



Metro Committee Operating Procedures 2019

Vision: Leading the nation that leads the world.

Mission: Proud of our tradition, SCS provides support for our members in their pursuit of excellence.

Core Values: Athlete-centric, Collaborative, Cohesive

ARTICLE I NAME, JURISDICTION, AND TERRITORY

Section 1: This organization shall be known as Metro Committee of Southern California Swimming and shall consist of those registered clubs (group members) in the area defined as the Metro Committee by Southern California Swimming Inc.

Section 2: The Metro Committee is a non-profit, administrative sub-Section of Southern California Swimming and USA Swimming. As such, these Operating Procedures of the Metro Committee shall defer to the Southern California Swimming and/or USA Swimming bylaws wherever in conflict. All issues not addressed in these Operating Procedures shall defer to the Southern California Swimming bylaws or USA Swimming bylaws should said issues be addressed there.

ARTICLE II OBJECTIVES

Section 1: The Metro Committee exists to promote and administer a developmental swim program for age group swimmers, to promote training for meet officials, and to recruit and develop coaching and other leadership personnel for the sport of swimming.

Section 2: The Metro Committee shall promote age group swimming for the benefit of swimmers of all ages and abilities In accordance with the rules of USA Swimming, and Southern California Swimming (SCS).

Section 3: The Metro Committee is to provide training and competitive swimming within the Committee and to prepare individual swimmers for higher levels of competitive swimming within and outside the Committee as well.

ARTICLE III MEMBERSHIP AND FEES

Section 1: The Metro Committee members shall consist of those registered clubs in the area defined as the Metro Committee by Southern California Swimming.

Section 2: A current Club registration with USA Swimming is a prerequisite for a club to be assigned to the Metro Committee, and to bid or host a Metro Committee meet. Clubs hosting meets shall be assessed 60¢ per swimmer entered.

Section 3:



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A. Each member club of the Metro Committee in good standing shall be entitled to one vote on matters of business and election regardless of the number of members present.

B. No member club shall have more than two votes total.

Section 4: REPRESENTATION

A. Each member club of the Metro Committee in good standing shall be entitled to one vote by a representative of the club and must be currently registered as a member of USA Swimming.

B. Each duly elected member of the board of Directors of the Metro Committee shall have one vote, with the exception of the Chairman, or acting Chairman, who may only cast a vote in the case of a tie. The Chairman may, however, cast a vote as their team representative.

C. Each past Chairman shall be entitled to one vote.

D. No individual shall have more than one vote (except the Chairman, and then only in the case of a tie vote where they have already exercised a vote as their club representative).

E. There shall be no proxy votes accepted of any kind, on any business matter or election.

F. All others present at a general meeting are entitled to voice but no vote.

H. An executive committee comprised of the Committee Chairman, Vice Chairman, Secretary, Coach Representative, Program Senior and the persons elected to serve on the SCS Senior, Age Group, and Review Sections shall be empowered to act for the Committee between meetings.

I. Metro Committee Clubs are encouraged to attend Metro Committee prior to bidding on a Metro Committee Meet.

ARTICLE IV OFFICERS

Section 1: The elected Section officers shall consist of the following: (a) Chairman, (b) Vice Chairman, (c) Senior Representative, (d) Age Group Representative, (e) Secretary/Treasurer, (f) Officials Chairman, (g) Senior Program Chairman, (h) Junior Program Chairman, (i) Diversity and (j) Safe Sport (k) Athlete Sr Rep, (l) Athlete Jr Rep and (m) Athlete Open Water Rep.

Section 2: In addition there shall be a Coach Representative who shall be elected by the Committee coach members.



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Section 3: In addition there shall be three (3) Athlete Representatives who are to be representative of the Committee athletes in concurrence with the bylaws set forth at the 2007-2008 USA Swimming National Convention which states that at least 20% of each Committee must be made up of USA swimming registered athletes.

Section 4: The term of office for elected officers shall not exceed four consecutive one year terms for the same office with the exception of the Program Chairs, which is two consecutive, two-year terms. Any member shall be eligible for re-election to office after the intervention of one year. Term limits do not apply to temporary appointments made in order to fill a vacancy.

ARTICLE V ELECTION OF OFFICERS

Section 1: The Chairman shall appoint a nominating committee to be headed by the Vice-Chairman. The election shall be held during the October meeting. At this time additional nominations may come from the floor. All clubs in good standing may cast one vote for each office. A simple majority will elect the officers. No proxy votes will be accepted.

Section 2: Notification of the election and a slate of officers shall be e-mailed to all member clubs in good standing not less than two weeks prior to the election meeting in October.

Section 3: The Committee's Coach's Representative will be elected by the Committee's Coach Members at the conclusion of the October meeting. The Officials Chair is selected by SCS.

Section 4: The Athlete Representatives must be registered athletes with USA Swimming who are in high school between the ages of 15-18 years of age. Each Metro Committee Member Club may nominate three acceptable candidates from their respective clubs at the June Metro Committee Meeting. Athlete Rep Positions will commence in July until October Metro Meeting. No club may have more than one Athlete Representative sitting on the Committee at any time. Should any Athlete Representative be unable to complete his/her term, the Chairman of the Metro Committee may appoint any athlete to finish the unexpired term of nominated athletes; so long as there is not more than one Representative from a single club.

Section 5: Term of office shall be one year beginning January 1st with the exception of the Program Chairs, which are two-year terms elected in alternating odd and even years.

Section 6: An appointee selected by a majority of the remaining elected officers shall fill any vacancy occurring. The appointed successor shall hold office during the remainder of the term. The Chairman may poll by phone or conference call the remaining officers in order to make said appointment.



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ARTICLE VI RESPONSIBILITY OF ELECTED OFFICERS

Section 1: Chairman

A. The Chairman shall direct and oversee the Committee's functions and shall call meetings when necessary. The Chairman shall be responsible for appointing the necessary Committee chairman and members at large.

B. The Chairman shall attend all meetings of the LSC Board of Directors as a voting member, or designate a qualified representative to attend.

Section 2: Vice-Chairman

A. The Vice-Chairman shall act in the capacity of Chairman when necessary and shall assist the Chairman in the performance of the Chairman's duties.

B. The Vice-Chairman shall be responsible for parliamentary procedure and the continual monitoring of the Operating Procedures.

C. The Vice-Chairman will head a standing bylaw committee composed of Committee members selected by the Vice-Chairman or Chairman.

D. The Vice-Chairman shall head the nominating committee.

Section 3: Coach Representative

A. The Coaches' Representative shall attend all meetings of the LSC Board of Directors or designate a qualified representative to attend.

B. The Coaches' Representative shall coordinate any Committee all-star competition, including the selection of swimmers, coaches, and uniforms.

C. The Coaches' Representative shall organize the Committee Age Group Coach of the Year' presentation as follows:



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Age-Group Coach of the Year

Award Description This award is designed to recognize a coach and their accomplishments while coaching age-group swimmers (5-18) at age group competition. This would include levels of competition from Junior Olympics to R-W committee swim meets.

Nominating Criteria & Eligibility Eligibility timeframe September – July. Nominees MAY NOT nominate themselves Coaches MUST have coached their team at a minimum of four Metro Committee swim meets. Coaches MUST have coached at and had a team compete in both the Metro Committee SC and LC Championships.

Nominating Procedure Nominations MUST be submitted to the Metro Committee Coaches Representative prior to the July Meeting. Teams may NOT submit a nomination for their own team. List of Nominees will be announced at the July Committee meeting. Maximum of five Coaches shall be listed.

Special Note: In the event that NO nominations are submitted a nominating committee consisting of the following Metro Committee representatives, Coaches Age-Group, Senior and Officials can create a list of nominees.

Voting Procedure

1. Ballots will be handed out to the Head Coach or Head Age-Group Coach of each team registered to compete at the Metro Committee LC Championship Swim Meet at the morning coaches meet.
2. The Metro Committee Chairman and Officials Representative will give one vote each.
3. One vote per team. Submitted and voted on by the Head Coach or Head Age Group Coach ONLY.
4. Voting to take place on Saturday ONLY of the Metro Committee LC Championship Swim Meet.
5. Ballots are to be submitted to the Metro Committee Coaches Representative or Metro Committee Chairman by the conclusion of the Saturday session of the Metro Committee LC Championship Swim Meet.
6. Votes will be counted by the Metro Committee Coaches Representative and Chairman
7. Results will be announced at noon Sunday of the Metro Committee LC Championship Swim Meet.
8. In the event of a tie multiple awards will be given.



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Section 4: Senior Representative

- A. The Senior Committee Representative shall attend all meetings of the LSC Board of Directors or designate a qualified representative to attend.
- B. The Senior Representative shall take responsibility for the dissemination of senior program information from SCS as it applies to the member clubs within the Metro Committee.

Section 5: Age Group Representative

- A. The Age Group Representative shall attend all meetings of the LSC Age Group planning committee or designate a qualified representative to attend.
- B. The Age Group Representative shall organize all Metro Committee Camps. Duties include: selection of sites, selection of coaches, selection of swimmers, and collection of all revenues, merchandise and expenses associated with running the camps.
- C. The Age Group Representative shall direct the procedure of selecting an Athlete Representative.
- D. The Age Group Representative shall coordinate the Athlete's Rep election by disseminating the election information for the Athlete's Rep election and presenting the information to all metro committee teams.
- E. The Age Group Representative shall be responsible for planning annual think tank.

Section 6: Secretary / Treasurer

- A. The Secretary will take the minutes of the proceedings at each meeting and keep a record of the minutes. Copies of the minutes shall be made available to each member club in good standing and to the LSC Board of Directors within two weeks of each meeting. Minutes must include those in attendance at the meeting being reported.
- B. The Secretary shall maintain a current list of mailing / email addresses for club representatives and officers for the Metro Committee.
- C. It is the duty of each member club to provide a current mailing address to the Committee Secretary.
- D. The Secretary /Treasurer will submit to the SCS Treasurer any necessary and/or requested information.
- E. It is the responsibility of the Secretary /Treasurer to reports of current Metro Committee finances at all scheduled Metro Committee meetings.



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Section 7: Officials Chairman

A. The officials Chairman shall schedule training with the goal that each member club have key trained officials, coordinating this training with the SCS Volunteer Officials Chairman.

B. The Officials Chairman shall receive the "Volunteer Officials Form" from clubs hosting meets.

C. The Officials Chairman shall assist the Planning Section in the development of meet formats prior to the meet bid packets being distributed to the general membership.

Section 8: Program Chairs

A. The position of Program Chair should consist of two chairpersons. Each chairperson shall be elected for a two-year term. One chairperson will be elected on the even number years and the other on the odd number years. The responsibilities of the Chairs will be divided by the two Program Chairs and decisions finalized by the senior chair and monitored by the Committee Chairman.

B. The Program Chairs will establish a meet calendar and meet formats for each season, assuring that each age group swims all the LSC approved events equally during each season and that all USA Swimming and SCS guidelines for meet conduct are adhered to. (1) The program chairman shall select a program Committee to help in the creation of said calendar and formats. The Committee shall be comprised of seven members, including the Senior and Junior Program Chairman, two coaches, and two members representing parents and/or athletes, and the Officials Chairman.

C. Establishes a program calendar for suggested meet dates, subject to the approval of the general membership. Program calendar must be submitted for approval of the general membership by the June meeting of the Metro Committee.

D. Establishes a meet bid deadline. Each club shall receive notification via email at least two weeks prior to the June Metro Committee meeting at which bids will be handled and placed on the ballot.

E. Program Chairman will be responsible for creating a bid packet for each year, which includes the required format for each meet on the calendar as established by the program committee. (1) Program Chairman will receive a written bid form from each club listing and prioritizing their bid requests prior to the program committee meeting in July, which will be convened to create a 'Meet Bid Ballot'. The form will include all the criteria information indicated in Section 9, Subparagraph F of this Article. It is the responsibility of the Program Chairman to distribute meet bid forms by mail at least two weeks prior to the program committee meeting where the Meet Bid Ballot will be finalized.



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F. The Program Chairman and his/her committee is responsible for rating each bid received and indicating that rating on the final ballot sent to the clubs prior to the bid meeting. Criteria for bid ratings will be: priority ranking given each meet by the bidding club, number of qualified personnel available to run a meet, number of officials provided, quality of the host facility, and effectiveness at running meets in the past, and number of meets hosted in the past year.

G. Program chairman is responsible for maintaining a meet format 'Log and Archive' where an evaluation of each meet's operation is maintained as a reference for the next year's planning and bid meetings.

H. Program Chairman is responsible for sending out the Meet Bid Ballot at least two weeks prior to the June Metro Committee meeting in which the meet bids will be voted upon by the general membership.

I. The Program Chairman receives all applications for meets and sanctions from the Metro Committee clubs, recommends approval/disapproval to the Metro Committee Chairman; processes these applications to SCS for approval and annotation of sanction number. Processing refers to but is not limited to: (1) Completeness of SCS application form.

J. To insure that meet forms are prepared in a timely fashion; the Program Chairman shall be empowered to provide the format and meet form for any host club, that has not provided an acceptable meet form by 60 days prior to the first day of their meet. 70 days prior to the first day of the meet, the Program Chairman shall send a notice to the contact person listed on the meet bid form, in the event that an acceptable form has not yet been received.

K. Advises the Chairman when arrangements must be made with other SCS Committees for invitational meets and when other SCS Committees hold reciprocal meets. NOTE: SCS rules require the Metro Committee to decide to accept or decline invitations, with the exception of open weekends.

L. USA Swimming competitive rules and SCS Meet Procedures will govern all swim competition sponsored by the Metro Committee or member clubs of the Metro Committee.

M. The Program Chairman will conduct the annual Program Planning meetings

Section 9: Safe Sport Representative

- A. The Safe Sport Representative will educate, communicate and promote all aspects of Safe Sport_ within the Metro Committee on current best practices, updates and new information.

Section 10: Athlete Representative



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A. The Athlete Representatives shall attend all meetings of the Metro Committee and the SCS Board of Directors. Should an Athlete Rep be unable to attend due to education requirements, the Athlete Rep may assign his/her proxy in writing to another athlete who will attend the meeting, thereby maintaining 20% athlete participation. An Athlete Rep who misses more than two meetings is subject to the rule of vacancy. B. It is the duty of the Athlete Representative to inform other athletes and clubs about issues being addressed by the Metro Committee and the SCS Board of Directors.

ARTICLE VII MEETINGS AND CONDUCT OF BUSINESS

Section 1: Regular Committee meetings will be held on a designated Tuesday of each month.

Section 2: Conduct of Business:

- A. Reading, correction, and approval of minutes.
- B. Reports of Officers. Addendums to written reports submitted prior to meeting.
- C. Old Business.
- D. Elections/Bid Meeting (when appropriate)
- E. New Business.
- F.. Resolutions and orders.
- G. Adjournment.

Section 3: Special Meetings

A. The Metro Committee Chairman may call Special meetings of the members at any time. Not less than forty-eight (48) hours notice in the case of notice given by email. The notice of a meeting shall contain the time, date and site.

Section 4: Quorum

A. At any regular or specially called meeting of the membership, a quorum shall be the number of Metro Committee Board Members plus one.

Section 5: Roll Call



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A. A roll call vote may be called for by the Chairman or any voting member of the Metro Committee membership, wherein the representative of each group member of the Metro Committee will be identified and tallied in regards to the issue at hand.

Section 6: A simple majority shall carry all business requiring a vote.

Section 7: The Chairman, or in his/her absence the Vice-Chairman shall be the presiding officer at all meetings. In both of their absences, the attending members shall elect an interim Chairman to preside.

Section 8: All non-budgeted expenditures of the Metro Committee, greater than one hundred dollars and presented without billing or invoice documentation shall require a two-thirds majority of the general membership for approval.

Section 9: Metro Committee meetings, including sub-committee meetings are open to all interested parents, coaches, and supporters of USA Swimming. Committee meetings are open to the general membership with voice only privileges to each non-committee member.

Section 10: The annual Bid meeting shall be conducted in the following manner:

A. Following the presentation of the Program Chairman's Meet Bid Ballot a closed ballot vote shall be taken, voting the calendar of meets entirely on one ballot, meet by meet.

B. The team with the most votes in each calendar slots wins that bid. Team with the second most becomes the backup host.

C. No team may receive more than two meets per calendar year on the initial ballot. If such occurs then the team receiving more than two meets will elect to drop the number of meets in excess of two.

D. Meets not bid for and those meets released on the first ballot will be awarded on a second ballot, where the bids are recruited from the floor. Teams may host more than two meets per calendar year if they secure a bid on this second ballot for a meet not sought by any other team.

E. Meets that must be re-bid due to inability of a team to host a meet awarded will be handled on a closed ballot as in subparagraph D above.

Section 13: The Program Chair will host a planning meeting. Its purpose will be to educate the attendees of the requirements of the Metro Committee and to share with them the experiences of other meet hosts.

ARTICLE VIII RULES OF ORDER

Section 1: Robert's Rules of Order revised shall be the governing parliamentary procedure for the conduct of business by the board.



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ARTICLE IX AMENDMENTS

Section 1:

A. All proposed Metro Committee Standard Operating Procedures to be submitted to the Bylaw Committee three weeks prior to the next Metro Committee meeting. This committee will meet and submit proposed Standard Operating Procedure amendments to the Metro Committee as needed as determined by the Metro Committee Vice Chairman or Chairman.

B. Proposed amendments to these Operating Procedures shall be presented to each member club in writing at the Metro Committee meeting preceding the meeting it is to be voted upon.

C. Changes to the proposed amendments that are needed to avoid conflict with other sections of the Operating Procedures, provide for administrative procedure or in keeping with the spirit of the proposal that does not affect the key components of it may be made in accordance with parliamentary procedure.

D. A two-thirds majority vote of those voting shall be required to adopt any amendment to these Operating Procedures. Each member club shall be furnished a copy of each approved amendment by the Metro Committee Secretary.

ARTICLE X ADOPTION

Section 1: These Operating Procedures as stated have been adopted as the governing instrument of the Metro Committee and shall go into effect this **March 12th, 2019**.

Approved:

 3/16/2019
Chairman Date

 03/16/2019
Vice Chairman Date