

Policies and Procedures Western Slope League Revised 7/16

Preface

Content pertaining to this document may be added/amended/deleted by ratification action of the West Slope League Board. Policies and/or procedures not specifically listed within this document but having been previously ratified by the Western Slope League shall remain in effect for the league.

Membership

Any team registered with USA Swimming may apply for membership with the WSL.

Safety and Insurance

Western Slope League is committed to maintaining a safe environment at swim meets and practices. Safety should always be a priority. All participants should behave in a sensible manner, observe safety related rules and procedures, and report suspected hazards or injuries. Accidents must be reported to the CSI Safety Coordinator with a Report of Occurrence form. A club safety coordinator is required for each member club. (See CSI P&P)

Meeting Schedule

Western Slope League will meet at least biannually; summer (West Slope Championships) and fall or spring. Date, time and place will be announced in a timely manner, at least 30 days in advance, to all League Club members.

Elections

Elections will be held during the summer meeting at the WSL Championship meet. Time, place and date will be announced. Each member club will have one vote, a club member or a designated club representative. Each WSL officer, including the two athlete representatives are also afforded one vote. Any club League member in good standing may be nominated. The nominations will be posted on the WSL website for preview. Further nominations will be accepted from the floor at the WSL meeting prior to the election.

- The Vice President to be elected every year.
- The secretary to be elected every other year.

Athlete Representation

There shall be at least two (2) athletes on the WSL board. Each athlete must be a member of a WSL club. The athlete must agree to their nomination as attendance at the board members and input from the athlete is needed by the League.

Athlete Election

Athletes will be elected by their peers[: with two votes per team, one for male and one for female, one male representative and one female representative. Each team

will have two athlete votes. An athlete interested in running for office should send in his/her name to the WSL secretary no later than the Friday of WSL Championships and not earlier than June 1st. Nominations will be posted on the WSL website for preview. Nominations will be accepted from the floor at the WSL meeting. Voting will take place during the meet on Sunday with the votes counted and announced by the outgoing athlete representatives.

Member Club Representation

Each club will be represented by a non-athlete member or coach. Each team will have one vote on the WSL board on all items other than elections, as explained under Elections.

Meet Schedule and Process

A temporary schedule will be established during the Championship weekend and fall meeting to be finalized at the spring meeting. The League will try to have no more than two(2) meets per weekend and on opposing ends of the League boundaries. The League will take into consideration that some clubs have no choice when they are able to host their meet.

Championship Meets

- If possible, championship meets should be rotated through the WSL. (North, Middle, South) Location of the upcoming year's meet will be determined and voted upon during the WSL annual meeting.
- Financial guidelines for host teams
 - Hospitality \$1400
 - Awards \$1300
 - Office Supplies \$200
 - WSL pays for hospitality
 - WSL pays for awards
 - WSL Pays for office supplies
 - WSL pays for the pool rental
 - The pool surcharge per athlete cannot exceed the expected cost of the pool rental based on attendance expectations
 - The host team keeps all profits from program sales, clothing etc. or any other creative means but incurs all the burdens as well.
 - Based on above budgeted numbers, WSL and host team split profits from the entry fees 50/50 with the host team receiving no less than \$1000.

Open Sanction Meets

- Sanction application and meet format must be submitted 90 days in advance of the meet with the CSI Sanctions Chair.

- A financial report, Coach & Meet Directors Evaluations are required by CSI
- Splash fees are required by CSI
- A \$.15 Splash Fee is required by WSL and is payable to WSL

Blanket Sanction Meets

- Sanction application and meet format must be submitted 45 days in advance of the meet with the CSI Sanctions Chair.
- A financial report is not required by CSI
- Coach and Meet Director Evaluations are not required.
- Splash Fees are not required by CSI
- A \$.15 Splash Fee is required by WSL and is payable to the WSL within 30 days of completion of the meet.
- The \$.15 Splash Fee will be waived for meets not charging any entry fees or other types of fees for competing in the meet.
- WSL Championships are considered a Blanket Sanction Meet.

Camps

See financial/treasurer section of these policies and procedures.

Technical Planning

The technical planning committee is responsible for time standards and championship meet formats. The technical chair will be appointed by the WSL board. The committee will have at least two (2) swimmers, one male and one female. The committee will also include one year round and one seasonal coach.

Western Slope Meeting Minutes

The minutes will be recorded by the WSL secretary or appointed representative. The minutes will be posted on the WSL website within fifteen (15) days of the meeting. At the following WSL board meeting the minutes will be amended as needed and approved.

Western Slope League Web Site

The WSL website will be maintained and paid for by the WSL.

- Any WSL Board related information will be reviewed by the current VP, prior to posting of the information on the website.
- Any team related information, such as upcoming meets, clinics or camp information may be sent directly to the WSL web master.
- Any incomplete meet or camp information, missing sanction number, time, dates or entry fees, will not be posted to the website and will be returned for correction.
- Individual teams of the WSL will pay per website address, link or domain name.

Treasurer/Financial

- The WSL Treasurer or appointed representative will present a financial report at every meeting.
- Budget will be set by the budget committee.

- Dues and Splash Fees
 - Membership dues of \$25.00 are payable annually no later than May 1st
 - Splash fees to be paid ***within 30 days*** of hosting a meet.
- Camps – WSL will pay, upon request and board approval, at least \$2,000 for one week (5-7 days) camp and at least \$500 for a one day camp.
- Reimbursement
 - Officials – no reimbursement
 - Athletes – see WSL website for reimbursement forms and submission information

Amended
07/16