeting for this election year: _____ Yes _____ No

I am Planning to attend all HOD Meetings during my tenure in office: _____ Yes _____ No

I am a resident and a member of the Zone from which I seek election (Director Candidates only):
_____ Yes _____ No _____ N/A

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

<insert answer here>

III. Section Three: Questions

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

<Insert answer here>

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?

<Insert answer here>

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:

<insert answer here>

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

<Insert answer here>

Please list any other information you would like included.

<Insert answer here>

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

<Insert answer here>

IV. Section Four: Attachments

A. **All** candidates must submit the following attachment:

1. A **photograph**. For slate candidates, this must be in digital format and will be published on the USMS web site, in the HOD Packet, and posted on a board at HOD Meeting. Floor nominees must furnish a print.

B. New candidates (i.e., those not running for re-election) must also submit the following attachments:

1. A **Letter of Nomination** from any USMS member (for Officer candidates) or any Zone Member (for Director candidates). This should be a simple declarative nomination without elaboration unless the nominator is also writing a letter of reference (see point #2 below). The nomination statement shall be published in the HOD Packet.
2. Two (2) one page personal **Letters of Reference**. These letters may be from persons inside or outside of USMS. One of the Letters of Reference may be written by your nominator. In that case, include the nomination statement as the first sentence of the Letter of Reference. The Letters of Reference may be published in the HOD Packet with the consent of the authors. Please have the persons writing letters for you indicate at the bottom of the letter whether or not the letter may be published.

APPENDIX D: PROCEDURES FOR PREPARING AND COUNTING BALLOTS

Procedures for counting votes shall vary depending on how many simultaneous offices are elected and how many candidates have been nominated. Below are a variety of methods for counting. Decisions on how to proceed shall be made as the election takes shape.

I. Paper Ballots

- A. Paper ballots shall be prepared ahead of time and distributed as follows:
 1. All offices and candidates being voted on during a HOD session shall appear on the same ballot.
 2. Officers shall appear in the following order: President, VP for Member Services, VP for Community Services, VP for National Operations, VP for Local Operations, Secretary, Treasurer.
 3. Directors shall appear in the following order: Breadbasket, Colonies, Dixie, Great Lakes, Northwest, Oceana, South Central, Southwest.
 4. Candidates within each office category shall appear in alphabetical order.
 5. Ballots shall be distributed to all Delegates.
 6. Any Delegate without a ballot should obtain one from the Corporate Secretary.
 7. Ballots shall be collected in a box during a roll-call vote of the HOD.
- B. Personnel Required
 1. The minimum personnel needed to count the ballots are:
 2. Vote Caller
 3. 2 Vote Recorders
 4. 2 Observer/Proof Readers
 5. Vote Counters
 6. Other members of the Election Committee or HOD may participate in the counting or observing in any fashion the Chair of the Election Committee requires.
 7. The Election Committee members may be augmented by HOD members should the complexity of the election require.
- C. Counting Process shall proceed as follows:
 1. Count one office at a time.
 2. Divide the ballots into piles of ten (10) ballots each.
 3. The vote caller calls out the vote for each ballot.
 4. The recorders record the count on separate tally sheets.
 - a. If a ballot does not have any candidate selected for an office the "no vote cast" block shall be marked.
 - b. If a ballot has more than one candidate selected for the same position—the block stating "invalid ballot" for that position only shall be marked.
 - c. If a ballot has an indeterminate marking for any or all elected positions, the block stating "invalid ballot" for each such affected position shall be marked.
 - d. If a ballot has a write-in for a candidate, the vote shall be recorded on a separate line on the tally sheet for that position.
 5. After each set of ten ballots, the recorders will make sure they have recorded ten total votes.

6. After all ballots are recorded, the vote counters will count the votes for each candidate and compare the totals from each tally sheet.
7. If the counts are the same, then the results are determined. If the counts are different, repeat steps three (3) through seven (7) for that position.
8. Repeat steps three (3) through seven (7) until votes are counted and verified for all positions.

D. Run-Offs

1. If a position does not have a majority winner (more than 50% of valid votes cast), a run-off vote will be held between the top two candidates from the first vote, and the recount will be done using the counting process specified above.
2. New ballots shall be prepared for the run-off election(s), which show only the run-off candidates.

~~II.—Electronic Voting~~

~~A technology subcommittee of the Communications Committee will be doing a feasibility study to determine if voting and ballot counting can be done electronically in the HOD. Their initial report is due the beginning of January in time for the Executive Committee mid-year meeting January 6–9, where the convention schedule is set. The use of electronic voting and ballot counting shall be determined based on the feasibility study and the complexity of the voting process.~~

APPENDIX E: PUBLICITY AND CAMPAIGN PROCEDURES

Procedures for publicity and campaigning may vary depending on how many simultaneous offices are elected and how many candidates have been nominated. Below are a variety of methods for publicity and campaigns. Some are mandated in policy and shall be executed regardless of the complexity of the election. Decisions on how to proceed with optional activities shall be made as the election takes shape.

I. Nomination Announcements

- A. Announcement of the opening of nominations shall first be made during the HOD meeting in the year prior to the election.
- B. Announcements shall also be placed in the Fall issue of the National Office Newsletter, the January/February issue of the national publication, and on the Web Site home page.
- C. Content of the announcement shall be as follows:

"United States Masters Swimming will hold an election during the <insert election year> Annual Meeting of the House of Delegates ("HOD"). All Officer and Director positions on the Board of Directors ("BOD") are up for election. The nomination period shall be from <insert start of nomination period> through <insert end of nomination period>.

Nominations will be accepted for the following Officer positions on the BOD: President, Vice President for Member Services, Vice President for Community Services, Vice President for National Operations, Vice President for Local Operations, Secretary, and Treasurer. Nominations will also be accepted for Director positions from each Zone. Nominations for Officers and Directors shall follow the same process. Explanation of the duties of these BOD members can be found in the <insert year> USMS Code of Regulations and Rules of Competition (Articles 505: OFFICERS and 506: BOARD OF DIRECTORS) and on the Election Section of the USMS Web Site.

To be eligible for nomination, candidates shall: 1) be members in good standing of United States Masters Swimming, Inc. for the year when the Election is held; 2) have attended more than one USMS National HOD Meeting in the preceding five (5) years; and 3) plan to attend the HOD Meeting for the Election year in which they are standing for election, and plan to attend all HOD Meetings during their tenure. Candidates for Director shall be a resident and a member of the Zone from which they are seeking election.

Nomination packets may be obtained from the Election Section of the USMS Web Site (<insert Election Site URL>) or by contacting the Election Chair, <insert Election Chair name>, <insert Election Chair email address>."

II. USMS Web Site

- A. The Election Section of the USMS web site shall contain information on the election. The quantity and detail will depend on the complexity of the election. The site will be continuously updated during the election year and will contain:
 1. Announcement of the opening of nominations.
 2. Nomination Packet containing the Instructions to Candidates and Questionnaire/Consent-to-Run form.
 3. Election schedule.
 4. Description of Officers and Directors duties.
 5. Candidate Information (questionnaires, photographs, nomination letters).
 6. Description of HOD meeting election activities.
 7. Election Results.
- B. Announcements shall be posted on the USMS home page for major election activities.

- C. An election Discussion Forum shall be opened where candidates can post opinions concerning the major issues facing USMS. This forum will be viewable by the public, but only candidates will be able to post messages.
- D. Candidates may choose and/or the Election Committee may ask for opinions on significant issues facing USMS to be used as addendums to their questionnaires and be posted on the Election Site.

III. National Office Newsletter

- A. ~~In addition to the nomination announcement in the Fall issue, there will be a reminder in the Winter issue for candidates to get their nominations in by the deadline. The nomination announcement shall be placed in appropriate issues of the National Office Newsletter~~
- B. ~~The Spring and Summer issues may also contain election announcements, depending on the publication dates. Additional email announcements of the nomination deadline shall be made to appropriate audiences.~~

IV. Email Newsletter

- A. The Election Committee may choose to distribute election information to the HOD through an email newsletter.

V. HOD Packet

- A. The HOD Packet will contain the report of the Election Committee.
- B. The report shall contain:
 - 1. A report on the election process.
 - 2. Schedule of HOD meeting election activities.
 - 3. Candidate information for all BOD members being elected during the HOD meeting. That information shall include where available:
 - a. Questionnaire/Consent-to-Run Form
 - b. Addendum to questionnaire
 - c. Letter of nomination
 - d. 2 Letters of reference (with the permission of the authors)
 - e. Photograph
 - 4. Posters with candidates pictures.
 - 5. Content of the report may be adjusted in the case of uncontested elections.

VI. HOD Meeting Publicity

- A. Posters shall be placed at USMS check-in, the hospitality suite, and HOD meeting rooms. The posters shall contain a photograph of each candidate with a short statement from their questionnaire.

APPENDIX F: MEET THE CANDIDATES PROCEDURES

Procedures for meeting candidates during the HOD annual meeting may vary depending on how many simultaneous offices are elected and how many candidates have been nominated. Below are a variety of methods for presenting candidates to the Delegates. Decisions on how to proceed shall be made as the election takes shape. For some elections, it may be useful to combine methods.

I. Uncontested Elections

In cases of uncontested races, the Election Committee may choose to limit "meet the candidate" opportunities. HOD members will learn about the candidates through the Questionnaire/Consent-to-Run Form, addendums to the questionnaire, and other pre-HOD meeting publicity.

II. Formal Meet the Candidates Forum

- ~~A. If logistics allow, there shall be formal Meet the Candidates Forum(s) in order for the Delegates to familiarize themselves with the candidates. The Election Committee will host any formal Meet the Candidates Forums. Such forums will be held after HOD nominations and prior to voting. Attendance by the candidates shall be optional.~~
- ~~B. The Election Committee will host the forum to be held after HOD nominations and prior to voting.~~
- ~~C. B. Questions for the Meet the Candidates Forum shall be submitted by HOD members at a place to be specified. Submissions will be terminated following candidate nominations. Questions and should be directed to an office, not a specific candidate, and there should be questions for all positions up for Election.~~
- ~~D. The Election Committee will analyze and filter the questions, and shall prepare a list of questions for the Meet the Candidates Forum.~~
- ~~E. It is recommended that the room be set up informally with the audience in a semi-circle and the candidates in front, but not at a podium. It is further recommended that some type of refreshments be served.~~
- ~~F. Candidates must be in attendance and shall make themselves available to answer questions. At the beginning of the forum, each candidate will be introduced by the moderator.~~
- ~~G. A moderator will ask the questions and control the length of answers. Follow-up questions may be allowed from the floor.~~
- ~~H. Following the formal Meet the Candidates Forum, each candidate will be asked to remain for a half-hour to mingle and to be available for informal questioning from the Delegates.~~
- ~~I. C. It is recommended that, regardless of how many offices are contested, there shall be at least one formal meet Meet the Candidates Forum for contested Presidential nominees.~~

III. Informal Meet the Candidates Opportunities

When an election involves a large number of candidates, a formal Mmeet the Candidates Forum may not be informative, because of a lack of time for all candidates to speak. Therefore, a variety of opportunities shall may be planned to meet with candidates.

- A. Sufficient periods of unopposed time during the HOD meeting shall be allocated for these informal meetings, including meal periods and evenings.
- B. Questioning shall include pre-submitted questions as well as follow-up questions.
- C. Groupings of offices may be employed for expediency.
- D. The Election Committee may consult with the candidates during the planning, but shall reserve the right to make the final decisions.

LMSC MINIMUM STANDARDS

Draft for 2009 Convention Packet

July 22, 2009

It is in the best interests of USMS that our Local Masters Swimming Committees deliver services at a minimum level across the country. The LMSC, under the leadership of its chairman, is responsible for fulfilling the required minimum standards. Resources are available from USMS to assist LMSCs in fulfilling these required standards, and for working towards the suggested standards. The proposed LMSC Development Committee will be available specifically to assist LMSCs with these standards.

This document may be amended periodically by the USMS Board of Directors.

Leadership

Required	Suggested
<i>Elect at a minimum:</i> Chair Treasurer Secretary	Assure broad club representation in appointment of a full slate of officers.
Prepare and submit annual meeting minutes to USMS national office; retain copy for LMSC archive.	
<i>Appoint or elect:</i> Registrar (cannot be the same person as the Treasurer) Communications Chair (newsletter/webmaster) Top 10 Recorder Sanctions Chair Coaches Chair Officials Chair (Note: one person may cover more than one position, unless otherwise indicated)	<i>Appoint or elect:</i> Fitness Chair Safety Chair Vice Chair Long Distance Chair Awards Chair
Appoint member(s) to the House of Delegates (even if those members cannot attend convention).	-Send delegates from LMSC for all allotted positions to USMS Convention. -Have LMSC delegates serve actively in their LMSC. -Reimburse delegates for expenses incurred attending convention.
	Plan for orderly succession in the organization, including club representation and new people to succeed.
	Set annual goals and a realistic plan to achieve them.

Required	Suggested
	Obtain feedback from members (formally or informally) to determine what they want from the organization and take steps to achieve them.
	Provide resources and support for coaches, including, but not limited to: -Create a Coaches Committee so that they can learn from each other and assist each other. -Provide scholarships to coaches clinics.
	Ensure that LMSC events are successful by coordination of finance, sanctions and registration.
Follow the USMS logo style guide and use the logo appropriately. Obtain approval from USMS National Office before allowing a 3 rd party to use the logo on merchandise, or when a club or sanctioned event uses or contracts to use the logo.	
	Have term limits for the LMSC Chairman.

Bylaws & Administration

Required	Suggested
Each LMSC shall be governed by bylaws consistent with USMS objectives and goals and the state in which the LMSC is located.	<p>The bylaws document should include the following:</p> <ol style="list-style-type: none"> 1. Statement of Purpose 2. Goals and Objectives. 3. Declaration of nonprofit status. 4. Management structure, including directors, officers, committees, and their duties and responsibilities. 5. Election process. 6. Procedure for filling vacant positions between elections. 7. Procedure for removing directors, officers or committee members. 8. Members and voting rights. 9. Meeting requirements, including requirements for notice and quorum. 10. Financial requirements, such as those relating to loans and expenditures. 11. Indemnification. 12. Procedures to amend bylaws. 13. Grievance procedure.

Required	Suggested
	14. Dissolution procedure.
LMSC bylaws must provide for the periodic election of LMSC officers.	Assure broad representation of clubs.
LMSC bylaws must require the LMSC hold an annual meeting that is open to all individual members of the LMSC. Club business may not be conducted during an LMSC meeting (or vice versa).	
A copy of the current LMSC bylaws shall be on file with the USMS National Office.	Make available the bylaws on the LMSC website or by other means for any LMSC member.
LMSC bylaws shall contain procedures for handling disputes within the LMSC.	Assure that a dispute is handled in a timely and efficient manner.
LMSC bylaws or policy shall describe the duties and responsibilities of the chair, of the position responsible for pool meet sanctions and recognitions, of the position responsible for long distance/open water event sanctions and recognitions, of the financial officer, of the position responsible for membership registration, of the position responsible for recording meeting minutes, of the position responsible for recording and reporting Top 10 times, and of the position responsible for reporting USMS and world records.	

Registration

Required	Suggested
Notify clubs of USMS club renewal process no later than October 31st.	Notify clubs of USMS club renewal process no later than October 1st.
Register clubs annually, within 14 days of the date of receipt of the form.	<ul style="list-style-type: none"> - Send e-mail notification to club with links to paper form and online system. - Mail paper renewal form (invoice) to clubs who do not have e-mail.
Notify current members of USMS renewal process.	<ul style="list-style-type: none"> - Send e-mail notification with links to paper form and online system. - Mail paper renewal form (invoice) to those who do not have e-mail. - Notify members of renewal process by January 1st.
Process individual registrations in a timely manner; within 15 days.	Process all registrations by the end of the month.

Required	Suggested
Print and deliver cards for all paper registrations, and, if requested, to online registrants.	<ul style="list-style-type: none"> - If LMSC chooses to mail cards to all members, do so in a timely manner (suggested to be within 7 days). - If LMSC chooses to mail cards only to requesting members, do so in a timely manner (suggested to be within 7 days). - Mail “welcome letter/donation receipt” with USMS card. - E-mail “welcome letter” to members who choose not to have a card mailed.
Deposit checks and cash for registrations in a timely manner and reconcile registrations, donations, etc., with money received. The registrar (or designated person other than the registrar) who makes the deposits, shall keep the treasurer informed as to the deposit amounts and categories.	
Make USMS registration forms available for prospective members.	<ul style="list-style-type: none"> - Create registration form (can use standard USMS template in USMS Guide to Operations). - Post registration form on website.
Maintain paper registrations (dry, secure and safe) for legal time period as required by state law.	

Communications

Required	Suggested
Make USMS registration forms available for prospective members.	<ul style="list-style-type: none"> - Post registration form on website. - Post link to online registration system.
Assure that communications are sent at least once a year to all members.	<p>Assure that communications are made for each season (SCY, LCM, SCM) to all registered members:</p> <ul style="list-style-type: none"> -via email updates -by posting on website -by mailing via USPS
	Post annual meeting minutes on website.
	Create and maintain an LMSC website.
	<p>Post a schedule of sanctioned events:</p> <ul style="list-style-type: none"> - Assure that sanctioned events are publicized. - Submit sanctioned events to USMS website.

Required	Suggested
	Post information for meet directors, including: - Sanction/recognition forms and procedures. - Meet Director's Manual. - Links to insurance information and forms.
	Post information for clubs, including: - How to start a club. - Resources/links for clubs.
	Post meet results for meets held within LMSC: -on the LMSC website -in the USMS Results database
	Post and maintain LMSC records.
	Keep the USMS Places to Swim up to date.

Finance

Required	Suggested
Registrar and Treasurer must be separate individuals.	
LMSC bonding insurance provided by USMS, which covers LMSC officers, requires the following: (a.) Bank accounts be reconciled monthly by a person other than a person who is authorized to sign checks (b) Dual signatures are required on all checks of \$5,000 or more.	
Checks received from USMS are deposited within 60 days of receipt.	Checks received from USMS are deposited within 30 days of receipt.
Registration payments are made to USMS within one week of receipt of prior month's invoice from National Office unless amount is clearly immaterial; All payments for registration, regardless of amount are due within 60 days to National Office.	Registration payments are made to USMS National office regardless of amount within 30 days.

Required	Suggested
	<p>Within a week after the end of each month, the Registrar is required to provide the treasurer with the following reports: check registrations for the month indicating amount due to USMS, credit card registrations for the month indicating amount due from USMS to the LMSC/clubs. The Treasurer is responsible for reconciling the check report to the National Office invoice, for reconciling the credit card report to the check received from USMS, and resolving any differences. This information should be retained as backup for checks written or received related to registration.</p>
<p>Submit annual financial statements to USMS National office within four months of the LMSC's year end. Each LMSC must use the same fiscal year as USMS, which is a calendar year. The financial statement should include an income statement with itemized revenues and expenditures and a balance sheet, based on sound accounting principles.</p>	<p>Make annual financial statements of LMSC available to membership via website or other mean of communication (newsletter/email if applicable).</p>
<p>Retain support for all expenditures greater than \$25 in accordance with IRS guidelines and with business purpose clearly documented on receipt or in LMSC books.</p>	<p>Support should be maintained for a minimum of 3 years and possibly as long as 7 years after the tax filing deadline for the year.</p>
	<p>LMSC should not budget or operate in a cash deficit position for any 12 month period unless there are adequate reserves.</p>
<p>The LMSC bank account must be separate and distinct from any other account. LMSC's may not comingle funds with club funds for any reason or accept payment for matters not pertaining to the LMSC, member registration, or LMSC sanctioned or approved events.</p>	
	<p>To facilitate preparation of the annual LMSC operating budget, on a monthly or quarterly basis there should be a review of actual to budget variances of income and expenses by the BOD and others, as deemed necessary.</p>

Required	Suggested
	Financial records for all LMSCs, regardless of annual receipts, should be reviewed at least annually by someone other than the LMSC's treasurer. Such review should include: <ul style="list-style-type: none"> (a) Verification of bank balances (b) Review samples of revenue items (c) Review of expenses documentation
The LMSC, as a tax exempt organization, must file a return annually with IRS. Based on the amount of gross receipts and total assets, the return will be either Form 990, 990-EZ or 990-N (e-Postcard). Because the dollar thresholds change from year to year we have not listed them here. You can find information at www.irs.gov/charities/ . You may use the USMS Controller as a resource if you need assistance.	
Any changes of treasurer or registrar must be reported to the National Office Administrator, Registration Committee Chair, and Controller as soon as known: Information is to include: name, address, phone, and email.	

Top Ten

Required	Suggested
Submit LMSC Top 10 to USMS by the deadline for each course.	Maintain records for the LMSC.
Ensure all submitted results are from USMS registered members, and that registration numbers are valid.	
Ensure that all results are from facilities that meet pool certification requirements.	

Officials

Required	Suggested
Ensure that all events meet minimum requirements as described in the USMS Rule Book (e.g., at least one official certified at stroke and turn level by a recognized body).	
	Maintain good communication with LSC in order to grow the officials list and keep them updated on the rule differences. Ensure that officials are experienced and certified for the position they are working, and the number of officials is appropriate for the facility and event.
	Appoint an Officials chair who is knowledgeable in the rules for masters swimming and who is certified by a governing body (e.g., USA Swimming, NCAA, YMCA, USMS). Duties would include keeping a list of certified officials for meets. Meet directors can go to the Officials chair for help in locating officials.

Events, Sanctions and Recognitions

Required	Suggested
Provide a process for obtaining an LMSC sanction or recognition after determining that all prerequisites are met (e.g., officials, pool length).	

Required	Suggested
All sanctioned and recognized events shall be run according to USMS rules and regulations Ensure all participants are USMS members for sanctioned events.	
	Run one Recognized or Sanctioned Pool or Open water meet, with results reported to USMS.
	Hold clinics for members.
	Promote USMS meets, postal, and fitness events.
Provide event directors with a list of required activities for conducting an event.	
Submit USMS and World record applications within 60 days and submit results to the USMS Meet Results Database.	

Remediation Procedure for LMSCs that Fall below LMSC Minimum Standards

1. **Purpose** – This procedure’s primary purpose is to assist the various LMSCs with attaining and maintaining LMSC required minimum standards. It should be accomplished with the minimum intervention and oversight by USMS or its National Officers.
2. **Notice of LMSC Not Maintaining Required Minimum Standards** – Any member of U. S. Masters Swimming, any LMSC or any employee of U. S. Masters Swimming may transmit notice, in writing, to the vice president of local operations, (VPLO) that an LMSC has fallen below its minimum standards. Upon receipt of such notice, the VPLO shall record its filing and shall send a copy of the notice to the chair of the LMSC.
3. **Investigation** – Upon receipt of a notice that an LMSC has fallen below its minimum standards, the VPLO will determine, within 14 days of receipt of the notice, whether the deficiency is serious. Matters that appear to involve compromising an LMSC's finances, failure to keep financial records, failure to have a financial officer or failure to file any tax return shall be considered serious.
 - a. **Informal Resolution** - If the VPLO determines the matter is not serious and easily remedied, the VPLO may informally notify the LMSC of the failure and counsel correction of the problem. If the matter is corrected, no further action shall be taken.
 - b. **Formal Resolution** - If the VPLO does not handle the matter informally, or if any informal resolution is not effective, the VPLO will, within one month of the receipt of notice, cause an investigation to be conducted. The VPLO may investigate the matter personally, or may appoint an investigative panel with a sufficient number of persons and expertise to conduct the investigation. The VPLO will assign a specified time for the investigation to be completed, based on its complexity and the gravity of the potential failed minimum requirement, giving priority first to financial matters, second to administrative matters, then to all other matters. The person or committee conducting the investigation will obtain information from the LMSC, and other relevant resources, assess the situation, and shall reduce its findings to a written

- report, which shall be transmitted to the Board of Directors and the chair of the LMSC. If minimum standards are met, no further action beyond the filing of the report shall be taken. If a deficiency is found, but has been corrected by the time for filing the report, this information will be included in the report.
4. **Responses** – The Executive Committee may initiate any temporary remedial procedure it deems necessary to avoid or alleviate a compromise to the LMSC or USMS’s finances or IRS status, to prevent a serious failure of service to members or to prevent other impending irreparable harm or whatever is necessary if the situation is deemed to be an emergency as in 507.1.3(C).
 5. **Recommended Remediation Plan** – The VPLO shall issue a written recommended remediation plan for the LMSC. The recommended remediation plan will be designed to correct the deficiency with the minimum intervention from USMS or its national officers, and will set a final date for completion of the plan. This plan may be informal if the deficiency is easily corrected. In any event, the recommended remediation plan will be transmitted to the chair (or any other available officer) of the LMSC and to the Executive Committee. The Executive Committee may approve, deny, or amend the recommendation. Upon approval of the Executive Committee, the VPLO or designee(s) will institute the remediation plan, and will assign a date for review of the LMSC’s progress.
 6. **Successful Remediation** – As long as the LMSC is in compliance with the remediation plan, no further action will be taken. Upon final completion of the remediation plan, the successful conclusion will be recorded by the VPLO.
 7. **Unsuccessful Remediation** – If the LMSC involved does not comply with the remediation plan or if it does not complete the plan within the allotted time, the VPLO will record this fact and notify the Board of Directors of the need for further action, in accordance with USMS rules and policies.
 8. **Record Keeping** – All items in this procedure that require a written record shall be maintained by the VPLO for at least one year from the original suggestion of failure of minimum standards, final completion of any remediation plan or final action by the Board of Directors, whichever is later.

LMSC Workshops

Thursday, 7:30-9:15 p.m.

**Risk Management and Insurance – Capital
Jim Wheeler & Sandi Blumit**

Safety is always number one! Jim always entertains when in front of a crowd, so come to this workshop to see how he and Sandi can unravel the intricacies of risk management and our insurance coverage. They'll let you know what are the most common reasons for insurance claims, and what you can do to minimize the risk and keep your swimmers safe and healthy.

**Hosting Multi-Day Swim Meets – Malpensa
Mark Moore, Tom Boak, Jody Smith**

These experts will give you all the tips and tricks for hosting a successful multi-day LMSC, Zone or National Championship meet. Find out how to scale up your one-day meets to the championships from the folks who have put on dozens of big meets. There will be an opportunity for questions and answers, so bring your concerns and problems with you.

**Club/Coach Services from USMS - Narita
Mel Goldstein & Chris Colburn**

Mel (Director of Club/Coach Services) and Chris (Coaches Committee Chair) will make a presentation on the services offered by Club/Coach Services, as well as the information, referral, and support the Coaches committee offers to coaches and clubs nationwide. The presentation will be followed by a Q&A session, where the presenters will field questions from the audience on Club Development and Coaching topics.

**LMSC Communications Workshop - Barejas
Heather Hagadorn & Rebecca Friedlander**

This workshop will be a round table discussion on effectively using the web, newsletters, registrations and coaches to keep channels of communication flowing within your LMSC.

LMSC Roundtables

Saturday, 10:15-11:45 a.m.

**Registrars Roundtable – Capital
George Simon and Leo Letendre**

Get together with your fellow registrars and share what works, find solutions for what doesn't, and give your wish list to George and Leo.

**Coaches Roundtable - Barejas
Chris Colburn**

Brainstorm ideas with fellow coaches; find out how others would solve your sticky problems; and network, network, network.

**Chairmen's Roundtable - Mirabel
Michael Heather**

Discuss common and uncommon issues facing LMSC Chairmen, let us know what USMS can do to better help strengthen your LMSC.

**Officiating Masters Swimming - Gatwick
Charlie Cockrell**

This workshop is intended for swimming officials, LMSC Officials Chairs, Meet Directors, and other members of your LMSC leadership team interested in training and educating officials on the unique aspects of masters meets. We will also discuss duties of officials, resources for securing meet officials, and resolution of recent meet situations.

**Finance – DaVinci B
Ralph Davis**

USMS rules, IRS rules, Insurance rules, LMSC policy: This is an opportunity for LSMC treasurers and chairmen to learn how to stay in compliance with all those rules. The workshop will conclude with a question and answer session.