



GRIN Policy Handbook

*Revised by GRIN Board of Directors, June 27, 2016
Addendum added January 2018 and updated June 15, 2021
Addendum added August 2022 and updated January 5, 2023
Addendum added January 2024 and updated March 1, 2024*

Section 1 - Purpose, Goals, and Objectives of GRIN

A. Purpose:

The purpose of the Greater Indiana Local Masters Swimming Committee (“GRIN”) shall be to govern and administer Masters Swimming in Indiana, as defined by United States Masters Swimming, Inc. (“USMS”), and to assist its members in the conduct and organization of activities that further Masters Swimming. As an affiliated entity with USMS known as a Local Masters Swimming Committee (“LMSC”), all Masters Swimmers of GRIN shall be registered with USMS and shall be subject to the rules and regulations of USMS as set forth in its Rule Book. For all purposes hereafter, reference to Masters Swimming or a Masters Swimmer means the system or swimmers of the USMS program. GRIN’s goals and objectives include the promotion and development of swimming, aquatic safety, physical fitness and good health for the benefit of Masters Swimmers of all abilities in accordance with the goals, objectives, rules and standards prescribed by USMS.

B. Boundaries:

The geographic boundaries of GRIN include the entire state of Indiana except the counties of Floyd and Clark or as defined by the USMS Rule Book (the “Territory”).

C. Non-Profit Status:

GRIN shall govern, administer, and promote Masters Swimming in the Indiana Territory as a non-profit committee of USMS.

Section 2 - Organizational Structure

A. Board of Directors:

The GRIN Board of Directors is comprised of Executive and Appointed Board Members.

1. Executive Board Members:

The Executive Board positions are the **Chair, Vice-Chair, Secretary, and Treasurer**. These positions are elected bi-annually per the 2015 GRIN By-Laws.

Chair: The Chair of the LMSC is responsible for managing the operation of the LMSC in accordance with the LMSC’s By-Laws and the USMS Rule Book. The LMSC Chair is the main point of contact for USMS Board of Directors, Zone Rep, National Committees, and the USMS National Office. The Chair is responsible for coordinating LMSC meetings, and keeping the LMSC on track with an agenda that prioritizes the operational needs of the LMSC and the important initiatives communicated by the USMS leadership and the USMS National Office. The Chair

works directly with the other volunteer officers to ensure that the LMSC is delivering membership needs in accordance with the LMSC Standards policy.

Vice-Chair: The role of the LMSC Vice-Chair is to assist the Chair in any area necessary. The position can also act as a succession planning capacity for the Chair role, or as a successive role after having served as Chair. In the latter case, a former Chair in a Vice-Chair role can offer significant assistance to the new Chair, bridging the transition and ensuring a more successful outcome.

Secretary: The LMSC Secretary is responsible for effective, informative, and timely communications to the membership either through direct communications, such as email and Facebook, or indirect communications, such as the recording and publishing of meeting minutes. These actions enhance the ability of the LMSC to promote the swimming opportunities available for the adult membership to maintain their health, wellness, and fitness and to participate in competitive events. The LMSC Secretary also acts as the custodian of historical records and decisions regarding policy and monetary expenditures so that LMSC members can see that the board and its delegates are acting on their behalf. The Secretary must submit the Annual Meeting Minutes to the USMS National Office within four (4) months of the end of the fiscal year.

Treasurer: The Treasurer of the LMSC is responsible for managing the LMSC financial operations. The position works closely with the LMSC Registrar, the Chair and USMS National Office to regularly manage deposits and fund transfers throughout the year. The Treasurer submits accounting and budgetary reports and updates that serve to inform the LMSC, its members, and the USMS National Office. These updates include an Annual Financial Report, Budget and the appropriate IRS tax forms by their required deadlines. The Treasurer must submit Annual Financial Reports to the USMS National Office within four (4) months of the end of each fiscal year. The Treasurer cannot also serve as the Registrar for the LMSC.

2. Appointed Board Members:

The Appointed Board positions are **Sanctions, Registrar, Top Ten Recorder, Coaches Chair, Fitness Chair, Safety, Officials, Communications,** and **Webmaster**. These positions, unless otherwise noted, may be combined with other Board positions. Additional positions may be appointed as needed.

Sanctions: The Sanctions Chair is the primary LMSC contact that interfaces with Event Directors to assist them with submitting the required information needed to obtain a USMS sanction or recognition for a particular pool or open water competition. The Sanctions Chair will support the USMS National Meets by not allowing LMSC-sanctioned meets on those days in which a National Meet is taking place within the Indiana LMSC.

Officials: The Officials Chair is responsible for implementing policies and procedures to ensure that USMS sanctioned and recognized meets within the LMSC boundaries are conducted uniformly and in accordance with USMS rules and regulations.

Registrar: The Registrar is responsible for processing both Club and Member registrations for both new memberships and renewals. The Registrar also responds to inquiries from Members, Potential Members, Clubs, Potential Clubs, LMSC officers, and the National Office in a timely manner. The Registrar position CANNOT be filled by the Treasurer.

Top Ten Recorder / Awards: The Top Ten Recorder / Awards position has 2 functions. As Top Ten Recorder, this person tracks and reports competitive results for the LMSC membership in local, national, and world competitions for Top Ten swims, as well as LMSC, USMS, and World records; submits regular result reports to the National Swims Administrator; and communicates notable results to LMSC Newsletter, Webmaster, and Secretary for broadcast to the local membership. This position also works closely with the sanctioned and recognized Meet Directors, as well as the LMSC Officials Chair to confirm appropriate details related to USMS competitive rules and regulations. In the Awards function, this person is charged with managing the process of recognizing volunteer (or sometimes contractor or vendor) participation of various levels. From simple mentions in the newsletter to certificates, plaques and trophies, this position is charged with nominating, vetting and presenting awards to the various recipients, according to established LMSC protocol. The LMSCs need volunteers to perform many functions. Recognizing volunteer efforts is always a good way to encourage continued efforts and pave the way for new volunteer recruitment.

Coaches Chair: The Coaches Chair acts as the LMSC liaison with the local LMSC coaching community to facilitate the flow of relevant information from the LMSC, USMS Coaches Committee, and National Office. This position leads the effort to develop effective relationships with area coaches, and assists them in their effort to develop their skills and grow their programs.

Fitness Chair: The Fitness Chair generally works to develop, collect and disseminate information to USMS members about nutrition, training, and fitness through the LMSC newsletter, website, and other means of communication. In some cases, they also help to coordinate clinics to encourage members to set personal fitness goals, emphasizing dry side and wet side training for overall wellness. The Fitness Chair may also coordinate with local health, safety, and fitness professionals in the swimming community to promote events, activities, and educational initiatives that relate to health and wellness through swimming. The position may also be charged with promoting USMS Postal events within the LMSC.

Safety / Open Water Chair: The Safety / Open Water Chair is the primary resources for procedures regarding safety procedures and equipment at swim meets and other USMS-sanctioned events. This position also ensures that the USMS and LMSC safety guidelines and procedures are understood by meet hosts and that sanctioned open water events operate under these USMS and LMSC guidelines in a safe manner.

Webmaster: One of the most critical functions within an LMSC is communication with members. With the quickly changing face of Information Technology, there are many ways to get the word out. The Webmaster ensures a working website and

timely enhancements to provide the best interface between the GRIN Board and its members.

Communications Chair: One of the most critical functions within an LMSC is communication with members. The Communications Chair assures the regular communications are sent to all registered members via both email and website announcements. Registration forms for individuals and clubs, meet and clinic entry forms, meet results, meeting minutes, records updates, etc. are all to be disseminated to membership in a timely fashion.

Review Chair: This position is only activated when there is a grievance facing the LMSC. This person reviews the issue, hears from both sides, and offers guidance moving forward to resolve the issue.

B. Membership:

GRIN is comprised of Individual and Club members. The fee structure for each member can be found in the GRIN By-Laws.

1. Individual Members:

Individual Members of GRIN are those persons who pay the requisite annual membership dues and fully complete and execute the initial GRIN registration form as published by GRIN from time to time, and who have current USMS Registration Cards and Numbers reflecting GRIN as that person's LMSC. Membership shall terminate upon the Individual Member's filing of an application for the transfer of the Member to another LMSC or Club registered to another LMSC, or on December 31st of each year until such time as the member renews his/her membership consistent with the registration policies of GRIN. *Individual Members are not voting Members.*

2. Club Members:

Club Members are those groups originally comprised of no less than four (4) Individual Members who join together to form a Club as defined in the USMS By-Laws. A Club Member must be duly registered with GRIN pursuant to the Club Member registration requirements from time to time established by GRIN policies and formed prior the Election Notice Date or date of notice of any other meeting of the Members in order to be entitled to vote through their appointed Club Representative (see below).

C. Club Representatives:

All Club Members shall be entitled to one (1) vote for their representation of their entire respective Individual Members. Each Club Member's representative ("Club Representative") at any meeting of the Members shall exercise its vote. At the time of registering with GRIN, Club Members shall identify the name, e-mail address and telephone number of their Club Representatives who shall hold voting entitlements at any GRIN meeting of Members. Changes to a Club Representative must be submitted by writing or e-mail to the GRIN Secretary a minimum of 7 days in advance of any meeting of Members at which the Club Member desires to exercise its voting privileges.

Section 3 - Financial Operating Guidelines

A. Operating Budget:

An annual budget of income and expenses will be established by the Treasurer and reviewed by the Executive Board within 4 months of the fiscal year's end.

B. Definition of Reimbursable Expenses:

Reimbursable expenses are monies spent by a GRIN representative for the benefit and betterment of GRIN that are reimbursable under the rules below. Expenses in conjunction with the USMS National Convention are outlined in Section 4 below.

C. Procedures for Reimbursement:

Requests for reimbursement must be submitted in writing to the GRIN Treasurer. Requests must include proper documentation to be considered. Approval for such reimbursements will be made in accordance with the following guidelines:

1. Expenses under \$100 per month may be reimbursed at the discretion of the Chair, but must include documentation.
2. Expenses between \$100-\$499 must be approved by at least three (3) Board Members before reimbursement can take place. Documentation must be included.
3. Any expenses over \$500 must be approved by a majority of Board members before reimbursement can take place. Documentation must be included.

D. Requirements for Financial Reporting:

The Fiscal Year for GRIN runs from January 1 - December 31 of each year. Annual financial reports will be published within four (4) months of the end of each fiscal year and sent to the USMS National Office.

E. Scholarships

Upon approval as per the Procedures for Reimbursement above, GRIN may award scholarships to those pursuing endeavors that will positively impact the Indiana LMSC. This primarily includes USMS Coaching and Adult Learn-to-Swim certification classes and coaching clinics, as well as potential meet expense reimbursements. Scholarships will reimburse the cost of the training course only; no out-of-pocket expenses, such as lodging, meals, or mileage, will be reimbursed. Scholarships provided by GRIN will not exceed a total of \$1,500 in any given fiscal year. However, scholarships may also be provided for additional educational enrichment that will better GRIN as approved by the Board.

Section 4 - USMS National Convention

A. Convention Delegates:

Automatic delegate status may be found in the USMS Rule Book, Article 504.

All designated Board Members will have the opportunity and are encouraged to attend convention, as the budget allows. Unless some unforeseen budgetary constraints arise, attendance by all will be strongly encouraged. The Delegate order will be determined according to Board Member's relationship to their USMS / LMSC responsibilities. If a Board member cannot attend, then the next Board Member on the list will be designated as a Delegate. Order appears below:

1. Chair
2. Vice-Chair

3. Secretary
4. Treasurer
5. Registrar
6. Top Ten Recorder / Awards
7. Sanctions
8. Safety / Open Water Chair
9. Coaches Chair
10. Fitness Chair
11. Webmaster

B. *Financial Reimbursement for Delegates:*

As participation for all eligible Delegates is strongly encouraged, a number of financial provisions for Delegates are in force to limit the financial constraint on individuals electing to attend the USMS National Convention. Each delegate will receive a \$100 stipend. In addition, the following are reimbursable expenses:

1. Travel expenses for designated delegates.
2. Room expense for designated delegates - double or more occupancy. For single rooms, the delegate is responsible for the difference.
3. Evening meals for the GRIN delegation will be paid for by the LMSC. No guests or convention delegates or other USMS officers will be included in the dinner expenses.

** Any delegate who has half of their expenses paid for by USMS due to holding a National Office will be reimbursed for any remaining costs by GRIN.

Section 5 - GRIN Meetings

GRIN holds an Annual Meeting as required by USMS, as well as Mid-Year and Special Meetings throughout the remainder of the year as necessary.

A. *Annual Meeting:*

The Annual Meeting of the Members shall be held at the GRIN State Meet (see Section 10). The Annual Meeting notice, including the day and hour of the meeting, shall be delivered by email and published on the GRIN website thirty (30) days in advance of the meeting. The Executive Committee may, at its option, designate the annual meeting to be held during the week immediately preceding the State Meet in lieu of the State Meet meeting (the "Alternative Annual Meeting Date") with the results from such meeting being announced at the State Meet.

B. *Mid-Year Meetings:*

If the Executive Committee determines such meeting is necessary, a Mid-Year Meeting may be held following the USMS National Convention at a time to be determined by the Executive Committee. The announcement of any Mid-Year Meetings will be published on the GRIN website and delivered by email, including address and date, at least 30 days in advance of the meeting.

C. *Special Meetings:*

Special meetings of the Members may be called by the Board, the Chair, or not less than one-third of the Club Members. All matters to be considered at special meetings shall first be submitted in writing to the Board not less than thirty (30)

days prior to the date of the special meeting of the Members called to consider such matters. Notice stating the purpose, place, day and hour of any special meeting of Members shall be delivered by e-mail to each Club Representative entitled to vote at such meeting not less than twenty (20) days before the date of such special meeting, by or at the direction of the Chair or the Secretary, or the Officer or persons calling the meeting. Such notice of any Alternative Annual Meeting Date or Mid-Year Meeting shall also be delivered by email.

Section 6 - Insurance

In connection with USMS-sanctioned events and approved activities, USMS provides Participant Accident, General Liability and Excess Liability coverage for the protection and benefit of its LMSC's, registered members, member clubs, club chapters, workout groups, event hosts, employees and volunteers. See the USMS website for additional information: <http://www.usms.org/admin/content/insuranceinfo>

Section 7 - Confidentiality

A. Purpose:

In the course of fulfilling its mission to promote fitness and health in adults by offering and supporting Masters swimming programs, GRIN collects and creates confidential information. The purpose of this policy is to ensure that disclosure of confidential information is limited to authorized persons and authorized business purposes.

B. Policy:

Board Members, contractors, and volunteers of GRIN shall not disclose, divulge or make accessible confidential information belonging to or obtained through GRIN or its members to any person, other than to persons who have a legitimate need for such information and to whom GRIN has authorized disclosure. Confidential information shall be used solely for the purpose of performing services for GRIN. This policy is not intended to prevent disclosure where disclosure is required by law.

C. Examples:

Examples of confidential information include, but are not limited to:

1. Personal identification information about GRIN members, which is any piece of information that can potentially be used to uniquely identify, contact or locate a single person.
2. Negotiations and business arrangements with sponsors, vendors, contractors, lessors and other potential or actual business associates
3. Proprietary information that allows GRIN to be more competitive in the marketplace, such as future marketing or business plans.
4. Information about litigation and/or investigations.
5. Information created or obtained during an employee hiring process.
6. Information created or obtained in the context of an ongoing or former employment relationship, such as salaries and wages, Social Security numbers, financial information or performance records.

Section 8 - Electronic Media Communication Policy

The use of Greater Indiana Masters Swimming (GRIN) and U.S. Masters Swimming (USMS) online communication tools, such as forums and social media sites, is a privilege and a benefit that can enhance the member experience. But members of the Board of Directors of GRIN need to be aware that they have special responsibilities when using these communication opportunities. Because of their position, they may be seen as representing the views of the USMS as an organization. Improper communication behavior by GRIN Board members can damage the reputation of USMS and this LMSC or create liability. Therefore, USMS/GRIN Board members should adhere to the following when communicating by on social media, blogs, and on-line forums (collectively "Electronic Media").

A. Transparency:

GRIN Board members who use Electronic Media should clearly state whether they are speaking on behalf of themselves or the USMS organization. Generally, unless granted specific authorization, only the elected officers of GRIN should speak on behalf of USMS and GRIN. When speaking on behalf of oneself on Electronic Media, GRIN Board members should state that any opinions they express are their own and not necessarily those of USMS. While some who comment on Electronic Media have the option of remaining anonymous publicly, GRIN Board members should disclose who they are and should not use anonymous aliases.

B. Accuracy:

GRIN Board members should use reasonable efforts to ensure that their Electronic Communications are true and accurate. Clearly distinguish opinions from facts. Even if one is stating an opinion, a Board member should ensure that his or her statements are accurate. Ambiguity, exaggeration and hyperbole should be avoided, as they can be lead to misinterpretation.

C. Confidentiality:

GRIN Board members should not disclose confidential information on Electronic Media as identify as such. Information posted electronically can spread rapidly and broadly, with little ability to retrieve the information once revealed. This makes following the Confidentiality Policy especially important for Electronic Media.

D. Respect

When GRIN Board members communicate on Electronic Media, they should be considerate and respectful of others. Choose words carefully and keep in mind that readers may have different sensitivities and post only pictures or any media that are not offensive in nature. A good guideline is to imagine whether you would be comfortable communicating what you are saying electronically face-to-face with the recipients or the person who is the subject of your communication. Since the GRIN Board speaks with one voice after decisions have been reached, Board members should not use Electronic Media to criticize Board decisions or Board members. GRIN board members should act responsibly and diligently on social medias where they are acting as administrators with other subscribers / members in order to avoid questionable conversations or media that may be construed to be a club site or site associated with GRIN or USMS.

E. Legal

GRIN Board members should communicate within the bounds of the law. Unless one is acting as Legal Counsel, Board members should not state legal conclusions or opinions. GRIN Board members should also abide by copyright laws when using Electronic Media and should not broadly communicate the copyrighted work of others without authority or permission.

Those Board members who wish to participate in Electronic Media should endeavor to use it as an opportunity to further the mission and values of USMS and the GRIN LMSC. If Electronic Media is to be used by any GRIN Board member, it should portray a positive face of USMS and this LMSC.

Section 9 - Conflict of Interest Policy

Any and all of the reports noted above and any other reports required by USMS shall be submitted in accordance with the rules, policies and procedures of USMS. GRIN shall observe the recommended practices for LMSCs regarding fiscal year, financial statements, reporting, tax returns, payments for services rendered, archives, reviews / audits, and conflict of interest from the USMS Financial Operating Guidelines. The Board shall include in the Policy Handbook additional requirements concerning such recommended practices, including conflict of interest statements and Board acknowledgement forms.

Section 10 - Grievance Procedure

GRIN shall hear grievances on any matter arising solely within the GRIN Territory involving any current or past Individual Member, Club Member, Work-Out Group or sanctioned event alleging unsporting conduct, defined in Part 4 of the USMS Rule Book. Complaints, in writing or by email, shall consist of a concise statement of the behavior or circumstance involved, and signed by the person responsible for making the complaint. The complaint shall clearly identify the person or entity making the complaint and the person or entity against whom the complaint is made. Full Grievance Procedures can be found in the [GRIN By-Laws](#) on the GRIN website.

Section 11 - GRIN State Meet

A. Meet Requirements

1. The GRIN State Championship Meet is typically held between March 1 and April 24.
2. Unless prior approval is granted by the Bid Committee, the championship meet typically is a 2-day event.
3. Assuming acceptable bids are received, the GRIN State Meet will rotate throughout the state each year with one year in the Southern Indiana, one year in Northern Indiana, and the following year in Central Indiana so that all GRIN members have an opportunity to compete close to home every 3 years. Should an acceptable bid not be received from the correct region, the Bid Committee may select the best bid of those received.
4. Meet entries will be accepted through GRIN's Club Assistant account and downloaded to the meet host after entries close.

B. Bidding Process

The GRIN State Championship Meet is awarded to the host organization each year following a bidding process.

1. The bid letter will be made available *by September 1* for the following year's meet. All interested organizations to submit bids for this typically 2-day event.
2. Bid forms and all attachments are *due to the GRIN Chair by October 1*. Attachments to the bid form, such as logos, sample budgets, pool length certification form, and pertinent event details, are not required, but will definitely be considered.
3. Bids are reviewed by the Bid Committee and winners are selected *on or about November 1*. Selection is based on the overall suitability of the bid received.

C. GRIN Annual Meeting Requirement

As spelled out in the GRIN By-Laws, the Annual Meeting of the Members shall be held at the GRIN State Meet.

Section 12 - Sanctioning

A. Pool Events:

GRIN will pay the \$50 sanctioning fee charged by USMS for all pool events. There is no cap on the number of pool events which can take place in any given fiscal year.

B. Open Water Events:

The LMSC will pay the \$100 sanctioning fee charged by USMS for open water events and will pass on the additional \$5 per swimmer fee to the meet host. Open water events will be invoiced by the Treasurer once the event concludes and the final number of swimmers is known.

Section 13 - GRIN State Records

GRIN State Records can be set in any meet that is sanctioned by USMS, USA Swimming, or FINA. Times set at recognized meets will count as State Records if the meet was operated in accordance with USMS rules and the time is eligible for Top Ten submission. For the time to be recorded as a GRIN State Record, the swimmer must be a current GRIN member in good standing.

Section 14 - Awards

Each year, GRIN recognizes those who have been outstanding members of our LMSC. Our annual awards are Honorary Emeritus, the Irv Merritt Award, the Strong Swimmer Award, and the Super Volunteer Award.

A. Honorary Emeritus: (Requirement No. 1, updated 1/1/23-See addendum 2)

GRIN pays the USMS member fees for member. The award is presented at the State Meet each year. To be eligible, members must:

1. Have been part of the GRIN LMSC for at least three (3) of the previous 10 years, but not necessarily consecutively.
2. Have turned 80 within the year (e.g. for 2006, those born any time in 1926).
3. Must have returned a signed honorary emeritus registration each year. If not returned, the honorary emeritus designation will be dropped, with documentation given to the swimmer. The rationale is to discontinue paying

dues for those no longer interested. Although the swimmer would be dropped from membership, they will remain listed in the history and archives.

B. Irv Merritt Award:

This annual award is presented at the State Meet. To be eligible, nominees:

1. Should exemplify the standards and values embodied in the life of Irv Merritt.
2. Must be registered with Greater Indiana Masters Swimming. LMSC officers may be considered for the Irv Merritt memorial award.

C. Strong Swimmer Award:

This annual award is presented at the State Meet. To be eligible, the winner:

1. Has earned the highest number of points swimming long distance and difficult events, including the 400/500 Free (1), 800/1000 Free (2), 1500/1650 Free (3), 200 Fly (3), and 400 IM(4).
2. Must be registered with Greater Indiana Masters Swimming. LMSC officers may be considered for the Irv Merritt memorial award.
3. If the same swimmer wins a third year in a row, the award goes to the second place winner. Anyone can choose to opt out of winning this award.

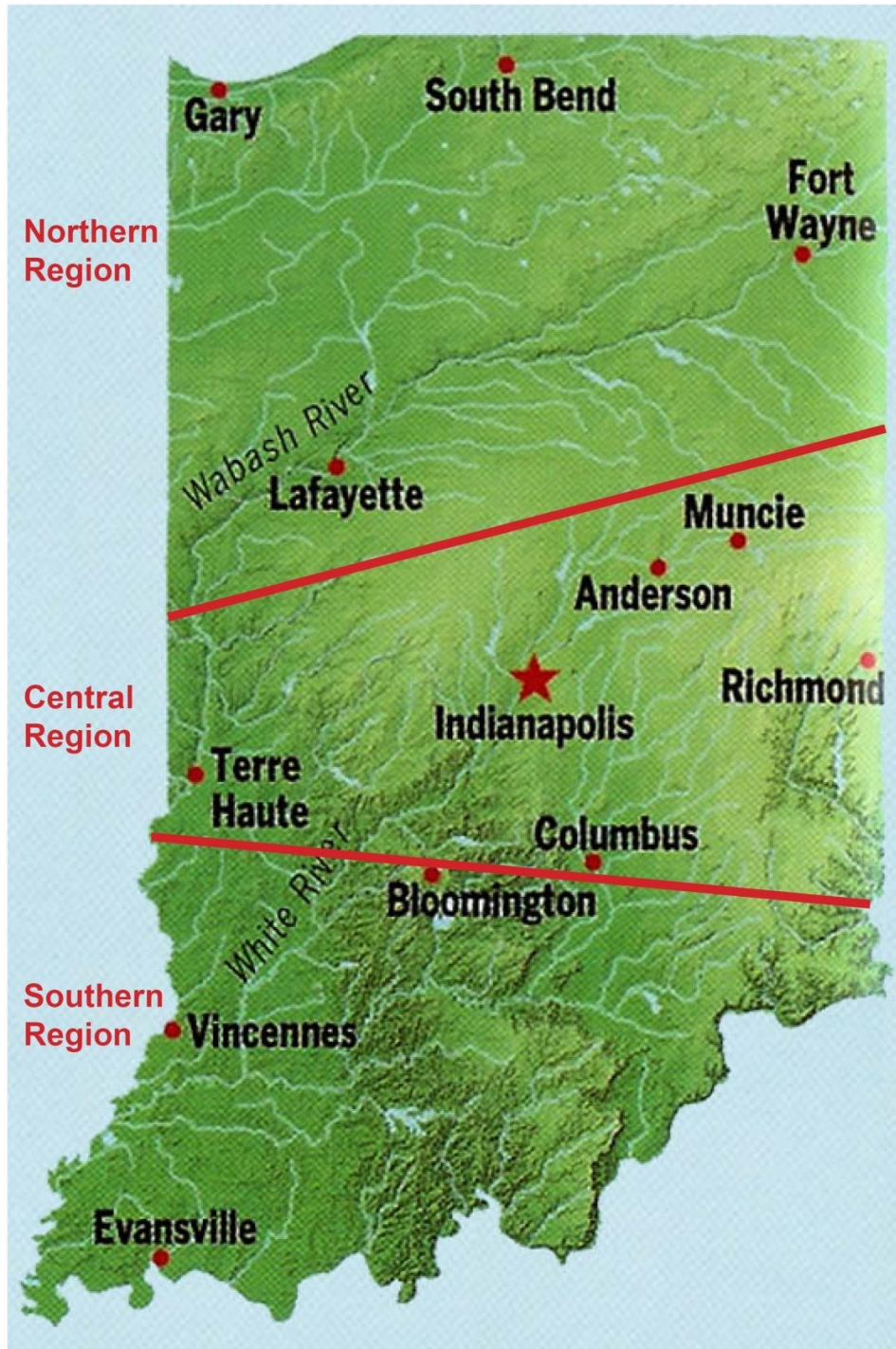
D. Super Volunteer Award:

This annual award is presented at the State Meet. To be eligible, nominees:

1. Should have a demonstrated history of working above and beyond the call in the betterment of GRIN.
2. Must be registered with Greater Indiana Masters Swimming. LMSC officers may be considered for the Super Volunteer Award.

Appendix A: Regional Definitions for State Meet Bidding (Section 11, A, 3) The GRIN State Meet will rotate throughout the state each year with one year in the Southern

Indiana, one year in Northern Indiana, and the following year in Central Indiana so that all GRIN members have an opportunity to compete close to home every 3 years.



**Addendum #1: Greater Indiana Masters Swimming
New Year - New Requirements January 2018
(Updated June 15, 2021)**

- **Required U.S. Masters Membership**
- **Insurance**
- **Club Assistant**
- **Lifeguards**

Happy New Year!

With the New Year brings new clubs, swimmers, meets, and opportunities to grow!

Each year there are new policies that come out, standards to be met and that leads to new policies on the State level.

US Masters provides many benefits to team and swimmers including accident and liability insurance! With the great insurance benefit, we must follow the rules for the insurance to be valid.

The [USMS Participant Accident policy](#) provides excess Accident Medical insurance coverage for USMS registered members (including guest members) and volunteers during USMS sanctioned or approved activities, including sanctioned meets, supervised practices, and pre-approved events. The policy also provides Accidental Death & Dismemberment (AD&D), and Temporary Total Disability benefits to USMS members and event volunteers who are injured in connection with USMS sanctioned or approved activities

USMS also provides [General Liability \(and Excess Liability\) coverage](#) for liability claims brought by third parties alleging bodily injury, property damage, personal or advertising injury arising out of USMS sanctioned events or approved activities. Named Insureds under the USMS liability policies include the LMSC's, registered members, clubs, club chapters, workout groups, event hosts, employees and volunteers.

This U.S. Masters insurance is included in your membership, you have paid for it. The insurance is only valid if the rules are followed, you must have a coach on deck who is registered with U. S. Masters and swimmers in your practice lane, meet or event are registered with U.S. Masters. If even one person in your practice or event is not registered then you are not covered by the insurance described above.

Have a friend who wants to try masters swimming for one practice? They must be registered. Go to: <http://www.usms.org/content/referafriend>

You know someone who wants to try several practice's before making a full commitment? They must be registered. Go to:
http://www.usms.org/admin/lmschb/gto_reg_30daytryout_regform.pdf

As of April 1st 2018, GRIN's will require that all swimmers be registered with US Masters.

Failure to Comply: Teams not in compliance with the above requirement would face the **revocation of the club or workout group membership in US Masters Swimming.**

This revocation of membership will terminate the liability coverage provided by U.S. Masters Swimming and could cause swimmers to lose liability coverage. All non-registered swimmers will also lose Top Ten designations in individual and relay events.

Club Assistant

The use of Club Assistant will be required for the GRIN State Meet.

Lifeguards

Did you know that the State of Indiana requires that a certified Lifeguard be on duty at all times there are swimmers in the water?

https://www.in.gov/isdh/files/410_iac_6_2_1.pdf

410 IAC 62.135 Lifeguards Sec. 35. (a) A qualified lifeguard is required for all public pools.

A qualified lifeguard is required for all semipublic pools with a surface area of two thousand (2,000) square feet or more. **Lifeguards must be on duty at poolside at all times when the pools are open for use.**

(f) When on patron surveillance duty, **lifeguards shall not perform any other duties, including instruction of a class or coaching, and shall not be in the water except in the line of duty.**

(g) Lifeguards on duty shall be identified with distinguishing equipment, apparel, or emblems.

Safety Director

We also recommend each club designate one or more members to act as Safety Directors for practices and swim meets. Attached is a Safety Director check list to help prepare the Safety Director before an emergency situation occurs. If the fire alarm goes off in the middle of 1650 and it is 15 degree's outside, the Safety Director knows how to respond because they have prepared in advance and direct people to safety.

Thank you for keeping our teammates safe in the water, and if we can help your team become safer and more compliant, let us know

Swimmingly,

Your **GRIN** Board:

**Jerrilynn Bayless
Stephen Rouch
Molly Meyer
Austin Kelly
Kim Williams
Lisa Brown
Cheryl Gettelfinger
Dave Oplinger
Ron Gatte**

Lisa Phillips
Brian Cummings

Addendum #2

Section 14, A., 1: Members achieving Emeritus status, beginning 1/1/2023, must have been registered in the GRIN LMSC for the last five (5) consecutive years.