

	POLICY & PROCEDURE	PROCEDURE NUMBER: 150
	Subject: TRAVEL – ANNUAL USAS CONVENTION PROCEDURES	EFFECTIVE DATE: 07/18/2012 Approved: 07/18/2012

1. General Abstract

- a. The current By-Laws of Arizona Swimming provide that certain elected officers/ directors shall represent AzSI as voting delegates at the annual USA Swimming convention and House of Delegates. Those delegates are: i) General Chair, ii) Administrative Vice Chair, iii) Age Group Chair, iv) Senior Chair, v) Senior Athlete Representative and vi) Senior Coaches Representative.
- b. It is the intent of AzSI that individuals who attend the annual USA Swimming convention (the “Arizona Delegation”) should be reimbursed for expenses associated with such travel in accordance with the AzSI Expense Policy (Policy 100 et seq).

2. Selection of Alternate Delegates to Convention

From time to time various voting delegates to the USAS annual convention will be unable to attend.

- a. Voting delegates to USA Swimming annual convention should inform General Chair of their inability to attend the convention as soon as possible.
 1. The AzSI By-Laws provide that if elected representatives are unable to attend then their elected alternative, if any, shall attend instead. or
 2. If no such elected alternatives exist the AzSI General Chair may appoint an alternate for the voting delegate if he chooses. Such decision shall be the sole responsibility of the General Chair but is subject to the advice and consent of the Board of Directors. Positions such as Athlete and Coach representatives may only be replaced by individuals with like registration.
- b. Should an elected alternative or one invited by the General Chair agree to attend the annual convention, that individual will be entitled to the same reimbursement as for all other Arizona Delegates.
- c. From time to time the General Chair, with the advice and consent of the Board of Directors may decide to invite other representatives to the annual convention. These representatives must be a member of USA/Arizona Swimming and shall be entitled to the same reimbursement as for all other members of the Arizona Delegation.

3. Athlete participation at Convention

In accordance By Laws of AzSI, the senior athlete representative board member is eligible to attend the annual USAS convention. Participation is dependent upon the following:

- a. Notwithstanding anything to the contrary, permission for any athlete representative to attend any annual USA Swimming convention is at the sole discretion of the General Chair. Such permission may be granted or withheld as seen fit by the General Chair.
- b. If the athlete representative is a minor, written permission from athlete's parents/guardians to attend is required. Parents shall also provide AzSI with Emergency Contact and Medical Releases and Permission to Treat. Parents/Guardians shall also acknowledge that the athlete will be required to sign and abide by certain Codes of Conduct and the penalties for violation of such Codes of Conduct. Forms will be provided by AzSI.
- c. All athletes shall prior to attending convention, sign and agree to comply with AzSI and, if appropriate, USA Swimming Code of Conduct and any other documents that may from time to time be required by AzSI or USA Swimming.
- d. From time to time the General Chair, with the advice and consent of the Board of Directors may decide to invite the junior athlete representative to the annual convention. That junior representative shall be subject to same conditions as the Senior Representative.

4. Duties at Convention

The purpose of attending convention is to both represent Arizona Swimming and to bring back to Arizona ideas to enhance the sport of swimming in Arizona.

- a. Prior to attending convention the General Chair shall have discussions regarding various meetings seminars etc which various members of the Arizona Delegation should attend.
- b. Meeting shall be held to discuss pending legislation or elections and to discuss impart on swimming in Arizona.
- c. At convention there will be, from time to time, meetings of the Arizona Delegation to discuss the convention, its progress and impending matters. All members of the Arizona Delegation will attend such meetings. The General Chair, at his sole discretion may, from time to time, excuse members of the Arizona Delegation from such meetings.

5. House of Delegates, Voting:

- a. All members of the Arizona Delegation to convention are expected to attend all sessions of the House of Delegates whether or not they have a vote at the House of Delegates. .
- b. In accordance the AzSI By-Laws and Rules of USA Swimming, AzSI has six votes at the USA Swimming Annual House of Delegates. The General Chair may reassign available votes to other members of the Arizona Delegation if necessary.

6. Western Zone Meeting.

During the annual USA Convention there will be at least two meetings of the Western Zone of USA Swimming.

- a. All members of the Arizona Delegation are expected to attend those meetings.
- b. Arizona has three votes in the Western Zone meeting. Generally they are the General Chair, Athlete Representative and one of the Coach members of the Delegation. Should any question arise regarding voting, the General Chair shall made the final determination as to who may cast Arizona's votes.

7. **Report to the Board of Directors**

Within two weeks of returning from Convention, participants shall submit to the General Chair a written report highlighting the Convention and the application of its topics to AzSI.

- a. Failure to submit the required report shall disqualify the participant from further such Events.
- b. General Chair shall circulate the reports to the Board of Directors and committee chair as appropriate.

Updates

Date	By Whom	Abstract of Change	Section	Control #
07/18/2012	B of D	initial adoption	All	12-002