

**D. USMS Convention Policies (FROM SPMS Policy and Procedure Manual)**  
**(DRAFT REVISIONS FINAL VIEW 27FEB2015)**

1. For full representation of SPMS at the USMS Convention, it is desirable that the maximum number of voting representatives attend the convention. This shall include SPMS Committee members who are already automatic delegates because of their national position(s) as: USMS officers, members of the USMS Board of Directors, chairs of USMS standing committees, Zone Chairs, or those members of national committees with automatic delegate status.. All of these delegates are important supporters and representatives of SPMS, and therefore shall be reimbursed for their expenses not already being reimbursed by USMS. The certified SPMS LMSC delegate allotment shall be filled with other members of the SPMS Committee and reimbursed per SPMS guidelines
2. Delegate criteria:
  - a. Attendance in over half (at least 50% plus 1) of the SPMS committee meetings during the year (April to April) prior to the selection of delegates.
  - b. Active in SPMS or otherwise providing continuous service to Masters swimming.
  - c. Competitive swimming experience is desirable.
  - d. Able to attend the entire convention.
  - e. Able to communicate.
  - f. Able to represent SPMS interests at the convention. Personal, Club, or other interests shall not conflict with SPMS matters.
  - g. Leadership experience at club, SPMS, and/or national levels is desirable.
3. Nominations
  - a. Nomination of general delegates shall be made at the April SPMS Committee meeting and delegate selection shall be announced at the May SPMS meeting. Self-nominations shall be encouraged from people who think they have met all or most of the criteria.
  - b. A Selection Committee shall be formed to receive and review all delegate nominations and select the allotted SPMS delegates. This committee shall be composed of the USMS automatic delegates (in Section 1 above) and the SPMS automatic delegates (in items "c" and "d" below).
  - c. The SPMS Chair and SPMS Registrar shall be automatically selected as allotted LMSC delegates if they are able to attend the entire convention and are not already USMS automatic delegates.
  - d. Members of USMS Committees that are not automatic national delegates shall be automatically selected as allotted LMSC delegates if they meet the SPMS meeting attendance criteria above and if they are able to attend the entire convention.
  - e. Each delegate nominee shall submit a written statement to the SPMS Selection Committee attesting to their interest in attending convention and confirming that they are able to attend the entire convention. The statements shall be

submitted to the committee via email no later than two weeks prior to the May meeting.

- f. The SPMS Chair, with advice and consent of the SPMS Selection Committee, may waive the SPMS meeting requirement (item 2.a above) during the selection of delegates.
  - g. Voting shall be by ballot if more than one position is available. Votes shall be taken if a tie exists for the final delegate spot. A tie breaking vote will be taken as many times as necessary until a tie is broken.
4. Should there be more SPMS automatic delegates who meet the criteria in Section 3.d. above than the number of LMSC allotted delegates, the SPMS Chair shall submit request(s) to USMS for “delegate-at-large” appointments.
  5. Should there be more selected SPMS delegates than the number of allotted LMSC delegates, the SPMS Chair, with advice and consent of the SPMS Selection Committee, may request approval of the SPMSC for reimbursement of their attendance.
  6. Delegates are expected to attend as many committee meetings and workshops as possible and be present for the duration of the convention.
  7. SPMS shall pay the convention registration fee for all delegates who are not already reimbursed by USMS. SPMS shall pay the difference between any partial reimbursement by USMS and that allocated for other SPMS delegates.
  8. Convention registration fees for SPMS delegates shall be paid by the SPMS Treasurer per SPMS expense reimbursement procedures.
  9. Reimbursement for delegates shall be based on coach airfare (least expensive, special, super-saver, etc.); airline baggage fee; ground transportation to/from the airport/hotel; half of lodging based on double occupancy; and food allowance, paid in one lump sum. Annual amount shall be approved by the committee each year.