

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 for 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 for 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 all swimmers of all abilities to achieve and sustain lifelong success

E. Conflict of Interest

1. Conflict of Interest Statement
 - a) It is the policy of Inland Empire Swimming (IES) that all staff, committee chairs, and board members avoid any conflict of

interest or perception of a conflict with the interests of IES or USA Swimming.

- b) Conflicts of interest may result from such sources as personal, professional, or business - including other non-profit organizations - interests as well as those of family, personal, or business associates.
- c) By accepting employment with IES, election to the Board of Directors, appointment as chair of any IES committee, the affected person also accepts the responsibility and obligation to implement this policy.

2. Expected Behavior

- a) Recognition of multiple USA Swimming-related interests - As members of IES, it is recognized that all board members and other IES volunteers (paid or unpaid) have interests in their athlete family members (if any), affiliated club, and USA Swimming. This policy does not generally require specific action or inaction as a result of these interests unless they are of particular importance to or bearing on the issue at hand.
- b) Disclosure of interests - When discussing issues in any board or committee, it is expected that all IES staff, committee chairs, and board of directors members will either refrain from the discussion or openly disclose any interest that they have that may present a conflict with the interests of IES or USA Swimming.
- c) Voting - When voting or making a decision in the performance of IES duties, all IES staff, committee chairs, and board of directors members shall recuse themselves from voting on issues that cause or appear to cause a conflict with the interests of IES or USA Swimming.
- d) Responsibility to perform duties - Should a conflict of interest exist or arise that prevents or substantially compromises the performance of necessary IES duties, it is expected that the affected person will resign from the IES position.

3. Staff and Board of Director Member Acknowledgement

- a) Upon employment, appointment, or election, and every year thereafter, all paid staff, committee chairs, and Board of Directors members shall sign a copy of this Policy acknowledging the need to adhere to this policy. The IES Secretary shall be responsible for retaining copies of these signatures for the duration that the position is held.

4. The undersigned acknowledges that they have received, read and understood this policy and accept the responsibility to adhere to its specific content and its general intent of ensuring the integrity of IES and USA Swimming, their subordinate institutions, and decision making processes, and the reputation and integrity of its staff, Board of Directors and volunteers.

Signature: _____

Name(Printed): _____

Date: _____

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. 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 following principals at all times while representing IES and will sign the Code of Conduct before team travel or participation.
 - a) To conduct myself as to be a worthy athlete, and/or staff member.
 - b) To follow all Inland Empire Swimming and USA Swimming Rules.
 - c) To conduct myself to earn the respect and confidence of others.
 - d) To act/conduct myself with dignity and with respect to others and the property of others.
 - e) To dress in a manner suitable to my position as a representative of IES.
 - f) To be a responsible goodwill ambassador between the sport of swimming and the public.
 - g) To strive to do my best and encourage all team members to do the same.
 - h) To deal kindly, justly, impartially, and intelligently with all of my fellow team members. To do my best to bring the highest possible credit and regard to myself, my team, IES, and the sport of swimming.
2. The use of any of the below is strictly forbidden while representing IES as an athlete.
 - a) Alcoholic beverage and tobacco products.
 - b) Drugs (other than those prescribed by the athlete physician).
 - c) Fireworks
3. Indiscreet or destructive behavior will not be tolerated. Consequences for failure to follow Code guidelines may include any or all of the following:
 - a) The athlete may be suspended from practice, meets, camp/team activities, and meetings.
 - b) The athlete may be sent home at his/her's family expense from the meet or camp.
 - c) The athlete and his/her family will be responsible for any damages caused by the athlete.
 - d) The athlete may be suspended from membership in IES and USA Swimming.

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 aid, abet, or encourages another person to violate and provisions of the USA Swimming Code of Conduct.

I. USA Workshop

1. Officer and Representative Delegates. It shall be the duty and privilege of up to 8 members of the IES Board of Directors. The final attendance shall be as recommended by the General Chair and approved by the Board of Directors once USA Swimming published the schedule.
2. Representative Alternates. If the Representative is unable to attend the USA Swimming Workshop, then the Representative, with the advice and consent of the General Chair, shall designate 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 a voting delegates to the Western Zones Meetings.
2. Officer Delegate Alternates. If any of the other 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 remain 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 the USA Swimming annual meeting, then the Coach Representative, with the advice and consent of the General Chair and the Board of Directors, shall designate a Coach Member to attend as a representative of IES.