

## History of Florida LMSC Policies 1987-2009

The following are motions and recommendations that were discussed and/or passed at LMSC meetings. The policies are excerpted from published LMSC meeting minutes. All of the minutes used are available for anyone to read on the LMSC web site (click on "News"). Policies are listed chronologically.

From these policies a Florida LMSC Policy Manual will be developed and will incorporate policies still relevant to the functioning of the LMSC. The LMSC is governed by the Florida LMSC bylaws and USMS and appropriate bylaws and USMS rules will also be incorporated into the policy manual. The final Policy manual will be voted on and adopted at a future Florida LMSC meeting.

### MEETS

- Scheduling
  - No major meets will be scheduled during the first two weeks after the new season starts. (October 1990)
  - If at all possible, meet directors "should" not schedule meets within the zone within two weeks of a scheduled zone championship meet. (October 27, 2007)
  - MSA to set a Dixie Zone policy which prohibits meet hosts from hosting meets on the same weekend as a Dixie Zone Championship: for extenuating circumstances, the meet host must appeal to the Dixie Zone Executive Committee for permission to host the meet on those dates. The Dixie Zone Executive Committee shall be comprised of the LMSC Chairs and the Dixie Zone representative. (September, 2009 - Dixie Zone meeting at Convention)
  - Meet Directors: You must submit all required documentation (including entry form) to the Sanction's Chair before a sanction will be issued. (October, 2009)
  - To Meet Directors: You may place your meet on the Dixie Zone meet calendar, sanction pending, however, you must send the complete sanction application to the Sanction's Chair 45 days prior to the meet date or your meet notification will be removed. This will give enough time for another meet director to apply for that date. (October, 2009)
  - It is strongly recommended that meet directors submit the name of the head referee, 30 days prior to the meet to our Sanction's Chair, Official's Chair and Records Chair. (July 2009)
- Meet entry/registration
  - As of June 1, 1987, all Florida LMSC swimmers must submit actual or reasonable times for all sanctioned meets in order to affect fair seeding. (April 1987)
  - A swimmer applying to swim in an LMSC meet must submit a copy of his/her USMS registration card. No card, no swim. (October 1988)
  - At the meet director's discretion, he may accept a proper entry form stating "registration pending" without a copy of a registration card. Then, when the individual presents proof of registration at the meet check-in and pays an additional \$10 fee, the entry is accepted. (April 1992)
  - All club registrars must have swimmer registration applications in the hands of the LMSC registrar before a meet deadline in order for swimmers to swim in that meet. (April 1991)
  - The Florida LMSC will not approve any one-day registration fees. (October 1993)
  - The fee for one-event registrations will be raised to \$15. (October 2003)
  - MSA that the Florida LMSC purchase Hy-Tek meet software license and make available to all meet directors. (July, 2005)
  - MSA that The Florida LMSC will fund the purchase of HyTek software to all clubs who run Florida meets. (April, 2006)

- MSA that an "F" will be added to/or replace as the 4th letter of abbreviation of FACT chapters. FACT Chapters will look like this: 300F, AJAF, BLUF, BMSE, CATF, EAJF, HLJF, IRCF, ORLF, SCMF, SPCF, SUNF, SWFF, SWIF, TBAF, TPSF, UNAF, VASF (October, 2005)
- Meet information and entry forms should be approved by the Sanctions chair prior to posting on a website. (July 26, 2008)
- MSA All swimmers are responsible for bringing a copy of their current card to all recognized events for the times to be considered for Top Ten. (July, 2009)
- MSA to not require copies of USMS cards from members of the Florida LMSC in Florida LMSC sanctioned meets. Note: This policy is at the meet directors discretion. Swimmers outside of the Florida LMSC are still required to submit copies of their USMS membership cards. (July, 2009)

## REGISTRATION

- Interactive registration forms are now on the Florida LMSC. Swimmers will fill it out online (to cut down on ineligible handwriting), print it, sign the waiver and mail to club registrars . (July 2005)
- MSA to use the club registrars as the club representatives when a club representative is not listed on the registration form. (July 26, 2008)

## SANCTIONS

- Meets advertised as being sanctioned but not having been applied for and given a sanction before such advertising shall not be able to get a sanction for that meet for that date. (April 1991)
- The sanction fee will be \$25 per meet regardless of the number of days of competition. (March, 1996)
- The Florida LMSC will require the use of the consolidated entry form for all Florida LMSC sanctioned swim meets taking place after December 31, 2001. (October 2001)
- MSA to rescind the currently policy of requiring the consolidated form for meet entries and go back to the practice prior to the 2001 policy of allowing the meet directors to establish their own entry form and that we put all meet entry forms in the news letter. The consolidated entry form will still be available for use. (April, 2006)
- Recommend adding an Officials' paragraph in the Sanctions packet that will explain how to determine the minimum number of officials required for each meet, since pool size is a factor. Specifications for meet Marshalls will also be include. (August 4, 2007)
- Effective this date [April 9, 2005], any meet host that did not comply with sanction deadlines over the past twelve months and from this date forward any meet host who fails to report accurate and timely results to the LMSC Top 10 and Sanctions Chair as specified in the sanction form, will be placed on probation for its (the meet host's) next meet and a performance bond deposit of \$200.00 in addition to the regular sanction fee will be required with the sanction application. If those results are reported accurately, in the proper format, and before the deadline, the performance bond will be returned. If not, the performance bond will not be returned. After a successfully reported meet, the performance bond will no longer be required and only the regular sanction fee will apply. (April, 2005)
- MSA "We include in the sanction application package a list of requirements that all meet sponsors (clubs) must comply with and if they fail to do so, a performance bond will be issued for the next swim meet that the sponsor (club) desires to conduct and a letter will be written to that sponsor (club) by the LMSC chair so that they will be fully aware of the performance bond and the reason for it." (October, 2008)
- A meet host that fails to report accurate and timely results while on probation will continue on probation, with the required performance bond, until such time that the meet host demonstrates that it is able to fulfill the obligations that it accepted in the sanction application." (April, 2005)

## CONDUCT OF MEETS:

- Events at all sanctioned meets will be run slowest to fastest. (April 1987)
- There must be at least one warm up/warm down lane at all sanctioned meets (i.e., if it's a 6-lane pool,

only 5 lanes can be used during the meet for events). Double lane lines should separate this lane. (April 1987)

- Under the advice of the USMS medical committee, it is recommended that at all meets the competitors exit from the sides of the pool and not from the ends of their lanes. Swimmers should wait until the last person in the heat finishes before crossing lanes to exit. Swimmers should wait at least one yard from the end of the lane, on the right side of the lane. (October 1988)
- Recommended that a warm-up and warm-down lane be designated for the older, slower swimmers when possible. This will be added as a suggestion to meet directors in the sanction packets. (April, 2007)
- Suggestion to put a survey/report card in each of the meet packets for those attending swim meets to critic what they liked or disliked about how the meet was conducted. These surveys would be collected by the meet directors and sent to the Sanctions chair.(April, 2007)

## GENERAL POLICIES

- Officers and Reports
    - The editor of the LMSC newsletter will be an officer of the LMSC. (March, 1987)
    - The registrar of the LMSC will do a monthly recap cumulatively throughout the year. (April, 2005)
    - MSA to discontinue requiring the registrar to keep monthly cumulative records. (July, 2005)
  - Programs and Sponsorships
    - A budget of \$500 is established for establishing a comprehensive program for fitness swimmers. (October, 1990)
    - The Florida LMSC will design a patch, certificates and appropriate awards for swimmers in a "SWIM Around Florida" program -- with the word SWIM to include water walking and other forms of movement in water. The cost of patches will be charged to participants in the program. (October, 1991)
    - Creating a Florida "Coach of the Year" award was approved. (October 1991)
    - The Florida LMSC will start a library of swimming tapes with a starting budget of \$400. A variety of tapes should be obtained in order to meet the needs of more members. The Florida LMSC will pay \$5 to cover shipping charges for tapes donated to the library. (October 1992)
    - The Florida LMSC will no longer sponsor a page ad in the USMS Rule Book. (October 1994)
    - MSA to approve the expenditure of up to \$30 to look into website registration. It was suggested that we use the address "floridalmc.org". (March, 2001)
  - **Awards Banquet Policy (April, 2007)**
    - Appoint a Committee Chair to oversee the entire banquet process from the dinner to the awards.
    - Committee members shall report to the Awards Banquet Chair on their progress.
    - Reserve and set up banquet room. The reservation should be made by October or November.
    - Price will be determined each year. Contact Florida LMSC Treasurer to submit down payment if necessary.
    - Put notice in the newsletter.
    - At least two members to determine top ten swimmers by awards criterion and cross check results.
    - Order the awards. Communicate with Florida LMSC Treasurer to adhered to the budget.
    - Purchase wine and beer (if appropriate) and have ready for the social prior to the dinner.
- Donations accepted. The Florida LMSC treasurer will use donations to offset costs.
- Florida LMSC Treasurer will pay for final banquet expenses the night of the banquet.

- **Awards Banquet** : The Florida LMSC will subsidize the dinner for members. Reduced from \$15 to \$10 per dinner reservation, and \$15 at the door. The deadline for advance order of tickets will be the deadline of the SUN meet entry date. (October, 2007)
- **Newsletter**
  - Accept submissions by email only. (August , 2007)
  - We agreed to keep non-swimming information out of articles highlighting individual swimmers, in the newsletter. (October, 2007)
- Budget and Financial Reports
  - The Florida LMSC fiscal year will be the same as Nationals (USMS) fiscal year (January 1 - December 31) and for accounting purposes to apply registrations received in November and December for the following year to be applied to next year's revenue and budget. (July, 1994)
  - The LMSC will create an expense form that will be turned in to the treasurer when reimbursements are requested. (April 2005)
  - LMSC Reimbursement Form initiated and posted on website. (July 2005)
  - MSA to establish as policy hiring an "outside the LMSC" source to formally do a compilation of our financial records every two years. (April, 2006)

## MEETINGS

- Recommended that as the minutes are reviewed and approved that motions contained therein be established as new or revised policies, recorded as such and forwarded to the webmaster. (April, 2007)
- MSA that the number of registered members a team has by the annual meeting in October will determine the number of eligible voting representatives per team for the following year. (August, 2007)
- For clarification of voting procedure: The actual wording of our bylaws Article 5.03.01.3, is: "*A designated club representative may appoint a fellow registered club member not already designated a club representative as substitute representative by notifying either the Chair or the Secretary by mail, phone, or e-mail, or at the meeting with a signed note from the team representative before the meeting is called to order.*" We verified the necessity of all clubs designating "all" their club delegates at the annual meeting and logging this information into their annual club registration the following year and that this listing would be collected by the registrar and forwarded to the secretary for the meetings.

## TRAVEL REIMBURSEMENTS

- Convention
  - MSA that we budget for 6 delegates, pay the expenses as discussed (i.e., 100% registration expenses, 100% of travel, 50% of hotel room rate and 100% of food expenses) for 4 delegates and divide the remaining money in the budget among the at-large delegates, up to the same maximums as the regular delegates. (March, 2001)
  - Travel to future national conventions by land instead of air will only be reimbursed a comparative amount based on the average of the cost of airfare. E.G.: This is to avoid anyone planning on driving to California in the future expecting to get reimbursed \$.30 per mile. (October 2005)
  - MSA to revise our current policy to guarantee payment for one half of the cost of a room for four days, the weekly meal allowance, and full travel to and from convention for all delegates approved to go to the National USMS Convention. (July, 2006)
  - According to precedence set by USMS, if the chair is involved in an At- Large -Delegate request, then the LMSC would be responsible for normal delegate costs. (October, 2007)
- Meetings
  - Travel reimbursement was increase from 0.14 cents per mile to 30 cents per mile. (July 2005)

- The Board will review and decide upon granting request for reimbursements of selected coaches and clinics travel expenses. Also, that we would provide reimbursements to Board members and team reps for travel to all regular meetings. (October 2005)
- MSA to continue financially reimbursing team reps, appointed and elected officers to attend "the" meeting that is not attached to an official swim meet, the existing rate of \$.30 per mile and toll expenses. (April, 2006)
- MSA - All the Board of Directors be reimbursed for gas and tolls to all meetings. (April, 2007)
- Clarification - All directors to receive travel expenses to meetings whether or not they compete. Also previously, team representatives who travel to a meeting for the meeting only can also request travel expenses. A map such as Google Maps or Map Quest should be included with mileage and the current rate is 30 cents per mile. Toll charges with receipts are also accepted. (August, 2007)
- MSA to include committee chairs and committee members for travel reimbursement to all meetings. (July 26, 2008)

## **RECORDS, TOP 5, USMS TOP10**

- **Qualifying Swims**
  - The Florida Top 5 shall consist of swims by Florida LMSC members for event swum in a USMS sanctioned meet in the state of Florida. (October 1990) *replaced by:*
  - Florida LMSC members with a residence in the Florida LMSC can set Florida records or Florida Top 5 times at any USMS-sanctioned meet. A Florida LMSC member without a Florida LMSC residence must set the record or time inside the LMSC to be considered for the Florida Top 5. It is the responsibility of the swimmer to submit official results of meets outside of the Florida LMSC to our recorder. The proposal should be retroactive to January 1995 for records only. (October 1995) *replaced by:*
  - Official times from any USMS-recognized or FINA-recognized meet will count for purposes of Florida LMSC records provided that the individual swimmer is responsible for submitting official results to the Top Ten Chair where the swim occurred at a meet other than a Florida LMSC or National meet. (July 2002) **\*\***(this policy replaces a previous policy approved October 1995)
  - Reminder that swimmers are responsible for submitting times to the Top Ten recorder for recognized meets (Senior Games) and out of state meets. (July 26, 2008)
  - Meet Directors are encouraged to send a Carbon Copy of their results, at the same time they send them to the Florida Top Ten Recorder, to meetresults@usms.org for inclusion into the USMS Top Times/event rankings database. (July, 2009)
  - For LMSC records and Top 5, only two watches are required rather than three. (Fall 2003)
- **Publication**
  - A list of all Florida LMSC swimmers making USMS Top 10 whether in relays or individual events will be published, with place, in our newsletter. (October 1991)
  - MSA to increase the cost of mailing "Top 5" results of all three courses from \$5.00 to \$10.00 due to rising postal and product production rates." (April, 2007)
  - Develop a standardized form similar to the one that USMS has for records, splits etc. that swimmers must fill out for swims outside the Florida LMSC if they want their times to be considered for USMS Top Ten and Florida Top 5. (August, 2007)
  - Develop a standardized check list of all meets eligible each season that should be included in Top Ten and Top Five. (August, 2007)

CHANGES TO BYLAWS were made in the fall, 1994, fall, 2002. October 2006 and July 2008. Those changes are reflected in the currently published bylaws.