

# Following are the policies of Wisconsin Masters Swim Committee, Inc. (WMSC).

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## 1. Policies of the Officers of WMSC

The Officer's duties shall follow those in section 103.4(C)(1) of the WMSC By Laws.

## 2. Committee Policies of WMSC

The duties of the Committees of the Board shall follow those in section 103.4(C)(4) of the WMSC By Laws.

The duties of the Standing Committee Chairs shall follow those in section 103.4(C)(5) of the WMSC By Laws.

## 3. Registration

1. Individual swimmers and clubs must register each year to be eligible to compete. There is no prorating of annual fees.
2. Every swimmer planning to compete in WMSC sanctioned events must first register with USMS and agree to abide by the national rules set forth in the United States Masters Swimming (USMS) Code of Regulations and Rules of Competition.
3. Every club that competes in Masters swimming competition must be registered with USMS or other FINA governing body.
4. A swimmer must select the Club that they choose to attach to. If a swimmer does not select a Club, then the swimmer will be Unattached Wisconsin (UC20). Unattached swimmers are not eligible to swim on relays at any level of USMS swimming. However, as full USMS members, unattached swimmers are eligible for all other USMS and LMSC benefits.
5. A One Event registration with USMS shall be allowed as an option for meet directors for clinics, open water events, and pool events.
6. Refer to the WMSC Privacy Policy for concerns regarding the distribution of the registration database.

## 4. Privacy Policy

WMSC will try to keep an individual's membership information confidential. We recognize and support the need to protect the privacy rights of our members through disclosure of our practices for collection and use of member information.

WMSC tries to protect the confidentiality of the member's street address, phone numbers and date of birth. However, WMSC cannot guarantee that in all cases it will be able to protect the confidentiality of that information. For meet hosts of sanctioned Wisconsin Masters meets, USMS membership may need to be validated using the USMS Registration system, if online registration is not completed.

WMSC will share a person's contact information and age with the club/workout group to which the member belongs. Use of this information by USMS and individual clubs/workout groups is not covered by this policy statement.

The results of open water and pool events will be published on the WMSC website, and will include the swimmer's name, age, and club.

E-MAIL LIST: WMSC reserves the right to contact all members for whom it has an e-mail address, if WMSC deems the matter of interest or importance to its members.

## **5. Top Ten and Records**

1. All USMS-sanctioned and USMS-recognized meets held in the jurisdiction of WMSC and for which the USMS sanction fee is paid are submitted by the Top 10 Recorder to the USMS Event Rankings for Top 10 consideration. No further action is required on the part of the swimmer.
2. Swimmers affiliated with a club registered in the WMSC, or registered as UC20 in WMSC may compete in other USMS-recognized meets as defined in the USMS Rule Book Section 2. In this situation, the swimmer must submit those results with pool measurements to the Top 10 Recorder for inclusion in the USMS Event Rankings. These meets are generally USA meets held within and outside of Wisconsin. The swimmer must provide documentation regarding pool bulkhead placement confirmation measurement for bulkhead pools on the USMS List of Measured Pools or complete pool measurements for pools that are not on the USMS List of Measured Pools. Meets in other FINA member federations are recognized by USMS without further pool measurement documentation.
3. LMSC Records may be achieved by swimmers affiliated with a club registered in WMSC or as individuals registered with the UC20 designation in WMSC. Meets and results must meet the requirements for USMS Top 10 consideration. These requirements include provision for pool measurements and quality of timing systems. The record time may be swum in USMS-sanctioned or USMS-recognized meets. The swimmer is responsible for reporting record times to the Top 10 Recorder. As with the previous paragraph, for meets held outside the jurisdiction of WMSC, e.g, USA meets and USMS meets in other jurisdictions, the swimmer must provide documentation for bulkhead placement confirmation measurements for bulkhead pools and insure that the pool is listed on the USMS List of Measured Pools.
4. USMS Records may be set by swimmers in USMS Sanctioned and USMS recognized events. Extensive documentation is required from the meet host. If a swimmer sets a USMS record at an event, it is recommended that the swimmer follow up with the meet host before the end of the meet so that the meet host can collect the documentation and signatures required to ratify the record. The meet host is required to submit the record application and supporting documentation to the Top 10 Recorder for upward reporting to USMS. The swimmer will need to provide proof-of-age to USMS.

5. FINA Masters World Records and FINA Masters Top 10. USMS uses the completed Top 10 and USMS Record Applications to update FINA Masters World Records and FINA Masters Top 10. No further action is required on these items for either the LMSC or the swimmer.

## **6. WMSC Officials Pay**

Officials at pool events will be paid twenty dollars (\$20.00) per hour with a guaranteed four (4) hour minimum of pay. When the meet exceeds four (4) hours, each quarter (1/4) hour or fraction of a quarter (1/4) hour will be compensated at five dollars (\$5.00) per quarter (1/4) hour, or fraction of a quarter (1/4) hour.

## **7. USMS Pool Event Insurance Surcharge**

WMSC will collect one dollar (\$1.00) per registered swimmer, up to the current maximum of the USMS pool surcharge. This will be collected from the host for pool events. WMSC is billed by USMS for the Pool Insurance Surcharge.

## **8. WMSC Pool Event Sanction Fee**

The sanction fee payable to WMSC from the meet host is twenty-five dollars (\$25.00).

## **9. WMSC Open Water Event Sanction Fee**

The sanction fee payable to WMSC from the meet host is twenty-five dollars (\$25.00).

## **10. USMS Recognized Pool Event Sanction Fee**

The sanction fee payable to WMSC from the meet host is the current USMS sanction fee for a Recognized event.

By policy, WMSC elects to subsidize the sanction fee for another nonprofit entity, for which the entity will be charged twenty-five dollars (\$25.00).

## **11. USMS Open Water Swim Sanction Fee**

Each open water event is responsible for paying the entire USMS Open Water Swim Sanction Fee. WMSC is billed by USMS for the Surcharge.

## **12. USMS One Event Registration (OEV)T**

WMSC may use the USMS one event registrations for open water events, pool events, and clinics.

In addition to the current USMS one event fee, there will be a WMSC charge of six dollars (\$6.00) per individual registration OEV)T for 2019, and zero dollars (\$0.00) for 2020.

The host club is responsible for collecting the USMS OEV)T registrations and remitting them to the WMSC Treasurer.

### **13. WMSC Dues collected with USMS Individual, Club, and Workout Group Registration**

Beginning in 2020, WMSC will participate in the USMS Unified Fee for Registration. As a result, the fees charged to swimmers, workout groups and clubs will be determined by USMS.

### **14. WMSC Dues collected with Transfer Fees to a New Club**

There is no WMSC fee charged for swimmers who are registered with WMSC requesting a transfer to a new WMSC club.

For those swimmers who wish to transfer into WMSC and are not currently members of WMSC, there is an eight dollar (\$8.00) transfer fee. In addition, those swimmers must also pay the current yearly WMSC registration fee.

### **15. USMS Coaching Certification/USMS Coaching Clinic Reimbursement Policy**

WMSC will reimburse 100% of the course fee for any USMS Coaching Certification Class or USMS Coaching Clinic completed by a WMSC member to the extent that the fees are not paid by another entity.

WMSC will not reimburse any travel, lodging or meals for a USMS Coaching Certification Class or USMS Coaching Clinic.

The member must be registered with WMSC and the scholarship request must be submitted in writing to the WMSC Coaches Chair. The WMSC Coaches Chair will review and has the authority to approve or deny the reimbursement request.

A maximum of ten (10) scholarships are available annually as follows: five (5) for the combined Levels 1 and 2, three (3) for Level 3, and two (2) for Level 4.

Each applicant is required to make written application to the Coaches Chair. The Coaches Chair must approve all applications prior to reimbursement. The request should be made before attending the clinic.

Should more than ten (10) applicants solicit scholarships, the Chair, Vice Chair, and Treasurer will review class availability and funding, then decide if additional applications are approved.

Members who have been reimbursed are expected to participate at WMSC swim clinics.

If the Coaches Chair wishes to attend a USMS Coaching Certification Class or USMS Coaching Clinic, the Coaches Chair must obtain permission from the WMSC Chair. Reimbursement will follow the policies described above.

## **16. USMS Adult-Learn-to-Swim Certification Policy**

WMSC will reimburse 100% of the course fee for USMS Adult Learn To Swim (ALTS) class completed by a WMSC member to the extent that the fees are not paid by another entity. WMSC will not reimburse any travel, lodging or meals for travel to a USMS ALTS class.

The member must be registered with WMSC and the scholarship request must be submitted in writing to the WMSC Vice Chair. The WMSC Vice Chair will review and has the authority to approve or deny the reimbursement request.

The first ten (10) applications for ALTS training will be processed for reimbursement annually. Each applicant will be required to make written application to the Vice Chair. The Vice Chair must approve each application before reimbursement is made.

Should more than ten (10) applicants solicit reimbursements, the Chair, Vice Chair, and Treasurer will review class availability and funding, and then decide if additional applications are approved.

Members who have been reimbursed as ALTS swim instructors are expected to participate in WMSC ALTS swim lesson events.

If the Vice Chair wishes to attend a USMS ALTS class, the Vice Chair must obtain permission from the WMSC Chair. Reimbursement will follow the policies described above.

## **17. WMSC USMS Convention Policy**

WMSC is allocated two voting delegates at the USMS convention. The Chair and Vice Chair are automatic delegates. Should either the Chair or Vice Chair not attend the convention, another delegate shall be appointed by the Chair in their place. Four (4) additional delegates may attend the convention. Preference will be given to 1) officers of WMSC, then 2) LMSC Committee Chairs, then 3) National level committee members.

The WMSC Chair shall apply for two (2) Delegate At Large voting status positions each year from the President of USMS.

Reimbursement to delegates attending the USMS Convention will be made for:

- Registration
- Air fare (at the least expensive seat selection)
- Airport “super saver” parking rate
- Shuttle transportation to and from the hotel and the airport
- Hotel room rate for a single room (delegates are not required to share a room, but may if they choose to do so)
- Reasonable daily food expense
- WMSC does not reimburse the cost of any alcoholic beverages
- Travel expenses for a companion (non-delegate) will not be reimbursed

If a delegate chooses to drive to the USMS Convention, then reimbursement will be the lesser of the current IRS business mileage reimbursement, plus tolls, or the least expensive

air fare seat selection. No mileage reimbursement will be made for passengers sharing a ride.

Mileage will be reimbursed at the current IRS business rate for those who travel to an airport in Wisconsin, or to the Chicago area if the delegate lives closer to a Chicago airport.

If two (2) delegates wish to share a room, then reimbursement will be one half the room rate for each delegate.

The WMSC Expense Form along with legible receipts must be received by the WMSC Treasurer within thirty (30) days of the end of the convention. Exceptions must be requested and approved by the WMSC Chair before thirty (30) days have elapsed from the end of the convention.

Chairs of USMS committees have expenses paid by USMS, and may attend in addition to the six (6) total delegates from WMSC. If USMS does not reimburse all of the expenses of a USMS Committee Chair, then they will be eligible for the balance of reimbursement, the same as WMSC delegates.

## **18. Reimbursement for Printing and Mailing**

WMSC will reimburse the newsletter editor for printing and postage for those members who wish to receive a paper copy of the newsletter. Reimbursement must be made using the WMSC Reimbursement Request Form.

WMSC will reimburse the Registrar for any costs associated with printing and mailing member cards. Reimbursement must be made using the WMSC Reimbursement Request Form.

WMSC will reimburse the cost of printing for members doing executive or committee work for WMSC, where a printed page is necessary. Reimbursement must be made using the WMSC Reimbursement Request Form.

If a personal printer is used, WMSC will reimburse at a rate of:

- Eight cents (\$0.08) per page for black and white printing.
- Fifteen cents (\$0.15) per page for color printing.
- Reimbursement must be made using the WMSC Reimbursement Request Form.

## **19. Awards for SCY and LCM State Championship Meets**

Awards for the SCY and LCM State Championship Meets will be purchased by WMSC. Medals will be awarded for 1<sup>st</sup> through 8<sup>th</sup> place for each individual event, and ribbons will be awarded for 1<sup>st</sup> through 3<sup>rd</sup> place for relay events.

## **20. WMSC Fitness Event**

WMSC will run one (1) fitness event each year which is free for WMSC members. Funds will be allocated for the purchase of awards/materials for the event as determined by the Fitness Chair.

## **21. Memorials for Deceased Members**

WMSC will make donations for deceased members of WMSC to Swimming Saves Lives in the following amounts:

- For swimmers that are currently registered with WMSC, the donation will be fifty dollars (\$50.00).
- For former WMSC swimmers, the donation will be twenty-five dollars (\$25.00).

The WMSC treasurer will make these donations when notified of the passing of a member or former member.

## **22. Annual Budget Preparation**

The proposed annual budget presented at the Annual Meeting of WMSC shall be approved by the executive committee and the auditor at least 30 days prior to the Annual Meeting.

## **23. Treasurer Policy**

Expenditures not included in the annual budget, and exceeding the amount specified in the USMS LMSC Standards, Mandatory Financial Standards, shall require approval from the WMSC Board of Directors.