



**U.S. MASTERS
SWIMMING**

**A Survival Guide for the New USMS Delegate
(and a reminder to returning delegates)**

Dear USMS Delegate,

Thank you for agreeing to attend the 2018 U.S. Masters Swimming Annual Meeting, held in conjunction with the U.S. Aquatic Sports (USAS) Convention, in Jacksonville, Florida.

USMS is the national governing body (NGB) for Masters swimming in the United States. We are an equal member of USAS along with USA Swimming, USA Diving, USA Synchronized Swimming and USA Water Polo. The USMS meetings are part of the overall USAS Convention and delegates from all NGBs meet during convention.

Whether this is your first convention or your tenth, you should know what to expect and what your responsibilities are.

Thanks and have fun!

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1. Pre-Convention

You will need to register with USAS if you have not done so already. Some LMSCs send in all their delegate registrations at once; others expect you to pay for this yourself and then request reimbursement. Please check with your LMSC for its preferred procedure. You'll also need to make a hotel reservation. The convention hotel sometimes fills up, so be sure to get your reservation in early. Most LMSCs only reimburse for half of the room cost, assuming you will share a room. If you do not have anyone to room with, [contact Jessica Reilly \(formerly Porter\)](#) and she will play matchmaker for you. Information for convention registration can be found on the [USAS webpage](#).

2. What to wear

Be comfortable – wear business-casual or casual clothes at the meetings. A sweater or jacket may be needed, even in the warmer climates, due to the air-conditioned rooms. There are a few functions that most people will “dress up” for, such as the **IMSHOF Induction Ceremony**, and the **USAS Banquet**. For more information, see “**Social Events**” below.

3. Useful Items to Bring

Useful items to bring to convention: USMS Rule Book, a laptop, a notepad, highlighter, pens, paper clips, extension cord/power strip (if you bring a laptop), and a refillable water bottle. The USMS HOD room and meeting rooms will be internet accessible. There will also be a “Cybercafé,” which will be set up with several web connected PCs for you to check e-mail throughout the convention. And don't forget to bring plenty of patience...and an open mind! And of course – don't forget to bring your suit, cap and goggles for morning practice, or workout clothes for dryland.

4. Eating

There are many meetings you will be attending that might overlap. Working lunches are common. Many delegates struggle to find time to eat during the day, so bring a few snacks to have on hand. Feel free to invite yourself to anybody's dinner group, whether it's in the hotel or at a local restaurant. See the “**Social Events**” section below for more food and drink available events.

5. Be Prepared

Sections of the pre-convention packet have been posted and are available on the [2018 USMS Annual Meeting page](#). Information includes the schedule and meeting rooms, national committee reports and meeting agendas, and proposed amendments, as well as other important documents and announcements. It is your responsibility to read the packet completely BEFORE you arrive at convention so you are prepared.

6. People to Meet

Our annual meeting is a great opportunity to reconnect with swimming friends and to meet many interesting, talented, and fun-filled people with a passion for swimming. I encourage you to take full advantage of this opportunity. You will be introduced to several members of the Executive Committee, National Office and Committee and Zone Chairs at the first House of Delegates Meeting on Thursday morning. Please make every effort to meet as many of these people as you can – in and between meetings, over lunch or dinner, out on the town, and in the **Hospitality Suite**. A separate [handout of people to meet](#) has been posted to the website so that you can familiarize yourself with their faces and names.



7. When you arrive

1. Upon your arrival, locate the United States Aquatic Sports (USAS) Registration Area (Exhibit Area/Grand Foyer) to check in and receive your name tag and other convention materials. You will also receive your ticket at registration to attend the USAS Banquet Saturday night. Be sure to notify the USAS registration table if you cannot attend the banquet Saturday night (see **Social Events** below for more details).
2. Then head over to the USMS Certification table to have your name checked off the roll and have a "Delegate" sticker placed on your name tag, which shows that you are an "official voting delegate." Every year, some delegates fail to get certified, thinking they're finished once they check in with USAS. And some even try to come to certification before they go to USAS. It won't work that way! You need to have something to stick your sticker on first!

USMS Certification table hours:

Exhibit Area/Grand Foyer

- Wednesday 8:00am – 5:00pm
- Thursday 7:00am – 7:45am

Back of HOD or come find Mary Hull

- Thursday afternoon thru Saturday

8. Orientations

- **Committee Chair – Wednesday 5:30 – 6:00pm – City Terrace 10**

If you are a committee chair, Greg Danner, USMS Secretary, will provide a Committee Chair Orientation on Wednesday pm. Greg will explain the procedure for producing minutes and also for getting reimbursement. Zone Chairs should also attend this orientation, since they too will be chairing a meeting. USMS will be sending an email with the forms for you to print out or download to your laptop prior to convention.

- **New Delegate Luncheon - Thursday 12:00-2:00pm – The River Club**

All new delegates (first timers to convention) and several "seasoned veterans" will be invited to a New Delegate Luncheon at [The River Club](#), a short .3 mile walk from the [HYATT](#). This is your chance to meet some of our experienced delegates and staff members and ask any questions you might have in a relaxed and informal atmosphere, while grabbing a bite to eat.

- **Leadership - Saturday 11:15am – 12:30am – City Terrace 10**

"New Board Member Orientation" for newly elected directors: This orientation includes information on your responsibilities as a member of the USMS Board of Directors. This meeting is also open to anyone interested in effective board leadership at the local or national level.

9. USMS Hospitality Suite

The Florida LMSC will be staffing our hospitality suite ([Mathews Hospitality Suite](#)) which is for all delegates. Light breakfast and lunch, snacks and non-alcoholic beverages will be provided in the USMS Hospitality Suite throughout the convention. Delegates may also bring their own food and beverages (adult or otherwise) to the hospitality suite. Most delegates make it a point to stop in as the hospitality room provides a great venue for networking with both new and veteran USMS members. Note: the hospitality suite will be closed during HOD meetings. Check out the [full hospitality suite schedule](#).



10. Social Events

USAS Welcome Reception The welcome reception hosted by USAS, is on Wednesday beginning at 7:00pm in the Grand Foyer, there will be a cash bar and hors d'oeuvres.

LMSC Dessert Social – Thursday 8:00-10:00pm the Florida LMSC will be treating us to a variety of desserts and beverages in the hospitality suite (Matthews). Check out the ["Let's Flamingle"](#) for more details.

IMSHOF Induction Ceremony Friday 6:00-8:30pm. All delegates are invited to watch the induction of USMS members Maurine Kornfeld, Walt Reid and Jurgen Schmidt to the International Masters Swimming Hall of Fame. Tickets for USMS House of Delegates members are complimentary. Women: dresses or non-jean slacks and top; Men: non-jean pants, collared shirt, sport jacket optional.

USAS Banquet - Saturday, 7:00-10:00pm – This is a "must attend" gala affair where USA Swimming, Water Polo, Diving, Synchronized Swimming, and Masters Swimming present their highest honors and awards of the year. USMS presents the **Coach of the Year** Award and the **Ransom J. Arthur** Award. See USMS steal the show! Women: nice dress/pants suit; Men: suit or slacks and sport coat and ties. You will need your ticket that you are given at registration to attend. You may reserve tables if you have a group (of up to 10) that would like to sit together. A table registration form is included in your registration materials.

11. Workouts

Workouts will be one hour in length. A different coach will present the workout for all ages and abilities so do try to attend at least one. They're fun, will get your heart pumping and will stimulate friendly discussion.

- **Swim** - Since we are mostly swimmers, workouts have been arranged Thursday through Saturday from 6:00 – 7:00am at The Bolles School – San Jose Campus. Buses will arrive at 5:10am and depart for the pool PROMPTLY at 5:25am From the HYATT.
- **Dry Land** – Dry land workouts, will be available Thursday through Saturday from 6:00 – 7:00am in the Daytona room at the HYATT.

12. 2018 Elections

This year At-Large Directors (Breadbasket Zone, Colonies Zone, Dixie Zone, Great Lakes Zone, Northwest Zone, Oceana Zone, South Central Zone, and Southwest Zone) will be elected. There will be information about this election during this 1st HOD session. Since there are contested elections, we will have a Meet the Candidates Forum on Friday during HOD #3 in Conference Center A. Please take time to read about this year's [candidates for USMS Office](#) since you will be voting in the contested election.

2018 Elections: Important update on Electronic Voting

The Elections Committee is excited to bring electronic voting to the HOD which will replace our current process of paper ballots. Not only will we receive election results much faster, we will also save time on distributing and counting ballots.

For a preview of the 2018 election ballot and step-by-step instructions, [please read the Guide to Electronic Voting](#).



13. Presentations / Workshops

Sports Medicine Presentation – Friday 12:00pm – 1:00pm – Conference Center A - *Sports Science in Masters Swimming: Various Research Findings for Masters Swimmers* – Dr. Hiro Tanaka, Professor at the University of Texas, will be presenting his research on a variety of topics surrounding Masters swimming, including swim performance, aging, training preparations, and health benefits.

Workshops - Friday and Saturday the LMSC Development Committee has arranged for an interesting and informative slate of workshops:

- Star System for Volunteers - Futures Task Force
Friday 9:30am-10:30am - Conference Center A
- Volunteer Task Force - Overview and Recommendations of the Task Force
Friday 10:45am-11:45am - Conference Center A
- How to Make Sure Your Times Count for Top Ten and Records
Friday 10:45am-11:45am – River Terrace 2
- Digital Transformation - USMS 3.0 - National Office
Friday 1:15pm–2:15pm - Conference Center A
- USMS Officials Certification - Where We've Been....and Where We're Going!
Saturday 11:15pm–12:30pm - Conference Center A
- USMS Swimming Saves Lives Foundation - Overview, Goals, and Mission
Saturday 11:15pm–12:30pm - City Terrace 7

14. Meetings

- **House of Delegates (HOD)** - You are expected to attend every session of the HOD. This is where the official business of the corporation is conducted and voting takes place. Try to keep side conversation to a minimum so everyone can hear, and you don't miss important information. At the beginning of each HOD meeting, Greg Danner, USMS Secretary, will present to the Clerk of the House a list of those not certified or who have not yet checked in. Those listed on the screen will need to register as soon as possible.
 - Committee reports are presented during the HOD sessions. Also, issues may be voted on. The committee chairs will only address important decisions, and then ask for a motion to approve the minutes. You are free to ask questions and challenge decisions, but once the minutes have been approved, we have accepted the committee's decisions.
 - The Legislation, Long Distance and Rules Committees will discuss every amendment submitted to them and either recommend or not recommend each one. They may also amend proposals first, and then recommend or not recommend. Amendments that are recommended require only a simple majority in the HOD to pass. Amendments that are not recommended will require a two-thirds majority to pass.
 - During the Saturday afternoon HOD meeting there will be a feedback session. This will be informal: comments, suggestions and feedback are invited. Some of the best ideas for improvements to convention have come out of this session. We do want to know what you think.



- **Zones** - Everyone should attend their **Zone Meeting** (Thursday 9:45-11:15am) which will be led by your Zone Chair. If you have zone concerns or thoughts, you should contact your Zone Chair before convention to discuss. If you are not sure who your Zone Chair is, check out [Page 4 of the Who's Who Guide](#) or [contact Chris Colburn](#).
- **Committees** - USMS is divided into four divisions: Administration, Local Operations, Programs and Community Services. We try not to have committees in the same division meeting at the same time. Some committees meet more than once during the convention, but most meet only once. When you attend a meeting, you will see that the committee members sit at a table, and those who are not members sit in the audience. Everyone attending the meeting should sign an attendance sheet. Most committee chairs want to hear from the audience members as well, but the committee has to get a lot of work done at convention in a short time, so audience participation may be limited in some meetings. Only committee members may vote during committee meetings.

15. Robert's Rules of Order

You are free to ask questions and challenge decisions. If there is debate on an issue, speakers will be limited to three minutes each, with one minute for rebuttal, if needed. Debate can sometimes be drawn out. Once everyone who wants to speak has spoken, a vote will be taken. If it seems that debate is going on too long, any delegate can make a motion to stop debate ("Call the question"). The motion to call the question is not debatable, but it does require a second. Once the motion is seconded, we vote immediately whether to call the question. We are NOT voting on the issue yet, but only on whether to cease debate. If two-thirds of the House vote to cease debate, then those who were in line at the microphone when the question was called will still be allowed to speak, but no one else. And then we'll (finally) vote on the issue. Most issues will require only a simple majority to pass. Please refer to a greatly [abridged version of Robert's Rules of Order](#) for more explanation.

16. 2019 Committee Requests

Committee Requests will open at the end of the final HOD 9/29. You will receive a Committee Request Survey via Survey Monkey. If you are on a committee and want to remain on a committee, **you must complete this survey**. If you're a new delegate, you can ask to be put on a committee. If you want to change committees, you can make that request too. We generally try to appoint delegates to only one committee, but sometimes exceptions have to be made.

Still have questions? [Contact USMS Volunteer Services](#) prior to the 2018 Annual Meeting in Jacksonville, FL.