



Policy & Procedures Manual

Wisconsin Swimming, Inc.

Policy 24: Annual and Regular Wisconsin Swimming House of Delegates Meetings

Effective Date: June 24, 2025

Last Revision Date: June 24, 2025

Scope: *Effective September 1, 2014, the mandatory Annual House of Delegates Meeting for Wisconsin Swimming, Inc., will commence. At the Annual Meeting, the following will occur: election of Officers of Wisconsin Swimming, voting on the Fall/Winter Meet Schedule and LSC Championship meets, participation in relevant education sessions regarding LSC and Club administration.*

24.1 Annual and Regular Meetings

- 24.1.1 The annual meeting of the House of Delegates of Wisconsin Swimming, Inc., shall be held in the spring of each year, or as determined by the Board of Directors. LSC Sanctioned or Approved meets may not take place on the date of the LSC Annual HOD Meeting in an effort to avoid swimming-related scheduling conflicts with the date selected for the Annual Meeting. A regular meeting of the House of Delegates shall be held in the fall in accordance with a schedule adopted by the Board of Directors.
- 24.1.2 At the annual meeting, the following LSC business shall be conducted:
- A. Election of the Officers and the Committee Chairs/Coordinators listed in LSC Bylaws Article 6 Officers and Directors, and Article 7 Divisions, Committees and Coordinators.
 - B. Voting on the Fall/Winter Meet Schedule and all LSC Championship Meets for the following year.
 - C. Announcement of the Annual athlete scholarship recipients and the selection of the annual ConocoPhillips Outstanding Service Award.
 - D. Relevant education sessions that may include but are not limited to athlete education/clinic, coach education, official's education and LSC/Club administration.
 - E. Other business relevant to the function of the LSC.
- 24.1.3 Effective January 1, 2015, the annual Wisconsin Swimming, Inc. club registration fee shall be raised to \$500, of which up to \$300 will be refunded to the club if a duly appointed Group Member Representative for the club attends the annual meeting, and based on the inclusive club registration dates as follows.
- 24.1.3.A September 1st - September 30th = \$300
 - 24.1.3.B October 1st - October 31st = \$200
 - 24.1.3.C November 1st - November 30th - \$150
 - 24.1.3.D No refund after November 30th
- 24.1.4 Refund eligibility requirements:

- A. The Non-Athlete Group Member Representative shall attend the annual meeting, including the HOD meeting and the applicable educational opportunities provided at the annual meeting, in person.
- B. The Athlete Group Member Representative in person attendance is not required, but strongly encouraged.
- C. If any Group Member Representative cannot attend the annual meeting, a substitute may be sent with the following conditions:
 - a. Written notice must be sent to the Operations Manager two weeks prior to the annual meeting.
 - b. Substitute must meet all requirements to function as a Group Member Representative.

24.2 Annual Meeting Committee

24.2.1 Chair: Admin Vice Chair

24.2.2 Composition: minimum four (4) others

- A. One (1) athlete
- B. Three (3) others, may be non-board members
- C. LSC Staff Liaison

24.3 Annual Meeting Planning Timeline

24.3.1 Annual Meeting Date selection by September 1

- A. Determined by the Board of Directors
- B. Reasonable efforts shall be made to avoid swimming-related scheduling conflicts but this cannot be assured.

24.3.2 Site Selection by September 1

- A. Determined by the Board of Directors
- B. Rotate between Southeast, West and North Regions of the LSC
- C. Swimposiums shall be held in Southeast Wisconsin due to airport access for USA Swimming speakers. Swimposiums are to be applied for every three (3) years, or as USA Swimming allows

24.3.3 Agenda and General Format

- A. Determined by the Board of Directors, the General Chair, and the Annual Meeting Committee, and to include:
 - a. Board of Director's meeting
 - b. House of Delegates' meeting
 - c. Election of Athlete and Coach Representatives
 - d. Athlete Clinic
 - e. General Education session(s), followed by choice of education tracts
 - f. Wisconsin Swimming shall offer a Swimposium in the years for which it is eligible through USA Swimming Policy and Procedure.
- B. A "Consent Agenda" shall not be utilized.

24.4 Annual Meeting Fees

24.5.1 There will be no fee for the registered Group Member Representative and the Athlete Representative who attend the Annual Meeting.

24.5.2 Additional attendees from the Club will be charged a reasonable amount as determined by the Board of Directors.

24.5 Hotel Accommodations

24.5.1 A block of hotel rooms with reduced rates will be obtained and made available on a first come/first serve basis.

24.6 Annual Awards Banquet

24.6.1 Location, date and details of the Annual Awards Banquet to be determined by the Board of Directors with the advice of the Athlete and Coaches Representatives.

24.7 Regular Meetings of the House of Delegates

24.7.1 A regular meeting of the House of Delegates shall be held in the fall in accordance with a schedule adopted by the Board of Directors at their meeting coinciding with the LSC Annual HOD meeting.

Date of Revision	Policy Section(s)	Changes Made
June 3, 2015	24.2	Housekeeping: Format Rule consistent with other Rules
June 28, 2022	Multiple	
April 28, 2023	24.1.1 modified, and new article 24.7 added	LSC Bylaws change coinciding with HOD 4-29-2023 adoption of amendment to LSC Bylaws Article 4.6.
April 29, 2023	24.1.1 & 24.7	LSC Bylaws change coinciding with HOD adoption of revised amendment to LSC Bylaws Article 4.6, providing that a regular meeting of the HOD shall be held in the fall.
June 24, 2025	24.1.1	Amend to not allow LSC meets to be held on date of Annual HOD Meetings.