

1. PURPOSE AND CORE OBJECTIVES

1.1. Purpose *(Approved 7-13-08)*

1.1.1. These Policies may cover matters not specifically covered by the Bylaws of Oregon Masters Swimming, Inc (OMS). These Policies may be amended by majority vote of the OMS Board of Directors (Board).

1.1.2. These Policies are intended to supplement the Code of Regulations and the Rules of Competition of United States Masters Swimming (USMS). The USMS Regulations and Rules shall take precedence in cases where a conflict exists between OMS Policies and the USMS Regulations and Rules.

1.2. Core Objectives *(Approved 7-13-08)*

1.2.1. Three Core Objectives shall reflect the mission of Oregon Masters Swimming: to Service Our Members, Educate Our Members and Grow Our Members.

1.2.2. OMS policies shall be adopted to support the Core Objectives.

1.2.3. The Core Objectives may be amended by majority vote of the Board.

2. ORGANIZATION

2.1. Principal Officers

2.1.1. **Chair** (*Approved 7-13-08*) - In addition to the responsibilities specified in the OMS Bylaws, the Chair shall have authority to perform the following actions:

A Annual - Preside at annual retreats.

B Monthly

- (1) Work collaboratively with Board members to schedule regular Board meetings including date, time and location and any special meetings.
- (2) Develop Board meeting agendas, with contributions from the Board and general membership.
- (3) Preside at Board meetings.
- (4) Write an article for each edition of the Aqua Master newsletter.

C On-Going

- (1) Attend committee meetings when possible, either in person or by conference call.
- (2) Oversee performance of the committee chairs.
- (3) Receive communications from USMS (i.e., USMS national office, president, other LMSC chairs, etc.) and relay relevant information to the Board and membership.
- (4) Ensure that required communications from the LMSC to USMS occur on a timely basis, e.g. Top Ten submissions, sending in minutes of annual meeting and annual financial statements, informing USMS of the Oregon delegates to the convention etc.)
- (5) Communicate with the general membership via internet email directory as well as through the Aqua Master newsletter.
- (6) Update OMS working calendar and track progress of items on calendar (i.e., getting items in newsletter in timely manner, submitting award nominees, etc.)
- (7) Act as a liaison between OMS and USMS with email discussions, discussion forum postings, other LMSCs' communication, etc.
- (8) Manage the business affairs of OMS.

2.1.2. **Vice Chair** (*Approved 7-13-08*) - In addition to the responsibilities specified in the OMS Bylaws, the Vice Chair shall have authority to perform the following actions:

A Annual

- (1) Update and mail Meet Bid packets to OMS member teams and other prospective meet hosts.
- (2) Receive and evaluate meet bids and clinic proposals submitted by members.
- (3) Bring meet bids and clinic proposals to the Board and make recommendations regarding their acceptance or denial.
- (4) Notify bidder of meet bid approval or denial. If approved, assign a sanction number to the meet, send a letter of acceptance, signed contract and any other pertinent information to the meet host.
- (5) Notify clinic hosts of approval or denial. If approved, assign a sanction number to the clinic, send a letter of acceptance and signed sanction form.
- (6) Contact and solicit potential hosts to complete the meet schedule.
- (7) Ensure proper rotation of events and assist meet host with choice on where to put the distance events.
- (8) Ensure accuracy of entry forms. Provide copies of completed entry forms to the OMS Webmaster and the Newsletter editor.
- (9) Meet Newsletter deadlines for meet entry forms. Usually an entry appears in two issues, so the entry form should be completed at least three months in advance of the meet.
- (10) Refer meet hosts to the Officials Chair if they are having problems getting officials.
- (11) Arrange to have the meet evaluated by a minimum of two evaluators.
- (12) Receive completed meet evaluation forms and provide a recommendation to the Board regarding reimbursement to the meet host.
- (13) Upon approval of reimbursement by the Board to the meet host, notify the OMS Treasurer of what was approved, number of entrants in meet, to whom the check should be made payable, and where it should be sent.
- (14) Coordinate summer pool meet schedule with OMS Long Distance Chair to avoid scheduling conflicts.
- (15) Keep USMS and NW Zone Chair advised of the OMS pool meet schedule.

B Association Pool Championships

- (1) Develop meet Rules and Guidelines Page with check-in information, relay entry deadlines, social information, and other relevant information.

(2) Work with Meet Host and OMS Chair regarding the Awards Banquet.
Review the Banquet Program prior to publication.

(3) Work with Awards Chair to facilitate Team Spirit Award voting.

(4) Facilitate meeting to determine team categories.

C NW Zone Pool Meets

(1) Develop meet entry form according to NW Zone rules and policies.

(2) Communicate with Northwest Zone Chair regarding a NW Zone meeting at Zone championship meets hosted by OMS.

2.1.3. Secretary *(Approved 7-13-08)* - In addition to the responsibilities specified in the OMS Bylaws, the Secretary shall have authority to perform the following actions:

A Send notice to the Board of upcoming Board meetings and solicit monthly committee reports.

B Compile committee reports and send to the Board before Board meetings.

C Write minutes of the monthly Board meetings and Annual Retreat and send copies to all Board members.

D Send a copy of the minutes for the OMS annual membership meeting to USMS.

E Update and maintain official documents of OMS.

F Maintain updated job descriptions for all Board positions and distribute job descriptions to prospective and new board members.

2.1.4. Treasurer *(Approved 7-13-08)* - In addition to the responsibilities specified in the OMS Bylaws, the Treasurer shall have authority to perform the following actions:

A Annual

(1) Prepare the annual budget. This includes soliciting budget requests and revenue estimates from Board members, compiling such information, and presenting it for comment and approval by the Board.

(2) Submit final fiscal year financial statements to the Chair and Board.

(3) Send a copy of the final fiscal year financial statements (income statement and balance sheet) to the USMS National Office.

(4) File annual Federal and State regulatory financial reports.

B Ongoing

(1) *(Approved 11-21-10)* - Maintain the OMS bank account(s). Supervise deposits into the account(s) and oversee disbursements when requests for

disbursements are submitted in accordance with OMS guidelines. These guidelines include being within budgetary limits and having proper documentation.

- (2) Maintain the financial books of OMS. Report on the OMS financial condition at Board meetings. Alert the Board to any unusual transactions or material variations from budget. Obtain Board approval for expenditure requests beyond amounts budgeted.
- (3) Provide recommendations to the Board concerning decisions with a financial impact, including determining annual membership dues, meet fees, and requests for refunds and expenditures.

2.2. Committees

2.2.1. Awards *(Approved 7-13-08)*

- A** In addition to the responsibilities specified in the OMS Bylaws, the Awards Chair shall have authority to perform the following actions:
- (1) Prepare and submit an annual budget for awards to the Board at the annual retreat.
 - (2) Inventory annual awards.
 - (3) Select and order team awards through 3rd place in small, medium, and large team categories for the Association Championship Pool Meet.
 - (4) Distribute and tabulate ballots for annual awards.
- B** **Annual Awards** – With the exception of the Team Spirit Award, these awards are presented at the Annual OMS Awards Banquet. Award recipients shall be recognized in the OMS Newsletter and on the OMS Website.
- (1) **Outstanding Swimmer Award**
 - (a) One male and one female swimmer representing ages 49 and below, and one male and one female representing ages 50 and above shall be selected to receive the OMS Outstanding Swimmer award.
 - (b) Points are accumulated from first to tenth place in the USMS pool top ten (10 points for first place, 9 points for second, etc...). The Top Ten Chair may choose to tally the points or appoint another person to do so and report the findings to the Awards Chair. The Long Distance Chair shall submit the name(s) for Open Water award winners.
 - (c) Only the final USMS top ten results should be used to tally points for this award. The preliminary top ten results should not be used.
 - (2) **Art Welch Most Splashes Awards** - A person designated by the Awards Chair will tally the total number of pool event swims for each OMS

member and will report the person with the highest number to the Awards Chair.

(3) Hazel Bressie Male and Female Spirit Awards

(a) Awarded to the male and female who has shown enthusiasm and spirit to his or her team and/or other Masters swimmers during the past year.

(b) These awards are voted upon by the Board, and others as designated by the Board, from a slate of names submitted from OMS members. Names of worthy candidates are solicited well in advance of the Association Meet by the Awards Chair. These award winners are kept secret by the Awards Chair until the banquet. However, the names of the winners shall be included by the Awards Chair in the supplemental awards list printed for the banquet booklet.

(4) Special Service Award(s)

(a) Awarded to an individual, organization, business, or group that has gone the extra mile by contributing outstanding service to a team or OMS.

(b) These awards are voted upon by the Board, and others as designated by the Board, from a slate of names submitted from OMS members. Names of worthy candidates are solicited well in advance of the Association Meet by the Awards Chair. These award winners are kept secret by the Awards Chair until the banquet. However, the names of the winners shall be included by the Awards Chair in the supplemental awards list printed for the banquet booklet.

(5) Connie Wilson Memorial Award

(a) Awarded to an individual who has made an outstanding, long-term leadership contribution to OMS and to Masters Swimming.

(b) This award is voted upon by the Board, and others as designated by the Board, from a slate of names submitted from OMS members. Names of worthy candidates are solicited well in advance of the Association Meet by the Awards Chair. This award winner is kept secret by the Awards Chair until the banquet. However, the winner's name shall be included by the Awards Chair in the supplemental awards list printed for the banquet booklet.

(6) Ol' Barnacle Award

- (a) Awarded to the individual who has shown outstanding leadership, dedication, and devotion throughout the year to OMS and to Masters swimming.
 - (b) This award is voted upon by the Board, and others as designated by the Board, from a slate of names submitted from OMS members. Names of worthy candidates are solicited well in advance of the Association Meet by the Awards Chair. This award winner is kept secret until the banquet. However, the winner's name shall be included by the Awards Chair in the supplemental awards list printed for the banquet booklet.
- (7) Lifetime All Star Award**
- (a) Presented to those individuals who have earned the OMS Outstanding Swimmer award five or more times.
 - (b) While recognition will be yearly, the "All Star" will not be eligible for any future OMS Outstanding Swimmer Awards.
- (8) Team Spirit Award**
- (a) Awarded to the TEAM that demonstrates the most enthusiasm, encouragement, and unity at the OMS Association Championship Meet. All OMS registered teams entered in the OMS Association Championships are eligible.
 - (b) Each team represented at the OMS Association Championship Meet shall be afforded one vote. Ballots shall be provided to each team representative on Saturday and must be returned to the Awards Chair no later than Noon on Sunday for tabulation.

2.2.2. Coaches *(Approved 7-13-08)*

- A** In addition to the responsibilities specified in the OMS Bylaws, the Coaches Chair shall have authority to perform the following actions:
- (1) Secure a Host Coach or Coach on Deck for each Oregon pool meet and provide a Host Coach T-shirt to those selected.
 - (2) Coordinate coaching clinics for OMS members.
 - (3) Maintain an up-to-date registry of Oregon masters coaches.
 - (4) Communicate regularly with Oregon masters coaches about topics and issues of interest.
 - (5) Write a column for each edition of the newsletter on a coaching topic.
 - (6) Assist in the sharing of coaching information between Masters coaches.

B Host Coach

- (1) Whenever possible, OMS will supply a qualified volunteer to serve as Host Coach at each OMS-sanctioned local pool meet, except the Association Championships, in order to provide a modest level of on-deck and general coaching assistance at local meets for OMS self-coached swimmers or swimmers whose coaches are not present.
- (2) **Qualifications**
 - (a) Possess a broad knowledge of swimming technique.
 - (b) Work effectively with athletes of all Masters age groups and abilities in a meet environment.
 - (c) Possess an enthusiastic & positive demeanor.
- (3) **Responsibilities**
 - (a) Wear a Host Coach T-shirt while on duty.
 - (b) Be on deck and available to swimmers during meet warm-up.
 - (c) Start and time swimmers in sprint lanes as requested.
 - (d) Assist swimmers as requested, refraining from offering technical advice unless asked.
 - (e) Answer or refer questions about OMS.
 - (f) Follow all OMS and USMS safety guidelines, and assist safety marshals if necessary.
 - (g) Behave in a professional manner.
- (4) **Selection**
 - (a) The OMS Coaches Committee shall actively solicit qualified volunteers to serve as Host Coach for each local pool meet.
 - (b) Upon selection, the Host Coach shall be provided with a Host Coach T-shirt by the OMS Coaches Committee.

2.2.3. Data Management *(Approved 8-26-08)* - In addition to the responsibilities specified in the OMS Bylaws, the Data Manager shall have authority to perform the following actions:

- A** Accept entries that are not submitted in accordance with the published entry requirements when, in the opinion of the Data Manager, the entrant was not responsible for the error, or acceptance of the entry serves the purposes of OMS without placing undue hardship on anyone involved in running the event.
- B** Reject entries that are not submitted in accordance with the published entry requirements.

- C** Provide official verification of meet results.
- D** Prepare and submit documentation for USMS and/or World Records for times in events sanctioned or recognized by the Oregon LMSC.
- E** **(Approved 2-17-09)** - Receive \$100 per calendar year from OMS to prepare and distribute pool meet heat sheets.
- F** **(Approved 2-17-09)** - Receive \$1 from OMS for each swimmer entered at pool meets when providing Hytek meet management services at the meet location. Receive an additional \$25 for a two-day meet or an additional \$50 for a three-day meet.

2.2.4. Fitness **(Approved 7-13-08)** - In addition to the responsibilities specified in the OMS Bylaws, the Fitness Chair shall have authority to perform the following actions:

- A** Inform OMS members about fitness and promote participation in fitness events through articles in the Newsletter.
- B** Keep informed on activities of USMS Fitness Committee by e-mail, the Fitness section of the USMS website and the discussion forum on the USMS website. Communicate this information to OMS members.

2.2.5. Host/Social **(Approved 7-13-08)** - In addition to the responsibilities specified in the OMS Bylaws, the Host/Social Chair shall have authority to perform the following actions:

- A** Send all first time competitors a welcome packet.
- B** Aid in selecting and securing the OMS Board Retreat site.
- C** Coordinate meals at the Board Retreat using designated OMS expense account.
- D** Assist the Association Championship Meet Host with planning for the Awards Banquet.

2.2.6. Long Distance **(Approved 11-21-10)**

- A** In addition to the responsibilities specified in the OMS Bylaws, the Long Distance Chair shall have authority to perform the following actions:
 - (1)** Update and mail Open Water Meet Bid packets to OMS member teams.
 - (2)** Receive and evaluate event bids submitted by members.
 - (3)** Accept or deny Open Water event bids as submitted. Denials may be appealed to the Board.

- (4) Notify bidder of bid approval or denial. If approved, send a letter of acceptance, signed contract and any other pertinent information to the event host, and assign a sanction number to the event.
- (5) Contact and solicit potential hosts to complete the Open Water event schedule.
- (6) Prepare and submit Open Water event schedule for Board approval at the annual OMS Board retreat.
- (7) Proof and ensure accuracy of entry forms. Provide copies of completed entry forms to the OMS Webmaster and the Newsletter editor.
- (8) Submit OMS Open Water event dates for inclusion in the USMS Long Distance Calendar.
- (9) Arrange to have the event evaluated by a minimum of two evaluators.
- (10) Receive completed event evaluation forms and provide a recommendation to the Board regarding reimbursement to the event host.
- (11) Upon approval of reimbursement by the Board to the event host, notify the OMS Treasurer of what was approved, number of entrants in event, to whom the check should be made payable, and where it should be sent.
- (12) Coordinate proposed Open Water event schedule with Vice Chair to avoid scheduling conflicts with pool meets.
- (13) Keep USMS and NW Zone Chair advised of the OMS Open Water event schedule.
- (14) Submit open water and postal event dates for posting on the OMS Website and in the Newsletter.
- (15) **(Approved 2-17-09)** - Assist OMS clubs with the organization and entry of Long Distance Postal relays when requested.
- (16) Compile the annual list of Oregon Long Distance All-Americans, provide it to the Webmaster and Newsletter Editor, and order certificates and patches for presentation.
- (17) Compile OMS postal swim results and provide them to the Webmaster and Newsletter Editor.
- (18) Prepare and distribute OMS Postal Series and participation awards.
- (19) Compile Oregon Open Water Series results and provide them to the Webmaster and Newsletter Editor.
- (20) Prepare and distribute Oregon Open Water Series awards.
- (21) Acquire, maintain, inventory, and refurbish open water equipment.
- (22) Review and update OMS Open Water Handbook as needed.

- (23) Prepare and submit OMS Long Distance Annual Budget.
- (24) Prepare and disseminate OMS Long Distance Annual Report.

B Records

- (1) The OMS Long Distance Committee will keep a list of OMS Long Distance records.
- (2) To qualify for OMS Long Distance record, a time must be established according to USMS rules by an Oregon LMSC member.

C Postal Top Twelve

- (1) The OMS Long Distance Committee will keep a list of OMS Top Twelve performers in each Postal event.
- (2) To qualify for OMS Top Twelve, a time must be established according to USMS rules by an Oregon LMSC member.

2.2.7. Membership Development *(Approved 7-13-08)* - In addition to the responsibilities specified in the OMS Bylaws, the Membership Development Chair shall have authority to perform the following actions:

- A** Maintain a list of current Oregon teams in good standing with OMS including contact information for the team representative and team coach along with the team training location and workout schedule.
- B** Provide this list of teams to the Webmaster so that all team information will be listed on the OMS website.
- C** Publish and make available an OMS informational brochure to all existing OMS team coaches, representatives and pool managers where the teams train in an effort to encourage membership and participation in OMS. The brochure will include an OMS registration form and basic information about Oregon Masters Swimming.
- D** Assist interested swimmers in contacting local teams as needed.
- E** Submit reports to the Board concerning the status of OMS local teams.

2.2.8. Newsletter *(Approved 7-13-08)* - In addition to the responsibilities specified in the OMS Bylaws, the Editor shall have authority to perform the following actions:

- A** Establish a timeline schedule for the submission of all information for the newsletter and disseminate this timeline to all parties who will be submitting articles.
- B** Prepare a yearly newsletter budget to submit to the OMS Treasurer.

- C** Prepare an annual report about the newsletter for the yearly retreat.
- D** Collect articles, information, schedules, pool meet and open water results, and entry blanks from Board members and other writers for publication in the newsletter.
- E** Take pictures of various OMS activities for publication in the newsletter.
- F** Deliver the newsletter to the printer for publication. Retrieve printed newsletters when printed.
- G** Obtain newsletter mailing labels and deliver newsletters and labels to the bulk mail processor.
- H** Work with the OMS Webmaster to produce a monthly PDF copy of the Aqua Master.
- I** Maintain a list of contacts for free distribution of the newsletter. These contacts shall include, but not be limited to, NW Zone Chair, USMS National Office, and others as approved annually by the Board.
- J** Newsletter name: The name of the newsletter shall be "Aqua Master."

2.2.9. Officials *(Approved 7-13-08)* - In addition to the responsibilities specified in the OMS Bylaws, the Officials Chair shall have authority to perform the following actions:

- A** Propose rule changes, as appropriate, that serve to facilitate meet operation.
- B** Maintain a data base of available officials.
- C** Conduct stroke and turn clinics for those persons interested in becoming officials.

2.2.10. Program Development *(Approved 8-11-14)* - The Program Development Committee will work to increase and improve access to aquatic facilities for OMS members. The Program Development Chair will have the authority to perform the following actions in coordination with the other members of the committee:

- A** Coordinate with USMS Club and Coach Services in a joint effort to promote stability, growth and retention of clubs within the LMSC.
- B** Provide email, telephone and on-site support to new and existing clubs within the LMSC, including a minimum of one site visit annually to each OMS workout group.

- C** Work with OMS Membership Development Committee to seek out, contact and encourage new venues for OMS workout groups within the LMSC.
- D** Provide monthly reports to the Board of relevant activities.

2.2.11. Records *(Approved 7-13-08)*

- A** In addition to the responsibilities specified in the OMS Bylaws, the Records Chair shall have authority to perform the following actions:
 - (1)** Provide updated record lists to each meet director for posting at the meet, and for use by the meet announcer.
 - (2)** Provide notification to the Board and NW Zone of updated LMSC records for each course when necessary.
 - (3)** Provide updated record lists to the OMS Webmaster to be posted on the OMS website when necessary.
 - (4)** Provide notification of new records to the Newsletter Editor for publication.
 - (5)** Assist OMS swimmers who set National Records at non-USMS pool meets with obtaining and submitting required documentation.

B **Updating Records**

- (1)** To qualify as an Oregon LMSC record, a time must be obtained in accordance with USMS rules by an Oregon LMSC member.
- (2)** Once published, an Oregon LMSC record may only be replaced by a faster time or by a majority vote of the Board.

2.2.12. Registration *(Approved 11-21-10)* - In addition to the responsibilities specified in the OMS Bylaws, the Registrar shall have authority to perform the following actions:

- A** Transmit registration data to the USMS National Office as required.
- B** Deposit checks and notify Treasurer of deposit amount.
- C** Update OMS Registration Form when necessary and submit to Newsletter editor and Webmaster for publication. Provide OMS Registration form and One-Event form as needed.
- D** Provide membership cards to members upon registration. Provide replacement membership cards when requested.

- E** Provide member email addresses, upon request, to the OMS Chair, Webmaster, Member Email Group Administrator, Board and Team Rep Email Group Manager, designated Club Representatives and Membership Chair.
- F** Authorize payment of Club and LMSC annual fees to National Office.
- G** Provide printed membership rosters as needed.
- H** Process One-Event registrations.
- I** Supply Registration forms, One-Event forms, and current OMS rosters to open water event directors.
- J** The Registrar shall retain paper registrations for six years.
- K** **(Approved 2-17-09)** - The Registrar shall receive \$1 for each member who registers with OMS.
- L** **One-Event Registrations:** One-Event registrations for pool meets are not permitted, except on a case-by-case basis approved by the Board.

2.2.13. Safety (Approved 8-25-08) - In addition to the responsibilities specified in the OMS Bylaws, the Safety Chair shall have authority to perform the following actions:

- A** Ensure that safety policies adhere to USMS rules and USMS Safety Committee recommendations.
- B** Provide the OMS Vice Chair with an updated copy of the "Safety Guidelines and Warm-Up Procedures" for inclusion in the Meet Bid packet.
- C** Order new safety marshal vests when needed.
- D** Provide updated "No Diving" signs and safety marshal instruction cards when needed.
- E** Store and maintain "No Diving" signs, safety marshal vests, and safety marshal instruction cards used at OMS pool meets.
- F** Contact the meet director for any OMS pool meet and provide information on how to use the "No Diving" signs, safety marshal vests, and safety marshal instruction cards provided by OMS.
- G** Arrange for transport of "No Diving" signs, safety marshal vests and safety marshal instruction cards and to each OMS pool meet to arrive prior to the beginning of the first warm-up period.
- H** Ensure that safety requirements are evaluated during the meet. Advise the meet director whenever non-compliance is observed.
- I** Recommend to the Board whenever there is non-compliance with safety requirements warranting a deduction of reimbursement funds to the meet host.

2.2.14. Souvenirs *(Approved 8-25-08)*

- A** In addition to the responsibilities specified in the OMS Bylaws, the Souvenirs Chair shall have authority to perform the following actions:
- (1) Oversee the design, purchase, and sale of OMS souvenirs with approval of the Board.
 - (2) Maintain inventory of all souvenir items.
 - (3) Provide souvenir inventory for sale at OMS meets.
 - (4) Deposit proceeds from souvenir sales into the OMS bank account.
 - (5) Maintain inventory of OMS meet awards.
 - (6) Arrange for the delivery of meet awards to all pool meets.
- B** Merchandise sold to OMS members includes special order team outfits (T-shirts, caps, etc.) for those traveling to National and World Championships, commemorative pins and patches, bumper stickers, T-shirts, sweatshirts and caps. These items may include different logos, ranging from USMS logos to custom designs specific to OMS. Other items may be sold with Board approval.

2.2.15. Sunshine *(Approved 8-25-08)* - In addition to the responsibilities specified in the OMS Bylaws, the Sunshine Chair shall have authority to perform the following actions:

- A** Send cards, flowers, or email notices to persons with significant personal issues. Notify the OMS Chair of all actions taken.
- B** Notify the Newsletter Editor of information to be published, as appropriate.

2.2.16. Top Ten *(Approved 8-25-08)*

- A** In addition to the responsibilities specified in the OMS Bylaws, the Top Ten Chair shall have authority to perform the following actions:
- (1) Once final USMS Top Ten lists have been released, prepare file for inclusion into the Newsletter and submit it to the Editor.
 - (2) Order All-American patches and certificates for all OMS pool and long distance All-Americans.
- B** **Top Twelve Pool**
- (1) Maintain a list for each course of OMS all-time Top Twelve individuals for each event, sex, and age group.

- (2) To qualify for OMS Top Twelve, a time must be established according to USMS Top Ten rules by an Oregon LMSC member.
- (3) An Oregon LMSC Top Twelve time may only be replaced by a faster time.
- (4) Any disputes regarding the OMS top twelve list shall be resolved by a majority vote of the Board.

2.3. Local Teams *(Approved 8-25-08)*

- 2.3.1.** Local teams can have any name except “Unattached” or “Oregon.”
- 2.3.2.** OMS members who have entered OMS Championship meets as “Unattached” or “Oregon” may not be considered as part of a local team for scoring purposes. Such members may change their entry affiliation to a recognized local team prior to the end of the meet with the consent of the meet director and one Board member.

3. ADMINISTRATION

3.1. Meetings *(Approved 8-25-08)*

3.1.1. A tentative annual Board meeting schedule shall be developed at the annual Board retreat.

3.1.2. With at least three days notice, the Chair may change the date of any meeting except the annual Board retreat. With at least two weeks notice, the Chair may change the date of the annual Board retreat.

3.2. Member Email Group *(Approved 11-21-10)*

3.2.1. Emails sent to the OMS Member Email Group shall contain announcements of OMS business and events. They should not be used to advertise items for sale, for personal announcements, or as a recruiting tool for local teams.

3.2.2. A Member Email Group Administrator will be designated by the Board.

3.2.3. The Administrator will be responsible for sending member-wide email announcements that meet the established criteria, when requested by another OMS member.

3.2.4. The Administrator shall refer controversial or questionable email requests to the Board for resolution.

3.2.5. The Administrator shall send group email announcements whenever a new edition of the newsletter is available for viewing on the OMS website.

3.2.6. A Board and Team Rep Email Group Manager designated by the Board shall maintain those Group Email Lists.

3.3. Delegates to USMS Convention *(Approved 8-25-08)*

3.3.1. OMS wishes to encourage OMS members to become involved in USMS administration and to represent Oregon Masters Swimming in national committee meetings and the USMS House of Delegates. The goal of OMS is to maximize the LMSC's representation by sending the maximum number of persons with voting privileges. Attendance by other OMS members without voting privileges will be considered on an individual basis based on merit and the OMS budget.

3.3.2. Qualifications

A Current member of OMS and USMS.

B Actively involved in OMS during the year prior to the convention, including attendance at Board meetings.

C Evidence of leadership within USMS and/or OMS.

D Able to represent a broad base of OMS interests.

3.3.3. Responsibilities

A Become familiar with delegate information.

B Attend all House of Delegates meetings, all zone functions, national committee meetings as assigned, and all other meetings intended for all convention attendees.

C Submit a report to the Board if requested by the Chair.

D Attend OMS Board meetings and continue active participation during the year following the convention.

3.3.4. Selection

A Members of the USMS Executive Committee, Board of Directors, and Rules, Legislation, and Long Distance Committees are automatically appointed delegates.

B Nominations for other Oregon delegates will be accepted at a regular Board meeting prior to the convention registration deadline. Anyone intending to apply for delegate at large status is encouraged to inform the Board.

C Each person wanting to be considered for OMS delegate status and/or for OMS reimbursement should submit the Delegate Application Form (Appendix 9.3) to the OMS chair at least two weeks prior to the regular Board meeting preceding the convention registration deadline.

(1) The Board will select OMS delegates and those requesting cost reimbursements at a regular Board meeting prior to the convention registration deadline. An alternate will be chosen to attend if delegates who are selected are subsequently unable to attend the Convention.

3.4. Financial

3.4.1. Fiscal Year (Approved 10-11-08) – OMS shall have a one-year fiscal period for tax and accounting purposes commencing on the first day of January.

3.4.2. Budget (Approved 10-11-08) - The Treasurer shall submit a proposed annual budget to the Board at the annual Board retreat for review and approval.

3.4.3. Reporting (Approved 10-11-08) – The Treasurer shall provide final fiscal year financial statements (income statement and balance sheet) to the Board and to USMS.

3.4.4. Financial Review (Approved 10-11-08)

A Prior to April 1st of each year, the Chair shall appoint two individuals to perform a review of the financial records from the previous year. One individual shall be a Board member and one individual shall be a member-at-large.

B The reviewers shall have authority as follows:

- (1) Receive the previous year's financial records of OMS from the Treasurer.
- (2) Examine these records to determine the accuracy and validity of the records.
- (3) Submit a report of findings, either combined or separately, to the Board. This report may include recommendations for improvement of the financial management of OMS.

3.4.5. Disbursements *(Approved 11-21-10)*

A The Board shall designate a member to make disbursements on behalf of OMS when directed to do so by either the Treasurer or Registrar.

B The person designated to make disbursements shall not be either the Treasurer or the Registrar.

3.4.6. Reimbursable Expenses *(Approved 10-11-08)*

A **Without Board Approval** – Expense categories identified in the Board-approved annual budget do not require additional Board approval for reimbursement. If an expense will exceed the amount budgeted in the annual budget, the Board must approve the expense prior to purchase and reimbursement.

B Reimbursement for all other expenses not identified in Section 3.4.5.A requires Board approval.

C **Convention Delegate Reimbursement**

(1) Positions Eligible for Reimbursement

- (a) All official OMS delegates.
- (b) All USMS appointed delegates-at-large.
- (c) All persons with delegate status as a result of his/her positions within USMS, e.g. member of Rules, Legislation, or Long Distance Committees, etc.
- (d) All USMS Ad Hoc Committee Chairs.
- (e) Northwest Zone Chair if a member of OMS.

- (f) Any other persons desiring to attend the convention may petition the OMS Board for full or partial reimbursement.
- (2) **Costs Eligible for Reimbursement**
 - (a) Convention registration fee.
 - (b) Round trip transportation expenses to the convention site, not to exceed a reasonable amount, as approved by the OMS Board.
 - (c) Round trip ground transportation from the airport to convention hotel.
 - (d) **(Approved 11-21-10)** - Lodging expenses at ½ of the rate for a double occupancy room, not to exceed a reasonable amount, as approved by the OMS Board.
- (3) **Amount of Reimbursement** - Reimbursement shall be up to 100% of the eligible expenses less full or partial reimbursement paid by USMS or the Northwest Zone, as approved by the OMS Board.

3.4.7. Scholarship Program (Approved 07-10-11)

- A Purpose** - The purpose of the Scholarship Program is to promote fitness and health through participation in adult swimming for life.
- B Goal of Program (Approved 10-12-13)**
 - (1) To assist OMS members or potential members with OMS sponsored events in situations where a swimmer's financial ability to pay limits his/her participation in these activities.
 - (2) Such activities may include but are not limited to costs associated with OMS/USMS registration fees, entry fees for pool swim meets and open water events that are sanctioned or recognized by the Oregon LMSC or hosted by an Oregon local team, and USMS postal events.
 - (3) OMS funds shall not be used for local team dues or functions.
- C Application Process**
 - (1) The individual needing assistance or a person recommending the swimmer for assistance shall contact the OMS Registrar or a member of the Scholarship Review Panel.
 - (2) A Scholarship Review Panel (Panel) composed of the Registrar, the Treasurer and one other Board member appointed by the Chair shall review applications for scholarship.
 - (3) The applicant should list each pool, postal and/or open water event for which they are requesting support. The application must accompany the

paper registration for the event. Event requests shall be submitted at least 2 weeks prior to the event registration closing date.

(4) The Panel will evaluate the request and approve or deny the request. The Scholarship Review Panel will report to the Board the number of applications and amount funded to date.

(5) If the request is approved for a pool or open water event, the paper registration for the event shall be submitted to the event director by the Scholarship Review Panel at the same time the applicant is notified.

(6) Applications for annual registration fees must be made each year. No scholarship shall be automatically renewable.

D Basis for Decision

(1) No documentation of a swimmer's income shall be required.

(2) If a person qualifies for a public assistance program, e.g. welfare, food stamps, Oregon Health Plan, housing assistance, etc., approval shall be automatic, provided funds are still available in the scholarship fund.

(3) There should be no expectation that all requests shall be approved.

E Reporting/Accountability

(1) The Panel shall submit a report of requests and approvals with dollar amounts without names to the Board at regular meetings.

(2) The Treasurer shall keep a record of all disbursements with details.

(3) The Treasurer shall make a line item for income and disbursements.

(4) There shall be a maximum expenditure of \$300 per swimmer and \$1200 yearly total from OMS funds. Expenditures exceeding \$1200 per year shall require Board approval.

(5) All disbursements shall be considered on a yearly basis.

F Promotion/Notification

(1) A description of the program shall be published in the Newsletter and on the OMS web site, listing the Registrar as the contact for applicants.

(2) Information about the Gold Medal Sponsorship program shall include that these funds may be used for scholarship programs.

G Confidentiality - All applicants' names shall be confidential and remain anonymous to all except the Panel.

H Processing of Fees

(1) OMS/USMS Registration Fees: Applicant shall write 'Scholarship' on the registration form and mail the application form to the Registrar and send no money.

- (2) **Event Entry Fees:** Paper event registration forms shall accompany the scholarship application and be submitted to the Registrar. All requests must be submitted at least 2 weeks prior to the event registration closing date. The Scholarship Review Panel shall submit approved event registration forms to the event director. Reimbursement to event directors from OMS shall include all scholarship recipients.
- (3) Other fees shall be handled on a case by case situation.

3.4.8. Funding for Special Events and Projects *(Approved 10-11-08)*

- A **Authority** – The Board may authorize by majority vote at any regularly scheduled meeting the use of funds for special events and projects, from independent proposals to the Board or from applicants solicited in advance.
- B **Proposals** - Individuals and organizations soliciting funding from OMS for special events or projects shall present their proposal to the Board at a regularly scheduled meeting.
- C The Board may solicit applicants to receive funding made available for special events and projects as follows:
 - (1) **Notification**
 - (a) All persons thought to be in the appropriate recipient category, as determined by the Board, shall be notified by the newsletter, email group list, or personal letter or telephone call. Particular attention shall be given to include candidates who would likely be considered for funding.
 - (b) Notification of funding, requirements for application, and application process shall be posted on the OMS web site.
 - (c) Notification of receipt of application will be provided as soon as possible after the application is received.
 - (2) **Application Process**
 - (a) Applicant must submit requested information for funding in a timely manner as stated on the application form or letter.
 - (b) Applicant must agree to all terms, including required follow-up actions to be completed after the special event has taken place.
 - (c) Applicant must submit all requested financial information and receipts in a timely manner as stated in the application requirements.
 - (d) The Board members shall be notified of the names of all applicants a minimum of two days prior to the Board meeting at which the funding will be discussed.

- (e) The Board shall take into consideration any prior receipt of funding for events by an individual or organization.
- (f) The Board member overseeing the funding shall notify applicants of approval or denial of funding after the Board's vote.
- (3) **Follow-Up** - The Board member overseeing the funding shall be responsible for:
 - (a) Verifying attendance at the funded event, or completion of the funded project, by the recipient.
 - (b) Verifying appropriate and proper usage of funds by the recipient.
 - (c) Verifying completion of required follow-up responsibilities by the recipient.

3.5. Privacy Policy *(Approved 11-11-08)*

3.5.1. The Oregon Local Masters Swimming Committee (LMSC) respects and protects the privacy of our members and users of the OMS website.

3.5.2. Information We Collect and How We Collect It.

- A** When you register for United States Masters Swimming (USMS) through the Oregon LMSC, we ask that you provide your name, gender, address, telephone number, birth date and e-mail address. This information is collected by your OMS Registrar, who then forwards it to the USMS National Office or by the national office directly when registering on line. The National Office compiles a data base from this information. The data base is required so that we can confirm registration for insurance purposes, and for the compilation of USMS swimming records.
- B** OMS may provide mailing labels with our members' names and addresses to our sponsors upon request, but each request is subject to Board approval. We will also provide mailing labels to other LMSC's and member Clubs within our LMSC for a good reason (i.e., to distribute Zone meet information). In the past, USMS has shared personal identifying information on a random basis in connection with USMS-approved medical research projects or marketing analyses, and USMS reserves the right to do so again in the future.
- C** If you enter and compete in swim competitions, results may be published in the OMS newsletter and posted on the OMS website and/or the USMS website, and those results may include publication of personal information such as your name and age.

3.5.3. Links to Other Sites

- A** The OMS website contains links to other sites.
- B** OMS is not responsible for the privacy practices or the content of any other web sites. Individuals should check the privacy policies of those web sites to find out what information is collected from those sites and how it is used.

3.5.4. Changes to Policy and Contacts

- A** OMS will review its privacy practices on a continuing basis. Members should review this policy periodically to determine if the privacy practices have changed. If you continue to use the OMS website, OMS will assume you agree to any changes to the privacy policy.
- B** Questions about the OMS privacy policy should be directed to an OMS Board member.
- C** If any information on the OMS website is incorrect, corrections should be directed to the OMS Webmaster immediately.
- D** If you wish to be excluded from any use of your personal information as described above, you should direct your request to the OMS Chair.

4. POOL MEETS

4.1. Meet Bids *(Approved 10-11-08)*

- 4.1.1.** Bidders to host an OMS-sanctioned meet shall use the forms and documents contained within the most recent meet bid packet provided by the Vice Chair.
- 4.1.2.** Bidders shall sign a written contract with OMS that specifies the responsibilities of the meet host and of OMS. Upon approval of a bid, the contract shall be signed by the Vice Chair and a copy provided to the meet host.

4.2. Sanctions and Recognition *(Approved 10-11-08)*

- 4.2.1.** Sanctioning and recognition documents shall be issued and signed by the Vice Chair.
- 4.2.2. Fees** - There shall be no sanction fee for pool meets in which entry fees are paid to OMS. Absent a contractual agreement with OMS, other groups processing their own entries will pay a sanction/recognition fee of \$25.00.

4.3. Awarding of Meets *(Approved 10-11-08)*

- 4.3.1.** Pool meets shall be awarded by majority vote of the Board following a recommendation from the Vice Chair.
- 4.3.2.** Formal notification of the awarding of a pool meet shall be made by the Vice Chair to the bidder.

4.4. Entries *(Approved 10-11-08)*

- 4.4.1.** Generally, meet entries will not be accepted after the published meet deadline.
- 4.4.2.** Entries not submitted in accordance with the published entry requirements may be accepted when, in the opinion of the Data Manager, the entrant was not responsible for the error, or acceptance of the entry serves the purposes of OMS without placing undue hardship on anyone involved in running the event.
- 4.4.3.** Absent a prior favorable vote of the Board and a statement in the official entry form to allow the practice, there shall be no individual deck entries in pool meets except to correct errors that are not the fault of the swimmer.
- 4.4.4.** Relays shall be entered at the meet before the deadlines established for such entries, as established by the Data Manager and Meet Director.

4.5. Fees *(Approved 01-12-10)*

4.5.1. Beginning January 1, 2012, the entry fee shall be \$20.00 for a one-day pool meet, \$22.00 for a two-day meet and \$28.00 for a three-day meet. An alternative entry fee may be charged with the approval of the Board following a recommendation from the Vice Chair.

4.5.2. Any meet designated as a Zone Meet shall include the Zone surcharge in addition to the regular entry fee.

4.5.3. When individual deck entries are allowed per Section 4.4.3 of these policies, the fee for these entries shall be set by a majority vote of the Board, but shall not be lower than \$10.00 more than the regular entry fee.

4.6. Cancellations and Refunds (Approved 10-11-08)

4.6.1. When sanctioned meets are cancelled prior to the start of the meet, OMS will refund each entry fee received for that meet. If a meet is postponed to a future date, only those entrants wishing to cancel their entry will be provided a refund.

4.6.2. When whole days of a multiple-day sanctioned meet are cancelled, OMS will refund each entrant on a prorated basis for each day that is cancelled. If the remainder of the meet is postponed to a future date, only those entrants wishing to cancel their entry for the remaining day(s) will be provided a prorated refund.

4.6.3. Entrants may cancel their meet registration up to seven days prior to a sanctioned meet and receive full refund. Refunds for cancellations with less than seven days notice from the entrant will be determined on a case-by-case basis by majority vote of the Board following a recommendation from the Data Manager.

4.6.4. All other requests for a refund of entry fees shall be decided on a case-by-case basis by majority vote of the Board following a recommendation from the Treasurer.

4.7. Programs/Heat Sheets (Approved 10-11-08)

4.7.1. The OMS meet event schedule shall be used as a guideline for pool meets. When utilized, the event schedule shall be rotated in order among the regular schedules listed in the meet bid packet.

4.7.2. Following a recommendation by the Vice Chair, the Board may approve a meet with a different event schedule from the regular schedules listed in the meet bid packet.

4.7.3. All distances of all relays shall be offered in the regular meet schedule, rotated in the meet order by the Vice Chair. Relays may be offered on a limited basis in approved alternative meet schedules.

4.7.4. The meet host shall provide heat sheets to all entrants free of charge.

- 4.8. Facility (Approved 10-11-08)** – Facilities used for OMS-sanctioned events shall meet all USMS standards.
- 4.8.1.** With the exception of meets utilizing pools with moveable bulkheads, a USMS sanction shall not be issued unless an official USMS Pool Measurement Form for the pool is submitted to the Vice Chair or is already on file with USMS.
- 4.8.2.** For meets utilizing pools with moveable bulkheads, the meet director shall be required to submit copies of pool measurements for each day of the competition to the Vice Chair. The Vice Chair shall ensure that copies are provided to the OMS Top Ten Chair and submitted to the individual responsible for USMS pool measurement records retention.
- 4.8.3.** Any reimbursement to the meet host shall be withheld until all pool measurement records have been provided to the Vice Chair.
- 4.9. Safety Guidelines (Approved 10-11-08)** – The safety guidelines identified in Appendix 9.5 shall be adhered to at all times during an OMS-sanctioned meet.
- 4.10. Personnel (Approved 10-11-08)** - The meet host shall be responsible to provide appropriate personnel to run the meet, as stipulated in the meet contract. Safety Marshall Instructions, Announcer Guidelines and Timer Information Form shall be provided to the appropriate meet personnel prior to the start of the meet.
- 4.11. Results (Approved 10-11-08)**
- 4.11.1. Format** - Meet results shall be published in the USMS format.
- 4.11.2. Distribution**
- A** The Meet Host will post results (preferably including split times) at the meet site when available. The Meet Host will not be expected to provide results in electronic form at the meet site.
- B** The Data Manager will provide officially verified full meet results to the Newsletter, Top Ten, and Records Committees.
- C** The Data Manager will provide officially verified full meet results (including split times) electronically to the OMS and USMS Webmasters.
- D** The Data Manager will provide officially verified full meet results (including split times) electronically to Oregon Coaches who request them.
- 4.12. Awards (Approved 10-11-08)**
- 4.12.1.** OMS shall supply awards for all pool meets at no charge to participants.

4.12.2. At meets other than Zone and Association Championships, meet hosts may provide awards other than those provided by OMS at their own expense.

4.13. Evaluations (Approved 10-11-08)

4.13.1. The Vice Chair will ensure that at least two persons are designated in advance of the meet to provide a written evaluation of the meet (Appendix 9.9).

4.13.2. Electronic meet evaluations will be made available on the OMS website for entrants and other participants who wish to submit meet evaluations. These evaluations will be forwarded by the webmaster to the Vice Chair.

4.13.3. The Vice Chair will provide a copy of all meet evaluations to the meet host when so requested by the meet host.

4.14. Reimbursement (Approved 10-11-08)

4.14.1. Following a recommendation from the Vice Chair, the Board by majority vote will determine reimbursement to the meet host.

4.14.2. Reimbursement may be approved in full, in part, or declined at the discretion of the Board.

4.14.3. The meet host may appeal the Board's decision and will have the right to make a formal presentation to the Board prior to the Board's decision of the appeal.

4.15. Association Championships

4.15.1. Name (Approved 01-27-10) - The official name of the meet shall include the following words: 'Oregon Masters Swimming' and 'Association Championships'. The name shall also include the course, e.g. 'short course yards', 'short course meters' or 'long course meters', and may include the year of the event. A title sponsor and any other language may be included as approved by majority vote of the OMS Board.

4.15.2. Course (Approved 11-12-12) – The length of the course of the Association Meet shall be determined by majority vote of the Board at the time of approval.

4.15.3. Venue (Approved 11-12-12) – For the Spring Association Meet, OMS will accept meet bids in successive years using the following rotation of venues when possible: Portland Metropolitan area, Out of Portland Metropolitan area, and Open.

4.15.4. Team Affiliation (Approved 10-11-08) - An entrant will represent the local team indicated on the entry form. If no local team is indicated on the entry form, an entrant will represent the local team listed on the entrant's USMS membership card; if no local team is listed on the entrant's USMS membership card, the entrant shall not be affiliated with any local team.

4.15.5. Program and Order of Events (Approved 11-12-12)

- A** A two-and-a-half day format on a weekend shall be used whenever possible.
- B** Distance events – When a two-and-a-half day format is used, the 400 IM and the 1500/1650 Freestyle shall be held in order on Friday evening, the 800/1000 Freestyle shall be held as the final event on Saturday, and the 400/500 Freestyle shall be held as the first event on Sunday.
- C** Relays: For the Spring Association Meet, the 200 meters/yards Relays shall be the only relays scored. 400 and 800 meters/yards Relays may be contested at the discretion of the meet director, but will not be scored. At other Association Meets, scoring of relays is optional and will be determined by majority vote of the Board at the time of approval.

4.15.6. Entries and Fees (Approved 01-12-10)

- A** There shall be no individual deck entries except to correct errors that are not the fault of the swimmer.
- B** The entry fee shall be \$28.00. An alternative entry fee may be charged with the Board’s approval following a recommendation from the Vice Chair.

4.15.7. Event Limit (Approved 10-11-08)

- A** **Individual events:** Each swimmer is limited to entry and participation in a maximum of six individual events.
- B** **Relay events:** Each swimmer is limited to entry and participation in a maximum of one relay in each relay event.

4.15.8. Advance Notice of Entries (Approved 10-11-08) – The webmaster shall post the heat sheet on the OMS website a minimum of three days prior to the first day of the meet.

4.15.9. Teams and Scoring (Approved 10-11-08)

- A** **Individuals (Approved 05-19-09)** – Each individual registered with Oregon LMSC may place and score points in any event.
- B** **Team Size** - Team size shall be determined by the number of swimmers a local team has entered in the meet.
- C** **Team Divisions**
 - (1)** There shall be three separate team Divisions: Small, Medium and Large.
 - (2)** Prior to the start of the meet on Saturday, the Vice Chair or his designee shall facilitate a meeting of Team representatives, one from each Team, to determine a Division for each Team entered in the meet. This determination will be decided by majority vote of the Team representatives

present at the meeting. In the case of a tie, the Vice Chair or his designee will cast the deciding vote.

- (3) The Team representative for any Team may elect to have their Team placed in a larger Division than the one determined at the meeting.

D Team Scoring

- (1) Association Championships will be contested among local teams affiliated with Oregon LMSC.
- (2) Scoring shall be based on point value for placing in individual and relay swims as follows:
 - (a) Fewer than 240 total entrants: 7-5-4-3-2-1 for individual events and 14-10-8-6-4-2 for relay events.
 - (b) 240 or more total entrants: 9-7-6-5-4-3-2-1 for individual events and 18-14-12-10-8-6-4-2 for relay events.
- (3) Scoring shall be based upon all local teams represented, and not upon the three separate team divisions.

4.15.10. Relay Procedures (Approved 10-11-08)

- A** Only 200 meters/yards relays will be scored.
- B** Relays must be identified by local team and labeled alphabetically (A,B,C,D,etc., in descending order).
- C** Substitution of swimmers or swimming order is allowed until the relay swim starts, but information on the relay card must be changed prior to the relay being swum. No changes in age group or seed time will be allowed.
- D** Relay cards must be picked up at the Relay Desk prior to swimming the relay. Prior to the swimming of the relay, the card must contain the following information:
 - (1) Name of each swimmer competing in the relay.
 - (2) Age of each swimmer.
 - (3) Indication of the lead-off swimmer.

4.15.11. Awards (Approved 11-12-12)

A Individual

- (1) Place: Ribbons shall be awarded to at least 3 places in each age group. Additional awards beyond 3 places may be given.
- (2) Other: Participation awards may be given.

B Team

(1) Spring Association Meet

- (a) Banners: Banners shall be awarded to the team champions in all three divisions.

(b) Plaques: Plaques shall be awarded to the second and third place team finishers in all three divisions.

(2) For other Association Meets, appropriate awards appropriate awards shall be determined by the Board at the time of approval. *(Approved 10-12-13)*

4.15.12. Spring Association Meet Banquet *(Approved 11-12-12)*

A The meet host shall submit the proposed banquet location to the Board for approval.

B The banquet site should include a speaker's podium with PA system.

C The price, which should be kept moderate at \$15-\$20, should include the cost of the meal, gratuity, rental fees and other miscellaneous expenses.

D The OMS Board will provide a Master of Ceremonies unless a local team individual would prefer to serve in that capacity.

E OMS will pay a stipend for the speaker.

F Overnight lodging for the speaker can either be at a home of an OMS member or OMS will pay for local hotel.

G The meet host will be responsible to provide transportation for the speaker to and from the nearest airport, if necessary.

H Awards Banquet Program – The Chair shall appoint an appropriate person to gather appropriate information for and publish the Awards Banquet Program.

4.16. Pentathlon Meets *(Approved 11-11-08)*

4.16.1. Purpose - The primary purpose of a Pentathlon Meet is to hold at least one pentathlon event. Other events may be included in a Pentathlon Meet, but the pentathlon event is required and must be identified as such on the Entry Form.

4.16.2. Pentathlon Event – The pentathlon is an event comprised of five swims legally performed during a Pentathlon Meet on one day in a single session with the final time tallied cumulatively. OMS recognizes three separate distances of the pentathlon. The required events are as follows for each distance, with the listed order of events preferred but not required:

A Sprint Pentathlon: 50 Butterfly, 50 Backstroke, 50 Breaststroke, 50 Freestyle, and 100 Individual Medley (200 Individual Medley in Long Course).

B Mid-Distance Pentathlon: 100 Butterfly, 100 Backstroke, 100 Breaststroke, 100 Freestyle, and 200 Individual Medley.

C Long Distance Pentathlon: 200 Butterfly, 200 Backstroke, 200 Breaststroke, 200 Freestyle, and 400 Individual Medley.

4.16.3. Effect of Disqualification – A swimmer who is disqualified during a single swim of the pentathlon may participate in any remaining swims of the event, but must be disqualified from the pentathlon event and will not have a cumulative time recorded.

4.16.4. Records and Top Twelve – OMS shall maintain records and top twelve listings for the three separate distances of the pentathlon in all three official courses (SCY, SCM, and LCM).

5. OPEN WATER EVENTS

5.1. Event Bids *(Approved 11-11-08)*

- 5.1.1.** The forms and documents contained within the most recent event bid packet provided by the OMS Long Distance Committee shall be used by all those bidding to host an OMS-sanctioned event.
- 5.1.2.** Bidders shall sign a written contract with OMS specifying the responsibilities of the event host and of OMS. Upon approval, the contract shall be signed by the OMS Long Distance Chair and a copy provided to the event host.
- 5.1.3.** A performance bond of \$100.00 shall be posted by the host organization, and returned upon fulfillment of contractual obligations.

5.2. Sanctions and Recognition *(Approved 11-11-08)*

- 5.2.1.** Sanctions and recognition shall be issued and signed by the OMS Long Distance Chair.
- 5.2.2.** There shall be no sanction or recognition fee for OMS open water events.

5.3. Awarding of Events *(Approved 11-11-08)* - The OMS Long Distance Committee shall award open water event bids.

5.4. Programs *(Approved 11-11-08)* - The event host shall determine the list and schedule events for each open water event, with the approval of the OMS Long Distance Committee.

5.5. Entries *(Approved 11-11-08)* - The event host may choose to accept day-of-event entries.

5.6. Fees *(Approved 11-11-08)* - The event host shall determine appropriate entry fees, with the approval of the OMS Long Distance Committee.

5.7. Personnel *(Approved 11-11-08)* - The event host shall be responsible to provide appropriate personnel to run the event, as stipulated in the event contract and required by USMS open water guidelines.

5.8. Results *(Approved 11-11-08)*

5.8.1. Format

- A** Event results shall be published in the USMS Championship Meet format.
 - B** Separate results shall be maintained and reported for swimmers with wetsuits and those without wetsuits.
- 5.8.2. Distribution:** Event results shall be announced and posted at the event site when available, published in the OMS newsletter and posted on the OMS website, and distributed to participants upon request.
- 5.9. Awards (Approved 11-11-08)** - The event host shall be responsible for providing appropriate awards.
- 5.10. Evaluations (Approved 11-11-08)**
 - 5.10.1.** The OMS Long Distance Chair will ensure that at least two persons are designated before the event to provide a written evaluation of the event.
 - 5.10.2.** Electronic event evaluations will be available on the OMS website for entrants and other participants who wish to submit event evaluations. These evaluations will be forwarded by the OMS Webmaster to the OMS Long Distance Chair.
 - 5.10.3.** The OMS Long Distance Chair will provide a copy of all event evaluations to the event host upon request.
- 5.11. Association Championships**
 - 5.11.1. Event name (Approved 11-11-08)** - The name of the event shall be the Oregon Masters Swimming Association Open Water Championships.
 - 5.11.2. Awarding of Event (Approved 11-11-08)**
 - A** Site Selection: OMS will accept event bids on a rotation basis among active event hosts.
 - B** Dates: The event shall be held between July 1 and Labor Day.
 - 5.11.3. Entry fee (Approved 11-11-08)** - The event host shall determine appropriate entry fees, with the approval of the OMS Long Distance Committee.
 - 5.11.4. Information for participants (Approved 11-11-08)** - The event host shall post a list of participants at the event check-in site.
 - 5.11.5. Program (Approved 11-11-08)** - The championship event shall be a 1500-meter or 1-mile swim for swimmers without wetsuits. Swimmers wearing wetsuits may participate without possibility of placing in the individual championship or scoring team points.
 - 5.11.6. Team Affiliation (Approved 11-11-08)** - An entrant will represent the local team indicated on the entry form. If no local team is indicated on the entry form, an

entrant will represent the local team listed on the entrant's USMS membership card. If no local team is listed on the entrant's USMS membership card, the entrant shall not be affiliated with any local team.

5.11.7. Teams and Scoring (Approved 11-11-08)

A Team Size - Team size shall be determined by the number of swimmers a local team has entered in the event.

B Team Divisions

(1) There shall be two separate team Divisions: Small and Large.

(2) Prior to the start of the event, the Long Distance Chair or his designee shall facilitate a meeting of Team representatives, one from each Team, to determine a Division for each Team entered in the event. This determination will be decided by majority vote of the Team representatives present at the meeting. In the case of a tie, the Long Distance Chair or his designee will cast the deciding vote.

(3) The Team representative for any Team may elect to have their Team placed in a larger Division than the one determined at the meeting.

C Team Scoring

(1) Association Championships will be contested among local teams affiliated with Oregon LMSC.

(2) Scoring shall be based upon point value for placing in individual swims:

(a) Fewer than 150 total entrants: 8-6-4-3-2-1.

(b) 150 or more total entrants: 11-9-7-5-4-3-2-1.

D Scoring shall be based upon all local teams represented, and not upon the two separate team divisions.

5.11.8. Awards (Approved 11-11-08)

A Individual: Suitable awards shall be given to at least 3 places in each age group. Additional awards beyond 3 places may be given.

B Team: Banners shall be awarded to the team champions in both divisions.

6. OPEN WATER SERIES

6.1. Eligibility *(Approved 11-11-08)*

- 6.1.1. Only OMS-registered swimmers are eligible to compete in the OMS Open Water Series.
- 6.1.2. **Venues** - Swimmers must swim in at least one qualifying event in at least three venues to qualify for the Open Water Series.
- 6.1.3. **Qualifying Swims** - A maximum of two swims at each venue may serve as qualifying swims. These swims shall be identified by the host organization in the entry information. Association and National Championships contested locally must be included as Open Water Series qualifying swims.
- 6.1.4. **Scoring Swims** - The total number of available OMS-sanctioned qualifying swims minus two will be the maximum number of scoring swims for age group and overall places in the Open Water Series. In the case that three or fewer venues are contested in a season, the results of all qualifying swims will count in Open Water Series scoring.

6.2. Scoring *(Approved 11-11-08)*

- 6.2.1. **Non-wetsuit** - Scoring shall be based upon point value for placing in swims: 14-11-9-7-6-5-4-3-2-1.
- 6.2.2. **Wetsuit** - Scoring shall be based upon point value for place by final time minus 5 points.

6.3. Awards *(Approved 11-11-08)*

- 6.3.1. **Age Group** - Awards shall be given for three places in each age group for both females and males.
- 6.3.2. **Overall** - At the OMS Annual Banquet, an award shall be given for the overall female and male champion.
- 6.3.3. **Participation** - An award shall be given to all swimmers who swim at least one event at each venue during the season.

7. POSTAL SERIES

7.1. Eligibility *(Approved 11-11-08)*

7.1.1. Only OMS-registered swimmers are eligible to compete in the OMS Postal Series.

7.1.2. **Qualifying Swims** - Swimmers must complete and enter at least three USMS Postal Championship events during a calendar year to qualify for the OMS Postal Series.

7.1.3. **Scoring Swims** - All USMS Postal National Championship events during the calendar year shall be scoring swims for the OMS Postal Series.

7.2. **Scoring *(Approved 11-11-08)*** - Scoring shall be based upon point value of placing in swims against other OMS-registered swimmers: 14-11-9-7-6-5-4-3-2-1.

7.3. Awards *(Approved 11-11-08)*

7.3.1. **Age Group** - Awards shall be given for three places in each age group for both females and males.

7.3.2. **Participation** - An award shall be given to all swimmers who complete and enter the USMS Postal Championships in the One-Hour Swim, 5-km Swim and 3000-yard Swim during a calendar year. Swimmers may substitute the 10-km Swim for the 5-km Swim and/or the 6000-yard Swim for the 3000-yard Swim to meet the three-swim requirement.

8. CLINICS

- 8.1. Proposals (Approved 11-11-08)** – Proposals for sanctioned or recognized clinics shall be submitted to the Vice Chair.
- 8.2. Acceptance or Denial of Proposals (Approved 11-11-08)**
- 8.2.1.** Clinics shall be accepted or denied by majority vote of the Board following a recommendation from the Vice Chair.
- 8.2.2.** Formal notification of the acceptance or denial of a clinic shall be made by the Vice Chair to the host of the proposed clinic.
- 8.3. Sanctions and Recognition (Approved 11-11-08)**
- 8.3.1.** Sanctioning and recognition documents shall be issued and signed by the OMS Vice Chair.
- 8.3.2.** There shall be a sanction or recognition fee of \$25.00 paid by the clinic host to OMS for all clinics. This fee shall cover multiple sessions of the same clinic.
- 8.3.3.** The sanction or recognition fee may be waived by a majority vote of the Board.
- 8.4. Fees (Approved 11-11-08)** – Attendance fees shall be set by the clinic host.
- 8.5. Cancellations and Refunds (Approved 11-11-08)** – The following shall only apply to sanctioned clinics for which advance registration is required and any attendance fees are paid to OMS.
- 8.5.1.** When sanctioned clinics are cancelled prior to the start of the clinic, OMS will refund each entry fee received for that clinic, unless the clinic is postponed to a future date. In that case, only those entrants wishing to cancel their entry will be provided a refund.
- 8.5.2.** When whole days of a multiple-day sanctioned clinic are cancelled, OMS will refund each entrant on a prorated basis for each day that is cancelled, unless the remainder of the clinic is postponed to a future date. In that case, only those entrants wishing to cancel their entry for the remaining day(s) will be provided a prorated refund.
- 8.5.3.** Entrants may cancel their registration up to seven days prior to a sanctioned clinic and receive a full refund. Refunds for cancellations with less than seven days notice from the entrant will be determined on a case-by-case basis by majority vote of the Board following a recommendation from the OMS Long Distance Chair.

- 8.5.4.** All other requests for a refund of entry fees shall be decided on a case-by-case basis by a majority vote of the Board following a recommendation from the Treasurer.

9. Appendices *(Approved 11-11-08)*

- 9.1.** Core Objectives
- 9.2.** Application for OMS Coach at Nationals
- 9.3.** Application for Delegate Status and Reimbursement
- 9.4.** Meet Bid Packet for Current Year
- 9.5.** Safety Guidelines and Warm-up Procedures
- 9.6.** Safety Marshal Instructions
- 9.7.** Announcer Guidelines
- 9.8.** Timer Information Form
- 9.9.** Meet Evaluation Form