

## ARKM LMSC Policies and Procedures

**ANNUAL MEETING:** The annual meeting shall be open to all registered members of the LMSC, and shall be held between Jan. 1st and Jan 31st each year. Notice of such meeting shall be communicated to all current members at least 1 week prior to the meeting. A copy of the minutes of this meeting must be sent to the National Office by the secretary. The secretary shall also retain a copy for the LMSC archive.

**AWARDS:** An “Arkansas Masters Swimmer of the Year” award may be given to an ARKM swimmer who excels in and/or out of the pool, and who contributes to the spirit of Arkansas Masters Swimming. This award shall be presented at the annual Hall of Fame Banquet held each spring in Little Rock. The LMSC shall incur the expenses of a banquet ticket, and a trophy or plaque for the recipient. The winners of this award shall be recorded annually by the webmaster on the LMSC webpage.

**BY-LAWS:** Current ARKM LMSC by-laws and Policies shall be posted on the ARKM LMSC website. The bylaws shall be consistent with the USMS objectives and goals as well as the applicable state laws.

**COMMUNICATION:** The ARKM LMSC must communicate at least once a month to its registered members. Communication may be in the form of direct email, or social media.

**CONFLICT OF INTEREST POLICY:** Whenever a member of the ARKM LMSC Board has a financial or personal interest in any matter coming before the Board, the Board shall ensure that:

1. The interest of such officer is fully disclosed to the Board.
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 ARKM LMSC to do so.
4. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

**CONVENTION:** Each year ARKM shall send at least one delegate to the USMS convention. The designated convention delegate shall be selected by the ARKM Board (by consensus or by vote if needed). Criteria for nomination shall include the level of leadership and service to USMS and the ARKM LMSC. The ARKM LMSC shall reimburse the designated representative for the following expenses:

- Transportation (coach airfare or gasoline, if driving)
- Hotel - up to \$150 per night (any difference to be paid by the attendee)
- Ground transportation to and from the airport to the convention site (but not a rental car)
- Airport parking

- Meal per diem of \$25 per day (no receipts necessary)
- Convention registration

In order for expenses to be reimbursed, receipts (excluding meals) must be presented to the Treasurer within 30 days of the convention end date.

**DOCUMENTATION RETENTION:** The LMSC shall maintain original signed paper or digital registration and liability release documents for seven (7) years as required by state law.

**ELECTION POLICIES:** Officers that comprise the LMSC Board shall be elected during the annual meeting. (See Bylaws, Article IV for more details)

**FINANCIAL POLICIES AND PROCEDURES:**

- The ARKM LMSC fiscal year shall be the calendar year.
- A financial report shall be given by the treasurer for every meeting, and in addition, a budget and financial statement shall be prepared for each annual meeting.
- The treasurer shall deposit all checks received within 30 days of receipt.
- Board members shall use the LMSC debit card (with prior approval from the treasurer) whenever possible when paying for budgeted items, to save the treasurer from having to issue a reimbursement.
- For all expenses incurred on behalf of the LMSC, a receipt must be forwarded to the treasurer within 3 days.
- A member other than the treasurer shall reconcile all LMSC financial accounts at least annually. Such review shall be documented and signed by reviewer, the Treasurer, and the President.
- The Treasurer shall create an Annual Financial Report and send a copy to the USMS National Office no later than April 30th of the following year.
- The Treasurer shall file the appropriate 990-tax form with the IRS annually no later than May 15th of the following year.
- The Board shall appoint a back-up to the Treasurer. This person shall be the secondary signatory on all financial accounts and shall have access to several checks in case of an emergency.
- LMSC expenditures of \$500 or more shall require LMSC Board approval unless the expenditure is authorized in the annual operating budget.

**GRANTS FOR COACHES PROFESSIONAL DEVELOPMENT:** The ARKM LMSC has budgeted funds for professional development for its coaches. Potential recipients should complete an application found on the ARKM website. The ARKM Board members will review funding request applications and determine which applicants will be awarded grants. The application must be filed at least four weeks before the event.

**GRANTS FOR COMPETITORS:** Any ARKM registered master swimmer can apply to the Arkansas Masters Swimming LMSC for a grant to assist with expenses for a single USMS South Central Zone or National meet (1 meet allowed per year, per swimmer). The total amount

of the grant shall not exceed \$250 per person, and can go towards the meet registration fee, lodging, meals, and travel. More details on these grants can be found on the Arkansas Masters website.

**GRANTS FOR HOSTING EVENTS:** Funds are budgeted each year to support the operations of meets and events held within the ARKM LMSC boundaries. Requests for such grants shall be submitted to the ARKM Board for approval at least 30 days prior to such events. Upon approval of such grants and after completion of the event, the meet/event director must submit a financial report before the Treasurer issues the grant money.

**MEET RESULTS:** All meet results from sanctioned meets shall be submitted to the Top 10 recorder within 3 days following the event, preferably in meet manager file format. The Top 10 Recorder shall submit such results to the USMS database within 14 days of the event's end date.

**NEW MEMBERS:** When a swimmer registers with Arkansas Masters for the very first time, they shall receive a welcome letter and ARKM swim cap (or similar item) from the president or registrar.

**OFFICERS:** The ARKM LMSC board shall consist of the following positions: Chair, Vice Chair, Secretary, Treasurer, Registrar, Top Ten Chair, Webmaster, Sanctions Chair, Officials Chair, Coaches Chair, and a State Records Chair. As a way of saying "thank you" for your service, any officer who wishes to have their annual USMS registration fee reimbursed may request such from the Treasurer.

**OFFICIALS:** The ARKM LMSC shall reimburse reasonable expenses for individuals training to become Masters Officials. The ARKM LMSC Officials Chair shall maintain a list of officials willing to officiate masters swim meets.

**ONE-EVENT REGISTRATIONS:** While the LMSC does encourage annual registrations, one-event registration fees may be utilized for meets in an attempt to encourage such swimmers to register annually in the future. The one-event option is up to the discretion of the meet manager. If a swimmer competes in a meet via the one-event registration, the registrar will notify such swimmers that they have 30 days to credit that fee to a full annual registration, and the registrar will assist such swimmer with that process. One-event participants are not eligible for Event Rankings, Top 10, USMS records, or other honors (either individual or relay) achieved in that event. After each meet which allows one-event registrations, the meet manager must complete the follow-up process as defined in the USMS Guide to Operations.

**RECORDS:** The Records Chair shall be a member of the ARKM Board. The records consist of both state and citizen records. **State/LMSC Records** shall be defined as any record set by any USMS Masters swimmer at a sanctioned or recognized meet within the boundaries of the Arkansas LMSC. **Citizen records** can be set by any swimmer at a sanctioned or recognized meet, who has a current USMS registration and is a member of the Arkansas Masters LMSC at

the time of the swim. *(Swimmers must be either UNAT/UC23, or a member of a club registered with the Arkansas LMSC.)*

Swimmers must also reside, for at least part of the year, in the state of Arkansas (exception: residents of Texarkana, TX and the Joplin, Mo area are eligible, as long as they are also a member of Arkansas Masters Swimming as described above.) Updated records shall be posted on the ARKM website.

**REGISTRATION:** USMS registration is calendar year. The Board shall encourage all swimmers to register. The board shall communicate to all swimmers the benefits of registration. At each meet or event, registration forms shall be available.

**REGISTRATION FEES:** The LMSC individual, club, workout, and one-event registration fees shall be set annually by the ARKM LMSC Board. These fees should be determined no later than Oct. 1st of each year. The club or workout fees shall be reimbursed by the LMSC for Gold Clubs and workout groups only.

**SANCTIONS:** The Meet sanction fee shall be \$50 per meet. This fee is refundable for any meets held within the ARKM LMSC. The Sanctions Chair shall communicate with each meet director prior to an event and explain all requirements for hosting a sanction event.

**TEAM STORE:** Arkansas Masters "gear" shall be available via the Team Store on Swimoutlet.com, and such gear should utilize the ARKM logo. The president currently has login access to the Team Store. The LMSC makes a slight commission off of these sales, and checks are distributed by Swimoutlet.com on a quarterly basis if a threshold of at least \$25 is met. These checks should be sent to the Treasurer within 7 working days.

**WEBSITE:** The ARKM LMSC website shall be maintained and updated regularly by the Webmaster. The website should include, at minimum, the following: upcoming events in the LMSC and surrounding area, registration information, state and citizen records, links to the LMSC bylaws and officers, archival and current photos and articles. A backup Webmaster shall be named and have access to the login and passwords to the webpage as well as the domain provider.

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