

To Develop, Improve, and Support Competitive Swimming in the Inland Empire

IES POLICIES AND PROCEDURES - TABLE OF CONTENTS

- I. Inland Empire Swimming
 - A. Organization
 - B. Objectives
 - C. Mission
 - D. Vision
 - E. Conflict of Interest
 - F. Document Retention
 - G. Athlete Code of Conduct
 - H. Member Code of Conduct
 - I. USA Convention
 - J. Zone Meetings
- II. Membership
 - A. Club
 - 1. Individual
 - 2. Full
 - 3. Outreach
 - 4. Seasonal
 - 5. Flex
 - 6. Coach
 - 7. Non-Athlete
 - 8. Officials
 - B. Membership Meetings
 - 1. Board of Directors
 - 2. House of Delegates
- III. Governance
 - A. Members
 - 1. House of Delegates
 - 2. Board of Directors
 - B. Duties and Powers
 - 1. House of Delegates
 - 2. Board of Directors

IES Policies and Procedures Table of Contents | Last Updated: May 9, 2024

- C. Meetings
 - 1. House of Delegates
 - 2. Board of Directors
- D. Committees
 - 1. Governance
 - 2. Executive
- E. Job Description for Board of Directors
 - 1. General Chair
 - 2. Admin Vice Chair
 - 3. Senior Chair
 - 4. Age Group Chair
 - 5. Finance Vice-Chair
 - 6. Coaches Rep
 - 7. Safe Sport Chair
 - 8. Secretary
 - 9. Operational Risk Chair
 - 10. Sr. Athlete Rep
 - 11. Jr. Athlete Rep
- F. Open Meeting
- G. Conduct of Meeting
- IV. General Policies for Committee Administration
 - A. Committees and Coordinators
 - B. Committee Function
 - 1. Technical Planning
 - 2. Governance
 - 3. Athlete
 - 4. Coaches
 - 5. Equipment
 - 6. Safe Sport
 - 7. Operational Risk
 - 8. Officials
 - C. Committee Chair and Coordinator Responsibility
- V. Financial Policies
 - A. Reports
 - B. National/Zone Meet Expense Reimbursement
 - C. Officials National Meet Travel Reimbursement
 - D. LSC Championship Meet Support
 - E. Authorizations

VI. Budget and Reserve Policy

- A. Philosophy
- B. Policy
- C. Definition
- D. Process

VII. Investment Policy

VIII. Swim Competition

- A. Class of Competition
 - 1. Short Course
 - 2. LC Course
 - 3. Prelim-Final
 - 4. Developmental
 - 5. Championship
 - 6. Observed Meet

B. Meet Scheduling and Sanctioning

- 1. LSC Championship Meets
 - a) Bid Process
 - b) Review of Bids
- 2. Club Hosted Meets
 - a) Bid Process
 - b) Review of Bids
 - c) Conflict of Date/Competing Bids
 - d) Failure to Host Meet
 - e) Changes to Bid
 - f) Additions to Schedule
- 3. Sanction
 - a) Application and fee
 - b) Timeline
 - c) Review

C. Rule and Policies for Conduct of Meets

- 1. Meet Announcement
- 2. Pre-Meet Operations
- 3. Meet Operations
- 4. Meet Results
- 5. Post Meet Reports
- 6. Entry Fees

IX. Awards

A. IES Awards

IES Policies and Procedures Table of Contents | Last Updated: May 9, 2024

- X. IES Travel Team
- XI. PROGRAM AND SERVICES
 - A. IES Equipment
 - B. Website
 - C. Crisis Management Plan
 - D. USE OF LOGO