

POLICIES OF THE MICHIGAN LOCAL MASTERS SWIMMING COMMITTEE

Last revised 11-5-18

Preface

Per the Michigan Local Masters Swimming Committee (MI-LMSC) Bylaws, these policies may be added, changed, or deleted by a majority vote of eligible voters at any general membership or Board of Directors meeting. The date on which a policy was adopted is given in parentheses following the policy statement.

Part 1: USMS Rules and Policies

- 1.1 **Compliance with USMS rules and policies.** The MI-LMSC shall comply with the current USMS rules (<http://www.usms.org/rules/>) and USMS policies for LMSC Management (<http://www.usms.org/admin/lmschb/>), including requirements from the current LMSC Standards. (3/24/12)

Part 2: Registration

- 2.1 A State Meet Team is composed of a subset of members from the Michigan Masters club. State Meet Teams are formed for the purpose of competing as local groups at the Michigan State Championship meet only. State Meet Teams are not managed by or registered with USMS and are recognized only within the MI-LMSC. Members of the Michigan Masters club may declare their intent to swim for a specific State Meet Team by contacting the Michigan LMSC Registrar but this must be done prior to the blackout period prior to the State Championship meet (see below 2.4).
- 2.2 **Fees.** The MI-LMSC portion of the annual individual USMS registration fee is \$10.00. A \$5.00 surcharge shall be assessed for paper registrations. (3/24/12)
- 2.3 **Proof-of-membership when entering MI-LMSC meets**
 - 2.2.1 **Advance registration.** Swimmers must be duly registered with USMS and provide proof-of-membership before entering a MI-LMSC sanctioned competition. (4/6/16)
 - 2.2.2 **On-site registration.** The MI-LMSC does not allow swimmers to obtain USMS membership on-site at competitions. (3/24/12)

- 2.2.3 **Proving membership.** USMS membership shall be proved in one of three ways: (a) a photocopy or scan of the individual's registration card submitted if entries are mailed to the meet host; (b) the actual membership card or a digital copy, e.g., saved to a cellular phone or other web-connect device, presented if the swimmer deck-enters a meet; or (c) the swimmer's name appears on a current list of Michigan-registered swimmers provided from the MI-LMSC Registrar to the meet host. Option (c) is not available to out-of-state swimmers who enter masters swimming meets in Michigan. (3/24/12)
- 2.4 **60-day blackout period.** Individuals may not change their affiliation from one MI-LMSC club to another or from one Workout Group or State Meet Team to another, within the 60 days prior to the MI-LMSC state championship meet. (11-5-18)
- 2.5 **One-day registration.** The MI-LMSC permits one-day registration only for open water competitions. (3/24/12)
- 2.6 **State Meet Team notification.** Newly formed State Meet Teams must notify the MI-LMSC Registrar of their desire to register swimmers for their State Meet Team at least 65 days prior to the State Championship meet by providing the Registrar with contact information for a leader from the State Meet Team. The Registrar is empowered to delete State Meet Team from the registration menu of State Meet Team choices if a group no longer contains members. (3/24/12)
- 2.7 **Privacy.** MI-LMSC shall observe USMS policies with respect to release and use of personal information (e.g., name, address, phone number, email address) about its members. (3/1/18)
- 2.7.1 **Unattached Club Registrations** – In keeping with the USMS privacy policy, any person that registers as UC19 (Unattached) will receive an email explaining all the restrictions and guidelines that affect swimmers registering as Unattached. No other method of communication will ensue, unless initiated by the member for further assistance in modifying their Club affiliation. (3/1/18)

Part 3: Support to Clubs and Workout Groups

- 3.1 **Club/Workout Group registration fee.** USMS clubs or USMS workout groups within clubs that are registered within the MI-LMSC are responsible for paying their own club and workout group USMS registration fees (12/3/15)
- 3.2 **Relay entry fees.** The MI-LMSC shall pay the USMS National Championship relay entry fees for any Michigan-based masters swimming club. (3/24/12)
- 3.3 **Coach support.** The MI-LMSC may pay up to \$75 of the registration fee for a USMS-

registered coach of an MI-LMSC club or workout group to participate in a swimming coach's clinic/workshop approved by the Board of Directors. The MI-LMSC shall not pay related costs such as the membership fee to an organization that hosts a clinic/workshop. Coaches who receive this support are encouraged to contribute an article to the MI-LMSC web site about the most important information learned. (4/6/16)

- 3.3.1 **Number of coaches.** The number of coaches supported shall be determined by the MI-LMSC budget for coach education in the fiscal year.
- 3.3.2 **Prerequisites.** Applicants must be members of MI-LMSC who checked the coach box when submitting their annual membership application. Applicants must be eligible to participate in the coach education workshop based upon prior education and experience (e.g., a coach will not receive support to attend a Level 3 USMS coach certification workshop unless she/he has completed Levels 1 and 2).
- 3.3.3 **Application.** Coaches shall contact the MI-LMSC Chair prior to the clinic with a written request for funding. Funding is not assured unless the coach has received written confirmation from the Chair. Funding is available on a reimbursement basis only.
- 3.3.4 **Administration.** Funding shall be available on a first-come, first-served basis subject to the following provisions. When there are more applicants than available funds will support, priority will be given to: (a) coaches who wish to participate in coach certification clinics sanctioned by USMS; (b) coaches who have not received funding during the previous two years; and (c) applicants who regularly coach five or more USMS-registered swimmers. The MI-LMSC Chair and the Coach Representative shall make these determinations.
- 3.4 **Small grants.** Clubs may apply for small grants to support special projects that help to achieve the mission and objectives of MI-LMSC. Applications must be in writing and shall include purpose, description of the project, methods, timeline, persons responsible, projected outcomes, and budget. Entities that receive this support are encouraged to contribute an article to the MI-LMSC web site about the completed project. (3/24/12)

Part 4: Minutes

- 4.1 **Distribution of minutes.** The most recent minutes from general membership meetings shall be posted on the MI-LMSC web site and shall be distributed via electronic mail to

each member of the Board of Directors. Changes to policies that result from actions at Board of Directors meetings shall also be posted on the MI-LMSC web site and shall be distributed via electronic mail to each member of the Board of Directors. (3/24/12)

- 4.2 **Archives.** The Secretary shall maintain both electronic and paper copies of the minutes from general membership and Board of Directors meetings, as well as any related reports, for at least five years following the meeting date. (3/24/12)

Part 5: Financial Policies

- 5.1 **FOG.** The MI-LMSC 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. (3/24/12)
- 5.2. **Non-budgeted expenses.** Any expense above \$500 that is not included in the approved fiscal year budget must have prior approval from the elected members of the Board of Directors. (3/24/12)
- 5.3 **Signature authority.** The Treasurer, Chair, and Vice-Chair shall have authority to sign checks and other financial documents on behalf of MI-LMSC. (3/24/12)

Part 6. Swimming Meets, Open Water Events, and Other Activities

6.1 USMS rules and Procedures affecting the LMSC

- 6.1.1 **Rules.** All masters swimming competitions sanctioned by MI-LMSC must be conducted in accordance with the current USMS rules, available online at <http://www.usms.org>. (4/6/16)
- 6.1.2 **USMS rule book.** The meet host shall have a print copy of the USMS rule book available for reference during the competition. (3/24/12)
- 6.1.3 **USMS sanction fees.** The USMS House of Delegates has the authority to levy a sanction fee for pool or open water events taking place in the LMSC. (10/1/15)
- 6.1.3.1 Pool Meets – A \$50 fee for each LMSC sanctioned pool event will be paid to the USMS National Office. This fee will be paid by the Michigan LMSC and not passed on to the pool meet host. (10/8/15)
- 6.1.3.2 Open Water Events –
- 6.1.3.2.1 A \$100 fee for each LMSC Sanctioned open water event plus a \$5.00 fee for each participant (to a maximum of \$1000) taking part in the event will be paid to the USMS National Office by the LMSC.

6.1.3.2.2 The Michigan LMSC will get a signed contract and a deposit from the host of any open water event seeking a sanction. According to the signed contract, the host will remit both the \$100 sanctioning fee and the participant fee to the LMSC, who will pay the fees to the USMS National Office.

6.1.3.2.3 The actual amount charged to the meet host will be determined after completion of the open water event and the deposit collected by the LMSC at signing of the contract will be subtracted from the amount that will need to be paid to the LMSC by the open water event host

6.1.3.2.4 Open water meet hosts who have sanctioned their open water event in the Michigan LMSC will no longer be charged the \$2 sanction fee for each participant that was charged prior to January 1, 2016.

6.2 Meet scheduling

6.2.1 Regular season meets and open water events

6.2.1.1 **Principles.** General principles of scheduling include: (a) providing meets in multiple geographical areas; (b) offering a variety of meet formats; (c) providing opportunities for members to swim all events across the season; (d) honoring traditional meet dates/hosts; (e) encouraging new meet hosts; and (f) avoiding multiple meets on the same or adjacent weekends. (3/24/12) In addition, MI-LMSC will not sanction a regular season meet that includes the words state championship in the meet title, or that otherwise diminishes the importance of the MI-LMSC Masters Swimming State Championships. (4/6/16)

6.2.1.2 **Applying to host a meet/event.** Contact the Sanctions Officer to make application to host a meet/event on a preferred date. Priority for approving meet dates will be extended to prospective meet hosts who make application by July 1 to host a meet in the fall (September through December), by October 1 to host a meet in the spring (January through April), and by April 1 to host a meet in the summer (May through August). Applications received later than these deadlines will be considered if there is room in the schedule for an additional meet/event. (3/24/12)

6.2.1.3 **Conflicts.** If more than one prospective meet host requests the same date for a regular season meet/event, the Sanctions Officer shall first try to resolve concerns by speaking with the prospective meet

host(s), and if unsuccessful shall refer the matter to the Review Committee. (3/24/12)

6.2.2 **MI-LMSC State Championships**

6.2.2.1 **Principles.** A rotation award system shall be used so that the state championships are held at various locations in different areas of the state in a rotation that accommodates the majority of members fairly, using facilities that are best able to hold such a meet. (3/24/12)

6.2.2.2 **Bidding to host the MI-LMSC State Championships.** Bids shall be submitted to the Sanctions Officer at least two weeks (14 days) before the prior year state championships (e.g., bids for 2014 state championships submitted at least two weeks before 2013 state championships). Bids must include the proposed and any alternate dates, description of the proposed facility, the planned schedule of events, the likely meet personnel, and contact information for the meet director. Bids must be in writing as attachments to electronic mail. (3/24/12)

6.2.2.3 **Presentation of bids.** Determination of state championships hosts is made by the general membership at the annual meeting. Bidders are encouraged to prepare formal presentations to enable members to make informed choices about proposed dates, facilities, host community, and meet personnel. (3/24/12)

6.2.3 **Other activities.** Requests to host activities such as coach or swimmer clinics should be submitted with enough advance notice so as to be included in the MI-LMSC schedule. (3/24/12)

6.3 **Sanctions**

6.3.1 **MI-LMSC policies**

6.3.1.1 **Online sanction requests.** After the MI-LMSC Sanctions Officer approves the date of a meet/event, meet hosts shall use the USMS online sanction request process available at <http://www.usms.org>. Choose "sanction an event" under the "competition" tab. (4/6/16)

6.3.1.2 **Sanction fee.** The sanction fee is \$2.00 for each swimmer entered in the meet. For this fee, the MI-LMSC shall publish entry information on the LMSC web site, provide entry cards and ribbon awards, and publish results on the LMSC web site. (4/6/16)

6.3.2 **Meet/event information.** The USMS online meet sanction request process requires meet/event hosts to provide an electronic copy of the meet/event

announcement; they also request an electronic copy of the safety plan for the meet/event, and a description and photo of the facility where the meet/event will occur. Meet/event hosts, especially first-time hosts, are encouraged to consult with the Sanctions Officer for assistance in preparing these documents before seeking a sanction. (4/6//16)

6.3.3 **Approval by MI-LMSC Sanctions Officer.** The USMS online sanction request process is not complete until the meet host receives written approval and a sanction number from the MI-LMSC Sanctions Officer. After approval, the meet information and entry forms must be amended to include the sanction number. (4/6/16)

6.4 **Conduct of all MI-LMSC pool meets**

6.4.1 **Hy-Tek meet management software.** Meet hosts must use Hy-Tek meet management software for data management. (3/24/12)

6.4.2 **Meet director guidelines.** Meet directors should refer to the Hy-Tek on-line manual (<http://www.usms.org/admin/lmschb/>) for information about meet management software and to the current USMS rule book for information about relevant USMS rules, required reports, officials, etc. Additional information about meet management is posted in the USMS Guide to Operations at <http://www.usms.org/admin/lmschb/>. (3/24/12)

6.5 **Conduct of the MI-LMSC State Championships.** The state meet shall be conducted by the meet host with oversight by the MI-LMSC Board of Directors. (3/24/12)

6.5.1 **Meet Information.** The meet host is responsible for posting meet information on the MI-LMSC website, including the entry form (online and paper entry), meet schedule, and any other information necessary for entering the meet, at least one month prior to the State Championships. (3/24/12)

6.5.2 **Entry fees.** There shall be a surcharge of at least \$15 per swimmer for paper entries (4/6/16)

6.5.3 **Entry deadline.** The entry deadline for paper entries shall be 7 days earlier than the online entry deadline. (3/24/12)

6.5.4 **Entry process**

6.5.4.1 **Paper entries.** Paper entries will be processed by the meet host and correctly entered into the Hy-Tek database. Entry fees from paper entries will be collected and processed entirely by the meet host. (3/24/12)

6.5.4.2 **Online entries.** An online entry contractor shall be used to process state meet entries whenever practical. The online entry contractor

shall receive and process both entry information and entry fees. Following credit card verification and assessment of the online service fee, the online entry contractor shall forward the entries and meet host portion of the entry fees to the meet host. The meet host shall act as liaison with the online entry contractor to service state meet entries, and to monitor the operation of the online website. (3/24/12)

6.5.4.3 **Distance events.** All distance events of 400 yards and greater must be entered with a time achieved in the past two years, using a time from USMS in either yards or meters. The meet host has the option to require athletes to choose only one of the 1650 or 1000 yard freestyle events. (3/24/12)

6.5.5 **Verification of USMS club and State Meet Team membership.** The online entry contractor shall verify USMS membership and State Meet Team membership using the current online USMS and MI-LMSC State Meet Team membership databases. (3/24/12)

6.6 **Conduct of open water events.** MI-LMSC does not currently have policies related to the conduct of open water events. Event directors should use the Long Distance/Open Water Guide to Operations and USMS Open Water Manual that are posted on the USMS web site (<http://www.usms.org/admin/lmschb/>) as guidelines. (3/24/12)

6.7 **Awards**

6.7.1 **Event awards.** MI-LMSC shall provide awards and adhesive labels to meet hosts, with the exception that state meet hosts must pay for the provided medals. The awards for regular-season sanctioned meets and open-water events are ribbons for first, second, and third places. The awards for the state championships are medals for first, second, and third places for individual events, as well as ribbons for fourth through eighth places. State meet relays are awarded ribbons, not medals, for first through eighth places. Meet hosts are welcome to use custom awards at their own expense instead of using the awards provided by the MI-LMSC. (3/24/12)

6.7.2 **Additional state championships awards.** State championship awards to be presented to MI-LMSC workout group teams or visiting clubs include the (a) Large Team-Overall, Large Team-Men's, and Large Team-Women's; as well as (b) Small Team-Overall, Small Team-Men's, and Small Team-Women's. The large/small team divisions are based upon the number of events (first) and number of swimmers (second) as documented in the Hy-Tek meet database, with the meet director making the decision of the division between large and small teams. Individual high point awards will be given to those who achieve the

highest point totals in individual events in each age group for both men and women. High point awardees do not have to be members of the MI-LMSC. (3/24/12)

Part 7: Awards

7.1 Awards presented at the MI-LMSC State Championships

- 7.1.1 Recipients of the Chetrick, Lawrence, and MI-LMSC Lifetime Achievement Awards must be current members of the MI-LMSC at the time of the award presentation. Posthumous recipients of these awards must have been members of the MI-LMSC at the time of their death.
- 7.1.2 **Chetrick Award.** The Chetrick Award was established in 1977, and is named after Dr. Myron Chetrick. The award is presented annually to a person who has given outstanding service and exemplifies commitment to MI-LMSC. Criteria include outstanding contributions to both MI-LMSC and USMS. All members and volunteers, including officers, are eligible for this award. (3/24/12)
- 7.1.3 **Lawrence Award.** The Lawrence Award was established in 1978, and is named after Bob Lawrence. The award is presented annually to a swimmer who has achieved outstanding performances during the previous year and/or over a long career while representing MI-LMSC. The recipient must have a national or international reputation for excellence. Examples of performance criteria include USMS All American selections, USMS or FINA masters swimming records, USMS or FINA masters swimming top-ten rankings, and USMS or FINA masters swimming championship meet titles. Other considerations include performances in YMCA masters swimming meets and MI-LMSC records and championship meet titles. (3/24/12)
- 7.1.4 **MI-LMSC Lifetime Achievement Award.** The Lifetime Achievement Award is presented to a person who demonstrates outstanding voluntary contributions, continuous swimming accomplishments, and a lifetime dedication and devotion to the objectives of masters swimming in Michigan. The recipient must have represented MI-LMSC in competition and service for at least 10 years. Current members of the Board of Directors are eligible to receive this award. (3/24/12)
- 7.1.5 **Repeat recognition.** The same individual may receive the Chetrick, Lawrence, and Lifetime Achievement Awards, but may only receive any of these awards once during her/his masters swimming career. (3/24/12)
- 7.1.6 **Administration of the Chetrick, Lawrence, and Lifetime Achievement Awards.** The Vice-Chair shall solicit nominations from the general membership for the Chetrick, Lawrence, and Lifetime Achievement Awards approximately 45 days prior to each MI-LMSC State Championships. The elected members of

Board of Directors shall vote to determine winners of the Chetrick and Lawrence Awards, and past winners shall vote to determine the winner of the Lifetime Achievement Award. Nominees must recuse themselves from voting on awards for which they are nominated. The Vice-Chair shall purchase the awards and have them engraved. The awards shall be presented by the Chair at the State Championships. (3/24/12)

7.2 **MI-LMSC Awards Banquet.** MI-LMSC shall conduct an annual awards banquet. (3/24/12)

7.2.1 **Ad Hoc Awards Banquet Committee**

7.2.1.1 **Membership.** The Ad Hoc Awards Banquet Committee chairperson shall be appointed by the MI-LMSC Chair. The Ad Hoc Awards Banquet Committee chair shall select volunteer committee members as needed to fulfill committee responsibilities. (3/24/12)

7.2.1.2 **Responsibilities.** The Ad Hoc Awards Banquet Committee shall have responsibility for: (a) planning and conducting the MI-LMSC awards banquet/ceremony; (b) determining the discretionary awards to be presented and identifying the recipients; (c) determining the nature of each award, e.g., trophy, plaque, certificate, commemorative item; and (d) selecting vendors and purchasing awards for the banquet. (3/24/12)

7.2.2 **Awards**

7.2.2.1 **Permanent awards.** The following awards shall be presented: (a) continuous membership awards to person who have been continuous members of MI-LMSC for 5-9, 10-14, 15-19, etc. years, and (b) certificates for USMS and FINA masters swimming records and top-ten times. (3/24/12)

7.2.2.2 **Discretionary awards.** Additional awards may include swimmer of the year, open water swimmer of the year, most inspirational swimmer, coach of the year, meet director of the year, and special awards to recognize other member accomplishments. (3/24/12)

7.3 **Educational Endowment Fund and Scholarship.** Pending availability of Educational Endowment Fund and Scholarship funds, MI-LMSC shall annually offer at least one \$1,000 scholarship to MI-LMSC members or eligible family members of MI-LMSC members who are attending college as undergraduate or graduate students. (3/1/18)

7.3.1 **Eligibility.** Consideration for this scholarship shall be given to MI-LMSC members or family members of MI-LMSC members who shall be or are currently attending full- or part-time undergraduate or graduate programs in day

or night school, with at least a 3.0 GPA, who demonstrate potential for outstanding success in their respective field of study. Financial hardship and need may be a criterion for this scholarship. Undergraduate students are eligible to receive awards for study during their freshman, sophomore, junior, or senior year. Graduate students are eligible to receive awards for study anytime during their graduate program. Scholarship is intended to be based on merit, although financial need may be considered. (3/1/18)

- 7.3.2 **Selection procedure.** The MI-LMSC Swimming Endowment Committee (which may be composed of one or more members) shall select recipients of this scholarship. Nominations may also be forwarded by a member of the MI-LMSC. All recipients must acknowledge the benefits of the scholarship to the MI-LMSC Swimming Endowment Committee before their scholarship may be renewed. (3/24/12)
- 7.3.3 **Term of award.** The scholarship shall be awarded for one academic year and may be again rewarded in subsequent years to the same awardee, providing the awardee continues to meet the conditions of eligibility and funds are available. (3/24/12)
- 7.3.4 **Amendments.** The MI-LMSC Board of Directors shall have the final authority to make changes in these guidelines. (3/24/12)
- 7.3.5 **Applicant requirements.** Sign and date application along with submitting the following information: (a) transcript of records; (b) short biography; (c) name of institution attending; and (d) three letters of recommendation. (3/24/12)
- 7.3.6 **Administration.** A scholarship application form and description shall be posted on the MI-LMSC web site. The Swimming Endowment Committee shall determine the application deadline, administer the selection procedure, and communicate the selection of a scholarship recipient(s) to appropriate audiences. (3/24/12)

Part 8: MI-LMSC Web Site Policies and Procedures

- 8.1 **Purpose.** The purpose of the web site is to (a) promote MI-LMSC consistent with the present organizational bylaws and (b) communicate information to members (news and stories about LMSC members, meet schedules, meet applications, meet results, etc.). (3/24/12)
- 8.1.1 **Membership Requirement.** Only USMS members may request that information be posted on the MI-LMSC website. Any individual or individuals discussed or publicized in information posted on the MI-LMSC website must be current USMS members and the subject matter of information posted on the MI-LMSC must be related to swimmers or swimming in general. (7/29/12)

- 8.1.2 **Pool Meets.** Pool meet announcements, event flyers, and entry forms must be sanctioned by the MI-LMSC/USMS to be posted on the MI-LMSC website. (4/6/16)
- 8.1.3 **Swim Clinics.** Swim clinics where participants swim must be sanctioned by the MI-LMSC/USMS to be posted on the MI-LMSC website. (7/29/12)
- 8.1.4 **Open Water Swims.** Open water competitions that are not sanctioned by the MI-LMSC will only be posted on the Distance/Open Water section under 'Non-sanctioned Open water Swimming Events'. (7/29/12)
- 8.2 **Webmaster.** The chair, with approval of the Board of Directors, shall appoint a webmaster, who may also be the Communications Director, to manage the MI-LMSC website. The webmaster will be responsible for maintaining current information of interest to MI-LMSC members. (3/24/12)
- 8.3 **Policies.** All content posted on the MI-LMSC web site shall conform to USMS guidelines and be consistent with LMSC policies and procedures. (3/24/12)

Part 9: USMS Convention

Note: The USMS convention is part of a larger gathering called the United States Aquatic Sports (USAS) convention. The terms USMS convention and USAS convention are considered synonymous in these policies. (3/24/12)

9.1 MI-LMSC Delegation

- 9.1.1 **Delegates selected by MI-LMSC.** Article 10.4 of the MI-LMSC bylaws and Article 504 of the USMS rules specify LMSC representation to the annual USMS convention. (3/24/12)
- 9.1.2 **Other members of the MI-LMSC delegation.** Per Article 504 of the USMS rules, persons who fill certain leadership roles or committee positions within USMS and persons who have been granted at-large status by the USMS President have membership in the USMS House of Delegates and are entitled to voice and vote at the annual USMS convention. Usually some of these positions are filled by members of the MI-LMSC, and these people become part of the MI-LMSC delegation to the USMS convention. (3/24/12)

9.2 Delegates receiving financial support

- 9.2.1 **MI-LMSC officers.** MI-LMSC officers who represent the MI-LMSC as voting delegates will be reimbursed for registration and convention expenses. Per the bylaws, the officers include the Chair, Vice-Chair, Secretary, Treasurer, Registrar, and Sanctions Officer. (3/24/12)

- 9.2.2 **Appointed members of the MI-LMSC Board of Directors.** If the full complement of MI-LMSC officers who act as the voting delegates from the MI-LMSC are unable or do not wish to attend the convention, then appointed members of the MI-LMSC Board of Directors may be appointed by the Chair to attend the Convention as a voting delegate in the place of MI-LMSC elected officers. In this case The MI-LMSC will pay expenses to the convention. (3/24/12)
- 9.2.3 **Non-funded delegates.** MI-LMSC members are welcome to participate in the USMS convention at their own expense. (3/24/12)

Part 10: Business and Travel Guidelines (current practice for entire section)

- 10.1 **Reimbursement.** Any member of MI-LMSC may claim reimbursement for MI-LMSC connected expenses from the Treasurer by presenting receipts and a listing of these requests. (3/24/12)
- 10.2 **Transportation**
- 10.2.1 Transportation used by delegates shall be the most economical and standard mode, via the most direct and usual route. (3/24/12)
- 10.2.2 When traveling by plane, "super saver" or the least expensive coach accommodations shall be used. (3/24/12)
- 10.2.3 When air travel is not practical, the MI-LMSC will authorize a mileage reimbursement at the current IRS business mileage rate based upon the least number of road miles between the attendee's residence and the destination. The total amount of allowable mileage expense shall not exceed the cost of the "super saver" or least expensive coach class travel to the same destination. (3/24/12)
- 10.3 **Lodging.** The MI-LMSC will pay for one room, double-occupancy, for the actual dates of the meeting as convened. If the attendee wishes to stay in a single room, the MI-LMSC will pay one-half of the double room rate. (3/24/12)
- 10.4 **Gratuities.** MI-LMSC will pay gratuities if they are separately listed on the attendee's expense voucher. (3/24/12)
- 10.5 **Local travel.** When attending the USMS convention, travel to and from the airport by regular shuttle or taxi, whichever is less expensive, will be paid by MI-LMSC. MI-LMSC will not pay for travel by rental car. (3/24/12)
- 10.6 **Garage/parking.** If the attendee travels by auto to the meeting, the garage-parking fee receipts must be presented to the MI-LMSC for approval of payment. (3/24/12)

- 10.7 **Miscellaneous expenses.** All miscellaneous expenses such as baggage fees, etc., must be identified and justified in writing to the MI-LMSC. (3/24/12)
- 10.8 **Travel report deadline.** All reimbursement claims for expenses by the attendees to any approved meeting should be in the hands of the Treasurer of MI-LMSC within 10 days of return to Michigan or his/her home city. (3/24/12)
- 10.9 **Advance payments.** At the request of the attendee, payment for common carrier may be paid at the time of ticket purchase. (3/24/12)