

# **Policies and Procedures**

## **Western Slope League**

### **Amended 10-20-07**

#### **Preface**

Content pertaining to this document may be added/amended/deleted by ratification action of the Western 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 (Western Slope Championship) and fall, after the CSI scheduling meeting. Date, time and place will be announced in a timely manner to all League club members.

#### **Election**

Elections will be held during the summer meeting at the WSL championship weekend. 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 nomination will be posted on the WSL website for preview. Further nominations will be accepted from the floor at the WSL meeting prior to election.

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

#### **Nominating Committee**

Nomination Forms handed out to each team at the last chance meet or last meet prior to WSC

#### **Athlete Representation**

There shall be at least two (2) athletes on the WSL board. Each athlete must be a member of a WSL club.

### **Athlete Election**

Athletes will be elected by their peers: with two votes per team, one for male and one for female. An athlete interested in running for office will have to send in his/her nomination to the WSL secretary no later than the Friday of WSL championship 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 prior to election.

### **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.

### **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 whenever possible, to have no more than two (2) meets per weekend 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).

### **Blanket Sanction Meets:**

- Sanction application and meet format has to 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 Directors Evaluations are not required.
- Splash Fees are not required by CSI.
- A \$.15 Splash fee is required by WSL and payable to WSL.

### **Camps**

- see financial/treasurer section

### **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 summer club coach on the committee.

### **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 next WSL board meeting the minutes will be amended as needed and approved.

## **Western Slope League Web Site Policy**

1. The WSL Website will be maintained and paid for by the WSL.
  - a. Any WSL Board related information will be reviewed by the current VP, prior to posting the information on the website
  - b. Any team related information, like meet, clinic or camp information, may be sent directly to the WSL webmaster
  - c. Any incomplete meet or camp information, missing sanction number, time, dates or entry fees, will not be posted and sent back for correction.
2. Individual teams of the WSL pay per website address, link or domain name.

## **Treasurer/ Financial Policy**

1. Reports - Treasurer presents a financial report at every meeting.
2. Budget - To be set by the budget committee.
3. Dues/Splash Fees
  - a. Membership dues of \$25.00 payable no later than May 1st.
  - b. Splash fees to be paid within 14 days of hosting a meet.
4. Camps - WSL will pay, upon request and pre-approval, at least \$2,000.00 for one week (5-7 days) camp and at least \$500.00 for a one day camp.
5. Reimbursement
  - a. Officials - no reimbursement.
  - b. Athletes - see WSL website for form and submission information.
  - c. Meets - WSL will pay for the meals for officials and coaches during WSC.

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