

Changing USMS Rules and Regulations

Process Overview

In order to ensure that the rules and regulations governing USMS are in alignment with our mission, reflective of the current environment, and are clear to our members, USMS considers changes to the *USMS Code of Regulations and Rules of Competition* on an annual basis. The annual cycle of considering proposed changes originates with proposals from USMS members. Pursuant to article 601.2 of the current USMS code of regulations, changes to rules and regulations may be proposed by any Local Masters Swimming Committee (LMSC), a standing committee of the House of Delegates, the Board of Directors, or the Executive Committee. Members are encouraged to submit ideas for proposals to one or more of these bodies for consideration.

Proposed changes to the geographic boundaries for Zones and LMSCs in **Appendix D** must be submitted by an LMSC to the chair of the LMSC Development Committee by February 1. Proposed changes to **Part 1: Swimming Rules or the Glossary** must be submitted to the Chair of the USMS Rules Committee. Proposed changes to **Part 3: Open Water and Long Distance Swimming Rules or the Glossary** must be submitted to the Chair of the Long Distance Swimming Committee. Proposed changes to the **Organizing Principles, Glossary, Part 2, Part 4, Part 5, or Part 6** must be submitted to the chair of the Legislation Committee. All proposed changes must be submitted by **June 10** to be considered by the House of Delegates at the Annual Meeting. Early submissions are highly encouraged.

The committee of jurisdiction will consider all proposals which are properly submitted. The committee may or may not make further amendments to any proposal. Each committee will then submit all proposals to the House of Delegates with a recommendation for or against adoption. The House of Delegates may adopt proposals recommended by the committee of jurisdiction by a simple majority vote. The House of Delegates may also adopt proposals which are not recommended by the committee of jurisdiction by a two-thirds majority vote.

Proposed changes may be submitted after the deadline by the Board of Directors, the Executive Committee, or standing committees of the House of Delegates if the committee of jurisdiction recommends the proposal for adoption by a two-thirds vote and the proposal is available for submission to the House of Delegates prior to the annual meeting. All other submissions after the deadline must be deemed an emergency by the committee of jurisdiction, a positive recommendation from the committee of jurisdiction, and a nine-tenths vote of the House of Delegates for adoption.

Summary of Jurisdiction by Committee

Legislation Committee	Preamble Mission Statement Goals and Objectives Glossary Part 2 (Administrative Regulations) Part 4 (Athletes' Rights) Part 5 (Organization and bylaws) Part 6 (Amendment Procedures)
LMSC Development Committee	Appendix D (Zone and LMSC Boundaries)
Rules Committee	Glossary Part 1 (Swimming Rules)
Long Distance Committee	Glossary Part 3 (Long Distance Swimming Rules)

The Executive Committee has jurisdiction to consider proposed changes to all other sections of the code.

If a proposed change would require modification of multiple articles with more than one committee of jurisdiction, the proposal may be submitted as a package for consideration. A two-thirds vote of each committee is required to agree that the proposal will be submitted as a package to the House of Delegates.

Instructions for Submitting Proposed Amendments to the USMS Rule Book

Proposed changes must be submitted in a format that shows the current language of the rule or regulation and the precise language that would be added and/or deleted. The committees of jurisdiction are responsible for ensuring that proposed changes to the current style and organization of the rule book. The committees also work to ensure that the language of any proposed change is clear, reflects the intent of the proposal, and does not conflict with other sections of the rule book. The committee may need to consider additional sections of the rule book which may also need changes for consistency if a specific proposal is adopted. For these reasons, early submissions are highly encouraged so the committee may work with proposers on format, language, and style prior to committee consideration.

The preferred format for receipt of proposed changes is a Microsoft® Word document using “track changes”. A template is available from the chair of the committee of jurisdiction. If you are unable to submit a Microsoft® Word document, the following guidelines must be followed:

- The current rule book reference number and title (article, section, and subsection) must be shown.
- List the affected page numbers of the current rule book.
- List the LMSC or standing committee submitting the proposal. An authorized representative of the LMSC or standing committee must confirm that the proposed change was approved.
- The format of all proposed changes must show the section as it will read if adopted, with any changes in language underlined (if new) and struck through (if deleted).
- Please indicate the article number of the proposed change.
- Provide a brief description of the rationale for the proposed change.
- List all references to the article and section number referenced elsewhere in the rule book.

Examples of Proposed Rules Changes and Preferred Format

Step 1 – Cut and Paste the relevant rule into a Microsoft Word Document, including the article number and header:

Article 103.4 Rules Committee page 17 Modify

103.4 Reporting of Officials and Meet Personnel

All officials and meet personnel accepting an invitation to work at a swim meet should arrive promptly and report immediately to the meet director or meet referee.

Step 2 – Turn on the “Track Changes” feature in Microsoft Word and make your proposed changes, or show your changes with strike-through (for deletions) and underline (for additions) formatting:

103.4 Reporting of Officials and Meet Personnel

All officials ~~and meet personnel~~ accepting an invitation to work at a swim meet should arrive promptly and report immediately to the ~~meet director or~~ meet referee. All other meet personnel should report directly to the meet director or volunteer coordinator.

Tip: Ensure that the “View” settings are set to show “All Markup”

Step 3 – Provide a concise rationale for your proposed change:

Rationale: To clarify roles and responsibilities for volunteers arriving at a swim meet. To avoid unnecessary duplication of effort.

So, your submission will look like the following:

Article 103.4 Rules Committee page 17 Modify

103.4 Reporting of Officials and Meet Personnel

All officials ~~and meet personnel~~ accepting an invitation to work at a swim meet should arrive promptly and report immediately to the ~~meet director or~~ meet referee. All other meet personnel should report directly to the meet director or volunteer coordinator.

Rationale: To clarify roles and responsibilities for volunteers arriving at a swim meet. To avoid unnecessary duplication of effort.

Deadlines for Submitting Proposals

No Later Than February 1:

Submit proposed changes to Appendix D (LMSC Boundaries) to:

USMS LMSC Development Committee Chair
LMSCdevelopment@usms.org

No Later Than June 10:

Submit proposed changes to Part 1 (Swimming Rules and the Glossary) to:

USMS Rules Committee Chair
Rules@usms.org

Submit proposed changes to Part 3 (Long Distance Swimming Rules and the Glossary) to:

USMS Long Distance Committee Chair
LongDistance@usms.org

Submit proposed changes to the code (Preamble, Mission Statement, Goals and Objectives, Parts 2, 4, 5, and 6, and the Glossary) to:

USMS Legislation Committee Chair
Legislation@usms.org

A list of all USMS Committee Chairs can be found on the USMS web site at <http://www.usms.org/admin/org.php>