

Policies and Procedures Western Slope League

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 tri-annually; spring, summer (West Slope Championships) and fall. 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 three (3) votes, one swimmer, one coach, one club member or their representatives. 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.

Nominating Committee

Nominations Forms will be handed out by the committee members at the last chance meets prior to WSL Championships. Nominations will be posted to the WSL website for review by the membership.

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

Duties of Host team at CMU

There is no set up or teardown of the pool. You do need to coordinate with CMU to make sure it's what's needed.

The host team is responsible for:

- Reserving pool
- Meet announcement
- Event template on Meet Manager
- Securing a Meet Official and other officials
- Collects entries,
- Run Meet Manager and the timing console during the meet
- Handles all the finances, including end of meet report
- Coordinates the volunteer request, host team(s) will make all attempts to field volunteers other than timers from their team(s)
- Handles the awards – from ordering to assigning
- Hospitality
- Warmup schedule,
- Merchandise sales if they choose.
- Results to league in timely manner
- No concessions are provided by host team without clearance by CMU

Accounting for WSL Summer Championship Meets at CMU

WSL Financial Responsibilities		
	Expenses	Budget Amount
Home	Awards	\$1100
Entry Fees	Office Supplies	\$200
Pool Surcharge	Pool Rental	Amount charged by CMU
	Hospitality for Officials / Coaches	\$1000 when away team hosts, \$400 when home team hosts.
	Fee to Host Team	\$2,000
Host Team Financial Responsibilities		
Expenses		

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