

GULF MASTERS SWIM COMMITTEE POLICIES

USMS ANNUAL MEETING

The Gulf LMSC shall reimburse the designated USMS Annual Meeting representatives for the following expenses:

- Transportation (coach airfare or mileage and tolls (if driving), whichever is less
- Hotel – one half of room for required nights (delegate is expected to have a roommate)
- Ground transportation to and from the airport to the meeting site (but not a rental car)
- Airport parking
- Meal per diem of \$35 per day, if meals are not provided
- USMS Meeting registration

In order for expenses to be reimbursed, receipts (excluding meals) must be presented to the Treasurer. (9/8/98, 10/6/22, 3/6/24)

USMS ANNUAL MEETING DELEGATES

Representatives to be funded for attending the USMS National Annual Meeting shall be selected annually, by vote at a regularly scheduled Gulf LMSC meeting. Criteria for nominations shall include the level of leadership and service to USMS and to the Gulf LMSC. When it is in the best interest of the Gulf LMSC, the Gulf Board of Directors may waive the criteria, (7/07)

AWARDS

An award may be given to a South Central Zone registered swimmer who best exemplifies the spirit of Masters Swimming that was shown by Jesse Coon. This award will be named the “Jesse Coon Memorial Award.” It is the intention to keep a permanent plaque at the Aerofit pool in College Station on which the annual winner’s name will be engraved and to give each winner some sort of award. (1/06)

The Emmett Hines Award may be given annually to a Gulf LMSC member who best honors the memory of Emmett Hines’ enthusiasm, expertise and advocacy of Masters Swimming. (9/26/19)

BY-LAWS

Current Gulf LMSC By-Laws and Policies shall be posted on the Gulf LMSC Website. (6/12/05)

Any time the Gulf By-Laws are updated, a copy shall be provided to the USMS National Office for posting. (3/27/19)

COACHES PROFESSIONAL DEVELOPMENT FUNDS

The Gulf LMSC shall budget funds for professional development for Gulf LMSC Masters Coaches. The application for funds shall be posted on the Gulf LMSC website. The Gulf LMSC's Board of Directors will review funding request applications and determine which applicants will be awarded grants. (5/2/12)

Any coach receiving grant monies must provide documentation of attendance and file a report summarizing their participation at the event at the Gulf LMSC meeting following the event. (5/2/12)

CONFLICT OF INTEREST POLICY

Whenever a member of the Gulf LMSC Board of Directors has a financial or personal interest in any matter coming before the Board of Directors, the Board shall ensure that:

1. The interest of such officer or director is fully disclosed to the board of directors
2. The interested person may make a presentation at the meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
3. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the Gulf LMSC to do so.
4. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval. (10/19/16)

ELECTION POLICIES

Officers shall be elected during the Gulf LMSC Annual Meeting in even years. (11/16/11)
[See the Gulf LMSC By-laws, Article IV for further information about elections.]

FINANCIAL POLICIES AND PROCEDURES

General Administration

The Gulf LMSC fiscal year shall be the calendar year. (11/6/90)

The LMSC Membership Coordinator and Treasurer shall be separate individuals.
(Gulf Bylaws, Article V) (3/22/23)

Any change in the position of Treasurer shall be reported to the USMS Membership Director as soon as known. (3/27/19)

Standard Duties of Treasurer

All checks and cash shall be deposited within 30 days of receipt and payments to USMS shall be made within one week of receipt of an invoice, unless it is clearly immaterial. (3/27/19, 3/22/23)

Financial statements consisting of a balance sheet and an income statement itemizing revenues and expenditures for the most recently completed month-end or quarter-end shall be prepared and presented by the Treasurer at each Gulf LMSC meeting. (9/9/93, 3/22/23)

The Treasurer shall prepare an annual LMSC operating budget to be presented to the Board of Directors for review and approval. (Gulf LMSC Bylaws Article III) (3/22/23)

In accordance with IRS Guidelines, the Treasurer shall maintain documentation for all revenues and expenditures. (3/22/23)

In accordance with IRS Guidelines, the Treasurer shall send acknowledgements of donations. (3/22/23)

General Policies

Members seeking reimbursement for expenses included within the current year budget must provide the Treasurer with appropriate documentation, including invoices or receipts, in order to be reimbursed for those expenses. Expenses without proper authorization and the required supporting documentation will not be reimbursed. (3/22/23)

There shall be a \$30 charge for returned checks. (1/10/02)

Sanction fees shall be non-refundable. (3/21/02)

The Treasurer shall have sales tax exemption certificates available. (11/6/90)

The LMSC's checking account shall be kept separate and distinct from any other accounts. (3/27/19)

A second signatory for the bank account shall be appointed by the Board of Directors. This person shall serve as a back-up to the Treasurer in case of an emergency and shall have access to the checking account at all times. (1/2006, 3/22/23)

A member, other than the Treasurer or account signatory, shall be appointed by the Board of Directors to review financial records and reconcile bank statements at least annually. (Gulf Bylaws, Article IV) (2/20/08, 3/27/19, 3/22/23)

When it is necessary for the Treasurer to make a reimbursement to him or herself, the Treasurer shall make a written request for reimbursement to the Gulf Chairman. All supporting documentation for the reimbursement request, including the invoice(s) or receipt(s), shall be included. The Chair shall review the proposed payment request and documentation. Within two weeks of receiving the reimbursement request, the Gulf Chair shall respond in writing to the Treasurer, as to whether the request is approved or denied. If approved, the Treasurer shall attach a copy of the written approval to the supporting documentation prior to writing the reimbursement check. If the request is denied, the Treasurer has the right to appeal the decision to the Gulf Board of Directors. (3/22/23)

Reporting Requirements

The Treasurer shall prepare an Annual Financial Report as required by the USMS guidelines. This report shall be submitted to the USMS National Office no later than April 30th of the following year. (Gulf Bylaws, Article IV) (5/2/12, 3/22/23)

The Treasurer shall file the appropriate 990-tax form with the IRS annually, within 4 months after the end of the fiscal year and shall provide documentation of the filing to the USMS National Office. (Gulf Bylaws, Article IV) (5/2/12, 3/27/19)

The Treasurer shall issue an IRS form 1099-Misc to any individual who receives more than \$600 for services rendered. (5/2/12)

As required by IRS guidelines, the Treasurer shall provide a written acknowledgement to any donor who makes a quid pro quo contribution in excess of \$75. A quid pro quo contribution is a payment made to a charity by a donor partly as a contribution and partly for goods or services provided to the donor by the charity. For example, if a donor gives the Gulf LMSC \$100 and receives a swim bag valued at \$40, the donor has made a quid pro quo contribution. In this example, the charitable contribution portion of the payment is \$60. Even though the part of the payment available for deduction does not exceed \$75, a written acknowledgment is required to be provided to the donor because the donor's payment (quid pro quo contribution) exceeds \$75. The acknowledgment shall include the fair market value of any goods or services received. (10/19/16, 3/22/23)

As required by IRS guidelines, the Treasurer shall provide written acknowledgement to any donor who makes any single contribution of \$250 or more. The acknowledgment shall include the fair market value of any goods or services received, if applicable, or state that no goods or services were provided. (10/19/16, 3/22/23)

GRIEVANCE PROCEDURE

Selection of a Grievance Chair

Upon notice that a Gulf member intends to file a grievance with the Gulf LMSC, the Gulf LMSC Chairman, with the concurrence of the Gulf Board of Directors, shall appoint a Grievance Chair.

Grounds for Grievances

Any individual member of the Gulf LMSC and/or any Club member of the Gulf LMSC may bring a complaint on any matter for which grievances may be heard under the Rules of USMS Article 4. Specifically, complaints may be brought alleging unsporting conduct, defined in Article 402.4, Unsporting Conduct.

Complaint Procedure

1. A complaint shall consist of a concise statement of the behavior or circumstance involved, shall be in writing, and signed by the person responsible for making the complaint. The complaint shall clearly identify the person or entity making the complaint and the person or entity against whom the complaint is made. The complaint shall be directed only to the Grievance Chair.
2. Upon receipt of a complaint, the Grievance Chair shall first make a determination whether the subject matter involves an issue for which a grievance may be brought under Article 4 and whether it involves a person or entity, which is part of the LMSC. If the Grievance Chair determines that the complaint does not meet such criteria, the Grievance Chair shall dismiss the complaint and notice of same shall be transmitted to the party bringing the complaint and to the Chairman of the Gulf LMSC.
3. If the Grievance Chair does not dismiss the complaint, the Grievance Chair shall transmit a copy of the complaint to all other parties involved. The parties to any controversy shall be the USMS member or entity that makes the complaint, the USMS member or entity that is the subject of a complaint, and if appropriate, the LMSC. In the event there are multiple parties or varying interests, any interested person may ask the Grievance Chair to (or the Chair may of its own volition) realign the parties according to their interest in the matter.
4. The parties other than the complaining party shall have the right to make a written reply, which shall consist of a concise statement of any matter of defense to the complaint, and which shall be made within twenty days from the date the copy of the complaint is transmitted by the Grievance Chair. Replies shall be in writing and signed by the person

responsible for making the reply. The Grievance Chair shall advise all parties in writing of their hearing rights under these guidelines, as well as their appeal rights under Article 4. The Grievance Chair, for reasonable grounds, including excusable neglect, may extend any time limit.

Mediation or Resolution by the Grievance Chair

1. After all parties have transmitted written statements to the Grievance Chair (or if the time for same has passed without a statement being transmitted), the Chair shall attempt to resolve the controversy by mediation. The method of mediation shall be at the discretion of the Chair. Methods of mediation may include (without limitation) in-person contact, telephone contact, or communication by writing or e-mail. If mediation is successful, the agreement shall be reduced to writing, signed by the parties, and transmitted to the Gulf LMSC Chairman.
2. If a party who is the subject of a complaint fails to make a reply, but other parties have replied, then the Grievance Chair may proceed to mediation under this section, or to a hearing under the following section.
3. If no party who is the subject of a complaint makes a reply, then the Grievance Chair may act on the complaint as filed or may take evidence or information from any source. The Grievance Chair shall make such findings as appear to be justified and reasonable to resolve the controversy. Findings shall be reduced to writing and transmitted to the parties and to the Gulf LMSC Chairman.

Hearing Procedure

1. If no agreement can be reached, the Grievance Chair shall convene a hearing panel to resolve the controversy. The Grievance Chair shall designate three members of the Gulf LMSC to act as a panel to resolve the grievance and all matters related thereto. The Chair shall preside over the hearing and give counsel to the panel concerning procedural matters and USMS rules, but shall have no vote.
2. The hearing panel shall take such statements and evidence as it deems necessary to resolve the controversy, and shall, whenever possible, take evidence from all persons identified by a party as having material information. A party to the controversy shall be responsible for making any such witness or evidence available. If the panel deems it necessary to hear testimony, then the Chair may appoint one member to take such evidence and report to the panel. Any cost of production of evidence shall be advanced by the party on whose behalf such evidence is taken.
3. Upon completion of presentation of evidence, the hearing panel shall, by majority vote, resolve the controversy in the form of a written decision. The decision, including any dissent, shall be reduced to writing and transmitted to all parties and the Gulf LMSC

Chairman. If the hearing panel does not dismiss the complaint, it may deny membership in the LMSC, censure, place on probation, suspend, fine or expel from Gulf LMSC membership any member or any person participating in the affairs of USMS who has engaged in any unsporting conduct set forth in Article 4. If a person is expelled from the LMSC, such action shall be transmitted by the Grievance Chair to the National Board of Review for further action, if any, it deems necessary.

4. Upon rendering of a final decision, the Grievance Chair shall notify all parties in writing of their right to appeal to the National Board of Review under Article 4. The Gulf LMSC may stay the imposition of any penalty pending appeal to the National Board of Review. (5/2/12, 9/26/19, 3/6/24)

GULF LMSC MEETINGS

The Gulf LMSC Annual Meeting shall be held between October 1st and December 31st each year. Copies of the minutes of this meeting must be sent to the National Office along with a financial report. [see the Gulf LMSC Bylaws, Article III for further information] (1/4/12)

USMS Club business shall not be conducted during an LMSC meeting (and vice versa). (3/27/19)

Voting delegates attending Gulf LMSC meetings may be reimbursed for mileage if they must travel more than 100 miles round trip. (3/22/23)

LOGOS

The official USMS logo shall be used in appropriate circumstances and when used, the USMS Logo Style Guide shall be followed. (3/27/19)

MEET ENTRY ANNOUNCEMENTS

Meet entry announcements shall include the meet director's name and contact information. (4/17/10, 3/27/19)

All meets shall be conducted according to the competition rules in the USMS rule book. <https://www.usms.org/volunteer-central/us-masters-swimming-rule-book> (3/27/19)

OFFICER ATTENDANCE AT GULF LMSC MEETINGS

A member of the Gulf Board of Directors may be removed by the Board for failing to attend more than half of the Board meetings during any 12-month period (unless there are demonstrable extenuating circumstances to excuse the absences). Lacking such circumstances, the director shall be removed by a two-thirds vote of the Board. The director in question shall have no vote on such removal. (5/2/12)

OFFICIALS

The Gulf LMSC shall reimburse reasonable expenses for individuals training to be Masters Officials. (11/6/90)

The Gulf LMSC Officials Chairman should maintain a list of officials meeting USMS certification requirements that are willing to officiate Masters swim meets. (9/12/89, 3/27/19).

A minimum of two certified officials (a referee and starter, who may double as start and turn judges) are required for sanctioned or approved USMS competitions. (3/27/19)

All officials working a sanctioned or approved USMS competition shall be briefed on USMS rules. (3/27/19, 3/6/24)

POLITICAL AND LOBBYING ACTIVITIES

Under the Internal Revenue Code, all section 501 (c)(3) organizations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Therefore, contributions to political campaign funds or public statements of position (verbal or written) shall not be made on behalf of the GMSC in favor of or in opposition to any candidate for public office.

According to IRS exemption requirements, a 501(c)(3) organization may engage in some lobbying but too much lobbying activity risks loss of tax-exempt status. Therefore, no lobbying activities will be conducted by the Gulf LMSC without careful consideration and approval of the Gulf LMSC Board of Directors. (10/19/16)

POOL CERTIFICATION

The Gulf LMSC Tabulations/Top 10 Recorder shall maintain a list of all Gulf pools which are properly certified. (1/16/89, 3/27/19)

The Gulf LMSC shall maintain equipment for certifying pools. (6/12/05)

A deposit equal to the cost of the measuring equipment (\$280) will be required to check out the equipment. Upon return of the equipment in good condition within a designated time frame, the uncashed check will be destroyed or voided and returned. (7/31/19)

REGISTRATION:

The individual registration fee shall be set annually by the USMS House of Delegates. (5/2/12, 11/18/20)

The one-event registration fee shall be set annually by the USMS House of Delegates. Unless approved by the Board of Directors, one-event registrations may only be used for open water events and the Woodlands Relay meet. (2/20/08, 11/18/20)

The club registration fee shall be set annually by the USMS House of Delegates. (5/2/12, 11/18/20)

The Membership Coordinator shall present the Treasurer any monies collected within two weeks of receipt. (3/27/19, 9/26/19)

Individual and club registrations shall be processed within 14 days of receipt, including mailing paper copies of USMS cards. (3/27/19)

Any change in the position of Membership Coordinator shall be reported to the USMS Membership Director as soon as known. (3/27/19, 9/26/19)

SANCTIONS

The pool meet sanction fee shall be non-refundable. The sanction fee shall consist of a national fee established by the USMS House of Delegates and a local fee of \$0. The total sanction fee may be waived for USMS meets held within the Gulf LMSC that are open to all Gulf USMS registered swimmers. The fee for a dual sanctioned meet must be paid by the individual or club requesting the sanction and must be paid in full prior to sanctioning the meet. The Board of Directors may vote to approve a waiver for the dual sanction fee when it is considered to be in the best interest of the Gulf LMSC. (10/19/16, 3/9/22, 3/22/23)

The open water sanction fee shall be non-refundable. The open water sanction fee shall consist of a national fee established by the USMS House of Delegates and a local fee of \$0. If the budget allows, the total sanction fee may be waived for open water swims sponsored by a Gulf USMS or USA swimming team that is held within the Gulf LMSC and open to all Gulf USMS registered swimmers. (3/9/22)

The Gulf LMSC retains the authority to increase the cost of the required meet deposit by \$50 for the subsequent year when a meet director fails to comply with the requirements of the rules of USMS and the Gulf LMSC policies. The Gulf LMSC will have the discretion to keep the current year deposit if the Gulf LMSC Board of Directors deems such a penalty is warranted. Once a meet director complies with the rules, future meet deposits may no longer be required. (8/07, 10/19/16)

The Gulf LMSC Board of Directors must approve any meet held in the Gulf before it can be issued a sanction. (3/12/91)

In order for an open water event sanction or approval to be considered, any race director hosting an open water event in the Gulf LMSC for the first time, must complete the sanction or recognition application 90 days prior to the event and attend a Gulf LMSC meeting to present the proposal for consideration. (11/16/11)

SMOG GRANTS

Swim Meet Operation Grants (SMOG grants) are available to support the operations of swim meets held within the Gulf LMSC boundaries. Requests for SMOG grants shall be submitted to the Gulf LMSC Board of Directors for approval. (1/06)

The Gulf Board of Directors may grant up to \$2500 per calendar year in SMOG grants. (3/8/94)

The Meet Director of a competition that has been approved for a SMOG grant must file a financial report before the Gulf LMSC Treasurer issues the SMOG grant money. (3/8/94)

TRAINING REIMBURSEMENTS

To the extent that the annual budget allows, the Gulf LMSC shall reimburse reasonable expenses for individuals training to be Masters Officials. The participant must apply for grant approval in advance and must be both registered in and reside in the Gulf LMSC. (11/6/90, 2/1/23)

To the extent that the annual budget allows, the Gulf LMSC shall reimburse the registration fees of those Gulf-registered USMS members who complete a USMS Coaching Certification Training. A housing and transportation allowance may also be granted. The participant must apply for grant approval in advance and must be both registered in and reside in the Gulf LMSC. (11/6/90, 2/1/23)

To the extent that the annual budget allows, the Gulf LMSC shall reimburse the registration fees of those Gulf-registered USMS members who complete an ALTS (Adult Learn to Swim) Training. A housing and transportation allowance may also be granted. The participant must apply for grant approval in advance and must be both registered in and reside in the Gulf LMSC. (11/6/90, 2/1/23)

To the extent that the annual budget allows, the Gulf LMSC shall reimburse the registration fee of those Gulf-registered USMS members who attend a “How to Do A Swim Clinic” certification training. A housing and transportation allowance may also be granted. The participant must apply for grant approval in advance and must be both registered in and reside in the Gulf LMSC. (11/6/90, 2/1/23, 3/6/24)

TRAVEL REIMBURSEMENT

Gulf registered members who travel more than 100 miles round trip as either a voting delegate at Gulf LMSC meetings or for other Gulf and/or USMS events approved by the Board, may be reimbursed for travel. The reimbursement shall be a designated amount per mile plus tolls. The mileage reimbursement rate shall be reviewed each year and adjusted as part of the annual budget approval process. If necessary, the rate may be adjusted at other times by a majority vote of the Gulf Board of Directors. (See Appendix Two for the mileage reimbursement rate.) (3/6/24)

WEB SITE

A backup Webmaster shall be named and have access to the login and passwords to update the website if needed in an emergency situation. (1/06)

The Gulf LMSC Treasurer and Gulf LMSC Secretary shall keep copies of the user names, passwords, and PINs for both the website and Gulf LMSC email address with their Gulf LMSC records. (3/27/19)

Links to events approved by the Gulf LMSC Board of Directors may be placed on the Gulf LMSC web site, however, e-mails pertaining to these events shall be sent to the Gulf membership only on a limited basis. (3/2/11)

Current By-Laws and the Gulf LMSC Policies, a link to online registration, and contact information for one or more officers shall be posted on the Gulf LMSC website. (6/12/05, 3/27/19) (11/18/20)

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APPENDIX ONE

2024 Fee Schedule	Total	USMS portion	LMSC portion
Individual Membership Fee	\$70	\$56	\$14
Club Membership Fee	\$70	\$56	\$14
One Event Membership Fee	\$20	\$16	\$4
Transfer Fee	\$0	\$0	\$0
Pool Sanction Fee*	\$ 50 paid by Gulf LMSC*	\$50	\$0
Open Water Sanction Fee **	\$100 + \$5/pp paid by Gulf**	\$100 + \$5/pp	\$0
Recognition Fee	\$100	\$100	\$0
*Pool sanction fee waived for events open to all Gulf members.			
** Open water sanction fee waived for events open to all Gulf members to a maximum of \$600 (\$100 fee and the per person fee for up to 100 participants).			
***Dual sanction meet fee is paid by requestor.			

APPENDIX TWO

Mileage Rate for travel reimbursement	
Mileage rate for 2024	28 cents per mile