



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

I. Inland Empire Swimming

A. Organization

1. Inland Empire Swimming, Inc. (IES) is one of the 59 Local Swimming Committees (LSC) with responsibility under USA Swimming to govern the sport of swimming in the Inland Empire LSC. Inland Empire Swimming, as delegated to it in the USA Swimming Rules and Regulations, has jurisdiction to conduct swimming programs consistent with the policies and procedures of USA Swimming and to sanction, approve, observe, and conduct, on behalf of USA Swimming, competitive swimming events within the LSC boundaries. Inland Empire Swimming is a tax-exempt organization as described in Section 501(c)(3) of the U.S. Internal Revenue Code and may accept contributions, bequests, and gifts deductible for federal income and estate and gift tax purposes respectively. Inland Empire Swimming operates under by-laws adopted on July 30, 2021, and amended thereafter. IES is governed by its House of Delegates (Article 4), a Board of Directors (Article 5), elected and appointed Officers (Article 6), and various Divisions, Committees, and Coordinators (Article 7) as described in its by-laws. The House of Delegates governs Inland Empire Swimming. The Board of Directors has the authority to act on behalf of the Corporation between meetings of the House of Delegates. The officers of the Corporation comprise the Executive Committee and shall have the authority to act on behalf of the Corporation between meetings of the Board of Directors.

B. Objectives

1. The objectives and primary purpose of IES shall be the education, instruction, and training of individuals to develop and improve their capabilities in competitive swimming. IES shall promote swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules, regulations, policies, and procedures of FINA, USA Swimming, IES, and its Articles of Incorporation.

C. Mission

1. To develop, improve, and support competitive swimming in the Inland Empire

D. Vision

1. Provide a safe and positive atmosphere for swimmers of all abilities to achieve and sustain lifelong success

E. Conflict of Interest

1. Conflict of Interest Statement - The Conflict of Interest Statement can be found in Appendix B: Conflict of Interest

F. Document Retention

1. **Purpose:** The purposes of this document retention policy are for Inland Empire Swimming, Inc, to enhance compliance with the Sarbanes-Oxley Act and to promote the proper treatment of corporate records of Inland Empire Swimming, Inc

2. **General Guidelines:** Records will not be kept if they are no longer needed for the operation of MWS or required by law. Unnecessary records will be eliminated from the files.

Section 1 - IES | Last Updated: May 9, 2024



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

Records will be destroyed in a manner deemed appropriate for compliance with privacy laws.

3. **Exception for Litigation Relevant Documents:** IES expects all officers, directors, and employees to comply fully with any published records retention or destruction policies schedules, provided that the following general exception to any stated destruction schedule is noted: If you believe, or IES informs you, that IES records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

4. **Document Retention Periods of Specific Categories:**

- a) Organizational Documents – permanently
- b) Tax Records – 7 years with exceptions
- c) Banking Records
- d) Employment Records/Personnel Records
- e) Board and Board Committee Materials
- f) Legal Files – 10 years minimum
- g) Contracts
- h) Insurance Policies
- i) Inventories – 7 years
- j) Correspondence
- k) Electronic Mail
- l) Meet Reports

G. Athlete Code of Conduct

1. Inland Empire Swimming athletes recognize and agree to conform to the IES Code of Conduct as outlined in Appendix C: IES Code of Conduct.

H. Member Code of Conduct

1. Members of Inland Empire Swimming are bound to the USA Swimming Code of Conduct as outlined in Article 304 of its Rules and Regulations and will sign the appropriate Code of Conduct before participating in Inland Empire-sponsored activities or events.

2. Any member or prospective member of USA Swimming may be denied membership if such member violates provisions of the USA Swimming Code of Conduct or aids, abets, or encourages another person to violate the provisions of the USA Swimming Code of Conduct.

I. USA Swimming Annual Meeting

1. Officer and Representative Delegates. It shall be the duty and privilege of up to 8 members of the IES Board of Directors to attend the USA Swimming Annual Meeting. The final attendance shall be as recommended by the General Chair and approved by the Board of Directors once USA Swimming publishes the schedule.

2. Representative Alternates. If a Representative is unable to attend the USA Swimming

Section 1 - IES | Last Updated: May 9, 2024



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Annual Meeting, then the Representative, with the advice and consent of the General Chair, shall designate another individual to attend as a representative of IES.

J. Zone Meetings

1. Officer and Representative Delegates. It shall be the duty and privilege of
 - a) the General Chair,
 - b) the Administrative Vice-Chair,
 - c) the Age Group Vice-Chair,
 - d) the Senior Vice-Chair.
 - e) The Senior Athlete Representative and
 - f) the Coach Representativeto attend the Western Zone Meeting as voting delegates.
2. Officer Delegate Alternates. If any of the officer delegates are unable to attend, their elected alternates, if any, shall attend in their places. If there are no elected alternates or the elected alternates are unable to attend, then the General Chair, with the advice and consent of the Board of Directors, shall appoint alternates who shall attend the Western Zone meeting as delegates representing IES.
3. Athlete Representative Alternates. If an athlete delegate is unable to attend, the Athlete Representative next most senior in term of office shall attend. If seniority cannot be established or there remains no additional Athlete Representatives or alternates able to attend, then the General Chair, with the advice and consent of the Board of Directors, shall designate one or more Athlete Members to attend as a representative of IES.
4. Coach Representative Alternates. If the Coach Representative is unable to attend, then the Coach Representative, with the advice and consent of the General Chair and the Board of Directors, shall designate an alternate Coach Member to attend as a representative of IES.