Board Members in Attendance: Denise Shively, Emmanuella Tchakmakjian (AEC President), Irene Hawes, Ashley Johnson, Chris Leahy, Jocelyn Sayler, Kimberly Kohut (non-voting; Secretary), Stacey Chapman, Jennifer Jarboe, Jennell Lynch, Kerhyl Gannt, Joanne Pasternack, Claire Barton (Athlete At-Large), Morgan Fuller Kolsrud (AAC Athlete Representative)

Staff Members in Attendance: Adam Andrasko, Shari Darst

Others: Karen Rosolowski, USAAS Foundation President

Excused: Lauren Gardner (General Athlete Representative), Natalia Vega (General Athlete Representative), Mariya Koroleva (AAC alternate; non-voting)

Called to Order At: 10:30 AM EST BY: Denise Shively. A quorum was declared.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Approval of Minutes from 12.16.21 and Email Vote from 1.12.22</th>
<th>Presented by</th>
<th>Denise Shively</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion</td>
<td>Motion: Irene Hawes motioned to approve the minutes from the Board of Directors meeting on December 16, 2021.</td>
<td></td>
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<tr>
<td></td>
<td>Seconded by: Chris Leahy</td>
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<td></td>
<td>Motion approved.</td>
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<td></td>
<td>Vote: Yes-11 No-0 Abstain-0</td>
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<tr>
<td></td>
<td>Motion: Claire Barton motioned to approve the minutes from the email vote on January 12, 2022</td>
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<td>Seconded by: Joanne Pasternack</td>
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<td></td>
<td>Motion approved.</td>
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<td></td>
<td>Vote: Yes-11 No-0 Abstain-0</td>
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<thead>
<tr>
<th>Topic</th>
<th>Athlete Report</th>
<th>Presented by</th>
<th>Emmanuella Tchakmakjian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion</td>
<td>See attached report</td>
<td></td>
<td>Discussion about athlete engagement in representative roles</td>
</tr>
</tbody>
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<thead>
<tr>
<th>Topic</th>
<th>USAAS Foundation</th>
<th>Presented by</th>
<th>Karen Rosolowski</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion</td>
<td>Shared $58,000 grants to USA AS and $33,000 to USA AS as a result of fundraising</td>
<td></td>
<td>450 donors in 2021</td>
</tr>
<tr>
<td></td>
<td>Approved 2022 fundraising plan and shared plan for a goal of $140,000</td>
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</tbody>
</table>
• Asked for support from BOD, not exclusively monetary, but also messaging and also with time on organizing committees

<table>
<thead>
<tr>
<th>Topic</th>
<th>VP Olympic International</th>
<th>Presented by</th>
<th>Irene Hawes</th>
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</thead>
<tbody>
<tr>
<td>Discussion</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>• See attached report</td>
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<td></td>
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<table>
<thead>
<tr>
<th>Topic</th>
<th>President’s Report/CEO Report</th>
<th>Presented by</th>
<th>Denise Shively/Adam Andrasko</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion</td>
<td></td>
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<tr>
<td></td>
<td>• Code Revision as requested by Governance Committee</td>
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<tr>
<td>Motion:</td>
<td>Chris Leahy motioned to approve the code revisions as recommended by the Governance Committee.</td>
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<tr>
<td>Seconded by:</td>
<td>Irene Hawes</td>
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<tr>
<td>Motion approved.</td>
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<tr>
<td>Vote:</td>
<td>Yes-12 No-0 Abstain-0</td>
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</tbody>
</table>

• Administrative Rules as requested by Governance Committee

Motion: Irene Hawes motioned to approve the administrative rules revisions as recommended by the Governance Committee.

Seconded by: Jennell Lynch

Motion approved.

Vote: Yes-12 No-0 Abstain-0

• Appendix Q as requested by Governance Committee

Motion: Jocilyn Sayler motioned to approve the Appendix Q revisions as recommended by the Governance Committee.

Seconded by: Jenny Jarboe

Motion approved.

Vote: Yes-12 No-0 Abstain-0

• Appendix X as requested by Governance Committee

Motion: Irene Hawes motioned to approve the new Appendix X as recommended by the Governance Committee.

Seconded by: Chris Leahy
Motion approved.
Vote: Yes-12 No-0 Abstain-0

- Appendix U as requested by Governance Committee

Motion: Jocilyn Sayler motioned to approve the Appendix U revisions as recommended by the Governance Committee.
Seconded by: Jenny Jarboe
Motion approved.
Vote: Yes-12 No-0 Abstain-0

- Appendix S as requested by Governance Committee

Motion: Irene Hawes motioned to approve the Appendix S revisions as recommended by the Governance Committee.
Seconded by: Jennell Lynch
  - 1.04G Housekeeping: Change to knowingly making false...
Motion approved.
Vote: Yes-12 No-0 Abstain-0

- Appendix P as requested by Governance Committee

Motion: Chris Leahy motioned to approve the Appendix P revisions as recommended by the Governance Committee.
Seconded by: Claire Barton
  - Discussion occurred regrading USADA, WADA, and USOPC inclusivity as it seems over-reaching, but it was explained that it was mandated language by the audit.
Motion approved.
Vote: Yes-12 No-0 Abstain-0

- Proposed Membership Updates

Motion: Jennell Lynch motioned to approve the new membership category and the revisions of the membership categories.
Seconded by: Chris Leahy
Motion approved.
Vote: Yes-11 No-0 Abstain-0
Audit Committee Report

**Motion:** Stacey Chapman motioned to approve the Audit Committee report.

**Seconded by:** Jocilyn Sayler

**Motion approved.**

**Vote:** Yes-12 No-0 Abstain-0

Conflict of Interest and Confidentiality Forms

**Motion:** Claire Barton motioned to approve the signed conflict of interest and confidentiality documents on file

**Seconded by:** Jennell Lynch

**Motion approved.**

**Vote:** Yes-12 No-0 Abstain-0

Financials Presentation/Discussion and Op Plan Update

- On track one month into the year
- Convention, contract not signed yet - 2nd week of September in St. Petersburg, FL
- BOD to meet every other month. In the interim, VPs to meet with people they had conversations and draft language to clarify committee
- Geographical and club representation discussion (Chris, Adam, Denise) to be drafted and discussed at next BOD meeting

Adjournment at 1:27 PM EST

<table>
<thead>
<tr>
<th>Moved to adjourn by:</th>
<th>Seconded by:</th>
<th>Motion Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Irene Hawes</td>
<td>Kerhyl Gannt</td>
<td>unanimously</td>
</tr>
</tbody>
</table>

Respectfully Submitted,

/Kimberly A. Kohut
Secretary

Attachments: Athlete Report, VP OI Report, Code, Administrative Rules and Appendices
ATHLETES REPORT

AEC Report
Submitted by Emma Tchakmakjian

We’ve made it a goal to analyze and improve our current athlete representative situation. Overall, there are not enough athletes interested and we want to focus on the why.

We’ve developed a few ideas to capture information from the audiences involved, but we would like input and support from the BOD.

We also feel that there isn’t a centralized location for all athlete representatives to interact and connect. We are considering implementing a Slack or Discord Channel for athlete representatives to bring that community together.

AAC Report
Submitted by Morgan Fuller Kolsrud

AAC Alternate Mariya Koroleva attended the winter virtual AAC meeting. A lot of the discussion was focused on the Beijing Winter Games, but there was discussion about athlete involvement in CEO reviews. The timing of our review was convenient as it served as a reminder that all BOD athlete reps participate in the CEO’s annual review.

There are a number of new and open spots on task forces within the USOPC, so Morgan has been sending emails out to our athletes to make sure that they are aware of them and are able to participate if they so desire.
Senior National Duet Trials and Mixed Duet Trials

On Dec 18, 2021 the trials were held at the training facility at UCLA. The selection committee comprised of the National Team Coaches and FINA A judges Shari Darst and Cheryl Russell evaluated these athletes in the Technical and free routine.

There were 8 members of the Senior Team trying out for the Duet training squad. Two-time Olympian Anita Alvarez had previously qualified for one of the duet training team spots. Three (3) athletes were chosen were chosen to train for the Senior Duet. Our remote training athletes Ruby Remati and Lindi Schroeder will be able to join this crew once they return to full time training. However, they are currently not eligible to compete for a spot on this year’s (2022) World Series and World Championships.

- Megumi Fields
- Dani Ramirez
- Natalie Vega

For the Mixed Duet, there were 5 athletes from the National Team training squad trying out for the mixed duet squad. The same selection committee evaluated the 5 athletes, Kenny Gaudet earned a spot as the male athlete for the Mixed Duet. Joining him on the training squad will be:

- Claudia Coletti
- Ivy Davis

Age Group Trials

These trails were set for Jan for January 14-17, 2022 at Texas Woman’s University in Denton, Texas. COVID 19 struck again and this phase was changed to virtual. These films for these trials were just submitted and the same FINA officials will evaluate these athletes shortly.

World Championship

It appears that these Championships are also being affected by COVID. FINA is expected to announce shortly the postponement to 2023.

2022 World Series

The US and Canada are set to host this event Virtually. The videos are set to be sent in February 2022. The first Bulletin has been sent out. The Web cast is currently set for March 1920, 2022. A full set of FINA judges will be used to evaluate this event. Our National Team is expected to participate in multiple events.

Respectfully

Irene Hawes
USA ARTISTIC SWIMMING, INC.
USA ARTISTIC SWIMMING RULES

PART ONE

CODE OF REGULATIONS
(Effective January 1, 2022)

Introduction

USA Artistic Swimming, Inc. (“Corporation” or “USAAS”), is the member of the United States Olympic and Paralympic Committee (“USOPC”) for the sport of artistic swimming, and as such is recognized as the national governing body (“NGB”) for the sport of artistic swimming in the United States, responsible for the conduct and administration of the sport throughout the country. As a member of the USOPC, the Corporation shall submit to the rules of the American Arbitration Association in any controversy involving its recognition as a national governing body as provided in the USOPC By-Laws or involving the opportunity of any amateur athlete, coach, trainer, manager, administrator, or official (See USAAS Rules, Rule IV, Officials and Duties, for categories) to participate in amateur athletic competition, as provided in the USOPC By-Laws. Through its membership in United States Aquatic Sports (“USAS”; see Appendix I), the Corporation is affiliated with the Federation Internationale de Natation Amateur (“FINA”), the international federation for the aquatic sports, and the PANAM Aquatics (“PAQ”).

Unless otherwise modified by this Code of Regulations (“USAAS Code”), the By-Laws of a Zone Artistic Swimming Committee (“Zone”), or the By-Laws of a Local Artistic Swimming Committee (“LASC”), Robert’s Rules of Order shall be the governing procedural rules for all meetings of the Corporation, its Zones, LASCs and committees.

Those who choose to serve the Corporation are held to a high standard of conduct. Compliance with the Code of Ethics (Appendix P), Conflict of Interest Policy (Appendix U) and Confidentiality Policy (Appendix V) is a critical component in ensuring an ethical environment.

The Governance Committee shall be included in all deliberations about changes to the USAAS Code before being printed, posted or distributed electronically to the USAAS membership.

ARTICLE 1
MEMBERSHIP

1.01 Membership in the Corporation shall be open, without regard to race, ethnicity, culture, religion, sex (including gender identity, sexual orientation or pregnancy), age, family status, socio-economic status, geographical location, nationality, body shape, beliefs, mental or physical ability or other defining characteristics, to groups, athletes, and individuals who are not athletes, as set forth in this Article 1. The Corporation shall extend this principle to Independent Board of Director members and members of the Ethics Committee.

1.02 Group Members:
   A. Club Member: An artistic swimming club, educational institution or other organization that participates in competition sanctioned by the Corporation. All of its athletes and coaches must be members of the Corporation. Separate subcategories may be established by the Board of Directors. See Appendix C.

1.03 Athlete Members are persons who join the Corporation in order to participate in events sanctioned by the Corporation. Athletes must meet the rules of eligibility set forth in Article
20 of the Administrative Rules. Athletes shall join the Corporation in the categories set forth in Article 20 of the Administrative Rules.

1.04 Non-Athlete Members:
   A. Individual: All coaches, judges, instructors, officials, managers, trainers, and administrators participating in the conduct of artistic swimming. Separate subcategories may be established by the Board of Directors. See Appendix C.

1.05 Membership Terms:
   A. Membership in the Corporation shall begin on the first day of September and shall run for a period of one (1) year. Registration with the Corporation may occur up to thirty (30) days prior to, or any time after, the first day of September.
   B. The fee for each category of membership shall be determined by the Board of Directors of the Corporation; such fees are set forth in Appendix C. Each LASC and Zone may add a surcharge to membership fees. All athlete membership fees shall include insurance.
   C. SafeSport certification and National Center for Safety Initiatives (“NCSI”) Background Checks are a requirement of membership as determined by the Board of Directors. For NCSI Background Checks, parental consent is required for minors under eighteen (18) years of age. See Appendix C.
   D. No membership costs shall be prorated for members joining after a term begins.

ARTICLE 2
BOARD OF GOVERNORS

2.01 Authority: The Board of Governors shall be the Corporation’s General Assembly. It shall elect the Officers of the Corporation and make recommendations to the Board of Directors during the Annual Meeting of the Corporation.

2.02 Composition: The Board of Governors shall be comprised of the following:
   A. Each LASC may be represented by the Administrative, Diversity, Equality and Inclusion, Education, Officials, and Technical Chairs, and that number of Athlete Representatives, elected by the LASC, who meet the requirements of Section 7.01 A of the USAAS Code, necessary to assure that at least thirty-three and three tenths percent (33.3%) are athletes. Any LASC which has over 300 registered athlete members may have one (1) additional delegate. Alternates may be elected from among the active members of the LASC. Alternate delegates must present a letter of authorization signed by the Administrative Chair upon arrival at the Annual Meeting.
   B. Each Zone may be represented by the Zone, Diversity, Equality and Inclusion, Education, Officials, and Technical Chairs, and that number of Athlete Representatives, elected by the Zone, who meet the requirements of Section 7.01 B of the USAAS Code, necessary to assure that at least thirty-three and three tenths percent (33.3%) are athletes.
   C. Automatic Delegates:
      1. All members of the Board of Directors shall be automatic delegates to the Board of Governors.
      2. All members of the Athletes Executive Committee (“AEC”) shall be automatic delegates to the Board of Governors.
      3. All U.S. members of the FINA Technical Artistic Swimming Committee (“TASC”) and PAQ TASC shall be automatic delegates to the Board of Governors.
      4. Any member of the FINA Bureau or the PAQ Executive or other international organization, if they are members of USA Artistic Swimming, shall be automatic delegates to the Board of Governors.
      5. All past presidents of the Corporation shall be automatic delegates to the Board of Governors.
   D. Athlete Representatives as set forth in Section 7.01 of the USAAS Code and who meet the requirements of 7.06 A and B of the USAAS Code, shall equal at least thirty-three
and three tenths percent (33.3%) of the voting power at any Board of Governors meeting. The procedure for selecting Athlete Representatives to the Board of Governors is set forth in Section 7.04 and 7.05 of the USAAS Code.

E. At-Large delegates to the Board of Governors shall be elected or appointed as set forth herein to serve a two (2) year term of office. The total number of At-Large delegates shall be fifty (50).

1. Twenty-five (25) of the At-Large delegates shall be elected at the Annual Meeting of the Board of Governors in even numbered years. Members must be consenting, but need not be present if the Nominating Committee has been notified in writing prior to the Board of Governors meeting.

2. Twenty-five (25) of the At-Large delegates shall be appointed by the President within forty-five (45) days of the conclusion of the Annual Meeting of the Board of Governors in even numbered years.

3. The At-Large delegates, as a group, shall be representative of the various LASCs and geographical areas of the country.

4. Any athlete elected by the Board of Governors to serve as an At-Large delegate shall not be included as part of the thirty-three and three tenths percent (33.3%) voting power set forth in Section 2.02 D above. Such athlete shall not have a vote on the Athletes Committee unless otherwise elected by the athletes.

5. Athletes may not simultaneously hold positions as an elected Athlete Representative and as a Board of Governors At-Large delegate. If an athlete, who is a Board of Governors At-Large delegate, is elected an Athlete Representative to fill a vacancy, such athlete must resign from the Board of Governors At-Large delegate position.

F. All delegates to the Board of Governors must be Competitive Athlete, Professional or Life Members of the Corporation.

2.03 Quorum: A quorum for the Board of Governors shall be those delegates in attendance at any duly called meeting.

2.04 Voting: Each delegate to the Board of Governors shall have one (1) vote on each matter submitted to the Board of Governors for its vote, consent, waiver, release or other action. There shall be no voting by proxy.

2.05 Meetings: The Annual Meeting of the Board of Governors, which is the Annual Meeting of the Corporation, shall be held at such date, time and place as may be fixed in the notice of such meeting. Special meetings of the Board of Governors may also be held at any time, pursuant to a resolution of the Board of Directors. Written notice of all annual and special meetings of the Board of Governors, stating the time and place, shall be given to each delegate by email, or by posting on the USAAS website with notification of the posting sent by any type of broadly available communication method, not less than thirty (30) days before any such meeting; provided, however, that such notice may be waived in writing by any delegate before or after such meeting. The attendance of a delegate at any meeting without protesting the lack of notice prior to or at the commencement of the meeting shall be deemed a waiver of notice of such meeting.

ARTICLE 3
BOARD OF DIRECTORS

3.01 Authority: The Board of Directors shall have the ultimate authority over the business, policies, affairs, and activities of the Corporation. It shall:

- maintain a culture of ethical behavior and compliance throughout the Corporation;
- focus on long-term objectives and impacts of the Corporation;
- hire, establish compensation, evaluate, and fire the Executive Director;
- approve job descriptions, raises and bonuses for administrative staff;
- enact or modify all of the rules of the Corporation, including the competitive rules;
approve the Corporation’s annual budget and provide oversight of financial activities throughout the year by reviewing and approving financial statements, annual reports, financial and control policies;
review and approve the Corporation’s strategic plan;
approve the selection of the independent auditors;
ensure that athlete safety rules, policies and procedures comply with the requirements of the USOPC and U.S. Center for SafeSport; and
take such other action as is customary for a board of directors of a corporation.

3.02 Composition: The Board of Directors shall consist of the following:
A. The Officers, as defined in Article 4 of the USAAS Code.
B. The Immediate Past President, serving a one (1) year term as a nonvoting member.
C. The Secretary, appointed by the President as a nonvoting member.
D. Four (4) Independent Directors who:
   1. Support the policies, goals and programs of the Corporation;
   2. Have business expertise;
   3. Seek and develop new revenue sources and/or donate personally;
   4. Are willing to accept designated responsibilities; and
   5. Are nominated by the President in collaboration with the Nominating Committee for Board of Directors’ approval. Up to two (2) Independent Directors shall be nominated in each year of the Summer Olympic Games and up to two (2) additional Independent Directors shall be nominated in the year following the Summer Olympic Games, such that there are four (4) Independent Directors.
      a. The Board, through its Nominating Committee, shall affirmatively make a determination as to the independence of each Independent Director, and disclose those determinations to the Board of Directors. An “Independent Director” shall be determined to have no material relationship with USAAS, either directly or through an organization that has a material relationship with USAAS. A relationship is "material" if, in the judgment of the Nominating Committee, it would interfere with the director's independent judgment, with the following guidelines applied on a case-by-case basis.
         b. A director shall maintain an independent perspective by maintaining the requirements in below for their entire term and any successive term. A director shall not be considered independent if, within the preceding two (2) years:
            1. The director, or an immediate family member of the director, is/was employed by or held any governance position such as a member of the Board of Directors, other than Independent Director, or Trustee (whether a paid or volunteer position) with USAAS, USAS Foundation, USOPC, FINA, or any international or regional federation of artistic swimming; or
            2. The director, or an immediate family member of the director, is/was affiliated with or employed by USAAS's outside auditor or outside counsel; or
            3. The director is/was an Athlete member of USAAS, member of the USAAS AEC, or a Professional member of USAAS; or
            4. The director received any compensation, not including expense reimbursements, from USAAS, directly or indirectly; or
            5. The director, or an immediate family member of the director, is/was an executive officer, controlling shareholder, or partner of a corporation, partnership, or other business entity that does business with USAAS; or
            6. The director is/was the parent or immediate family member or coach of an athlete that has competed in a Protected Competition, as defined in USAAS Administrative Rules, Article 23, Section 23.01.
   Exemption: A director is exempt from the requirement prohibiting them from holding any governance position with USAS, PAQ or FINA, provided the only governance position they hold is their board position or related to their board position (e.g., serving successive terms, serving as a board liaison to FINA).
d. Where the guidelines above do not address a particular relationship, the determination of whether the relationship is material, and whether a director is independent, shall be made by the Nominating Committee.

6. **Term Limit:** The term of Independent Director shall be four (4) years, and shall begin immediately following the approval by the Board of Directors of their nomination. Independent Directors may be reelected to a second term, but may serve no more than eight (8) consecutive years on the Board of Directors. An Independent Director may serve up to an additional four (4) years if elected President immediately after serving as an Independent Director. An Independent Director may vacate the Independent Director position to run for an Officer or Athlete Representative position on the Board of Directors. To be eligible to do so, the Independent Director shall:
   a. Become a member of USAAS;
   b. Have only served two (2) years of their 1st 4-year term; and
   c. Serve no more than one (1) two-year term as an Officer or Athlete Representative on the Board of Directors.

An Independent Director who is replaced must wait as many consecutive years as have been served consecutively, with a maximum of eight (8) years off the Board of Directors before being eligible for reappointment. In the event an Independent Director is selected to fulfill a remainder of a term, which has been vacated, this selection shall not count towards the two (2) terms of eligibility. This Independent Director shall have two (2) full terms of eligibility remaining.

E. That number of Athlete Representatives necessary to assure that at least thirty-three and three tenths percent (33.3%) of the Directors are athletes, and one (1) of them shall be a retired athlete. The Athlete Representatives serving on the Board of Directors shall consist of the following:
   1. The Athletes Executive Council (AEC) President;
   2. The Corporation’s representative to the USOPC Athletes Advisory Council (USOPC-AAC);
   3. The Athlete At-Large Representative;
   4. The General Board of Directors Athletes; and
   5. The USOPC-AAC Alternate Representative shall be a nonvoting member.

For eligibility and election procedures, see Article 7 of the USAAS Code.

F. As required by Section 220522(12) of the Ted Stevens Olympic and Amateur Sports Act, USAAS will provide a board position for an affiliated organization, if said affiliated organization is identified as being qualified to elect such a board member.

3.03 **Term of Service:**
   A. Other than the USOPC-AAC Representative, the USOPC-AAC Alternate Representative and Independent Directors, Directors shall begin their terms immediately following the Annual Meeting in the year in which they are elected/ratified for a two (2) year term.

   B. **Attendance:** When a Board of Directors member has been absent from two (2) consecutive meetings without reasons acceptable to the President, the President shall have the right to declare that such a member has forfeited their position and shall be considered for removal for cause according to Section 3.03 C below. The Board of Directors may then fill the vacancy according to Section 3.04 below.

   C. **Removal:** Directors may be removed for cause at any duly noticed meeting of the Board, and after being provided an opportunity for the Board member to be heard by the Board, upon the affirmative vote of at least two-thirds (2/3) of the voting power of the directors then in office (excluding the voting power of the director in question). Any vacancy occurring in the Board shall be filled in accordance with Section 3.04 C below. No director shall be subject to removal based upon how they vote as a director, unless such voting is determined to be part of a violation of the Code of Ethics (Appendix P).

3.04 **Vacancies:**
   A. Any vacancies that may occur in the Board of Directors shall be filled for the duration of the term by the group responsible for electing/appointing the position initially.
1. In the case of the elected officers, the Board of Directors may fill a vacancy in accordance with Section 3.04 C below, until the next meeting of the Board of Governors, at which time an election shall be held.

2. In the case of the Independent Directors, the Board of Directors may fill a vacancy at any time, in accordance with Section 3.04 C below, up to a maximum of four (4) Independent Directors.

3. In the case of the Athlete Representatives, the vacancy of the Athlete Representative positions serving on the Board of Directors shall be filled in accordance with Sections 7.07-7.08 of the USAAS Code.

B. **Timing:** If an elected officer vacancy occurs within sixty (60) days prior to the Annual Meeting of the Board of Governors, the Nominating Committee shall solicit candidates for election by the Board of Governors in accordance with Section 5.04 A.1 of the USAAS Code. If the elected officer vacancy does not occur within the sixty (60) day period noted above, the Nominating Committee will follow Section 3.04 C below.

C. **Procedures for Filling a Vacancy:**

1. The Board of Directors shall have the right, but not the obligation, to provide the Nominating Committee with a written description of the qualifications, skills and experiences that the Board of Directors deems beneficial to the corporation in filling a vacancy.

2. The Nominating Committee shall solicit, review and, if appropriate, interview candidates for vacant Board of Directors position(s) and shall recommend candidates for Board of Directors consideration in accordance with Sections 3.04 C and 5.04 A.l.a.(1)-(3) of the USAAS Code. The Nominating Committee’s recommendations shall include a written description which sets forth the opinions of the Nominating Committee regarding each candidate’s qualifications, skills and experiences.

3. At a duly noticed meeting, the Board of Directors shall consider new officers or Independent Directors, with approval requiring a majority vote.

4. In the event that the Board of Directors does not appoint a candidate to fill the vacancy, the Nominating Committee shall provide the Board of Directors with an alternate candidate(s), and a written description of each candidate’s qualifications in accordance with Section 3.04 C.2 above. This process shall continue until the positions are filled by either appointment by the Board of Directors or by election by the Board of Governors.

### 3.05 Meetings:

Meetings of the Board of Directors shall be held at any time or place, pursuant to a resolution of the Board of Directors or to a call signed by the President or three (3) Directors. Notice of any meeting shall be made in writing to all members of the Board, not less than two (2) weeks in advance of the meeting except for special meetings.

- **Minutes:** Meeting minutes shall be recorded, approved by the Board, and made available on-line within thirty (30) days of approval. In addition to standard expectations of meeting minutes (e.g., attendance, summary of discussion topics), minutes shall include conflict declarations and recusals from discussions, votes, or the meeting due to a conflict of interest. For executive session minutes, a summary of high-level topics will be sufficient.

### 3.06 Compensation:

No Director shall be entitled to receive compensation for service as a Director. Reimbursement by the Corporation may be made for reasonable expenses incurred in the course of a Director’s duties, however, the Corporation will cover travel costs for Athlete Representatives to attend the Board meetings. Directors shall not be disqualified from receiving reasonable compensation for services rendered to or for the benefit of the Corporation in any other capacity, provided that the rendering of such services conforms to the Conflict of Interest Policy (Appendix U).

### 3.07 Quorum:

The presence of a majority of the Directors serving shall constitute a quorum at any meeting of the Board of Directors.
3.08 **Voting:** Each voting member of the Board of Directors shall have one (1) vote on each matter submitted to the Board of Directors for its vote, consent, waiver, release or other action. There shall be no voting by proxy.

3.09 **Representatives to Other Organizations:**
A. The Board of Directors shall appoint the Corporation’s representative to the National Governing Bodies Council (“NGB Council”) of the USOPC.
B. The Board of Directors shall nominate the Corporation’s representative to FINA, PAQ Executive and Technical Artistic Swimming Committees (“TASC”) from recommendations provided by the International Relations Committee. The term of office for these positions is as follows:
1. **FINA TASC Representative:** Upon acceptance of the recommendation by FINA, the position begins at the conclusion of the World Championships immediately following the Summer Olympic Games until a new committee is constituted at the World Championships immediately following the next Summer Olympic Games.
2. **PAQ Executive Representative:** Upon acceptance of the recommendation by PANAM Aquatics, the position begins at the conclusion of the Pan American Games until a new committee is constituted following the next Pan American Games.
3. **PAQ TASC Representative(s):** Upon acceptance of the recommendations by PANAM Aquatics, the position(s) begin(s) at the conclusion of the Pan American Games until a new committee is constituted following the next Pan American Games.
C. The Board of Directors shall recommend or appoint, dependent on the organization, the Corporation’s representative to all other committees and organizations on which the Corporation is entitled to representation.

### ARTICLE 4

#### OFFICERS

4.01 **Officers:** The officers of the Corporation shall be President, Vice President Competitive Operations, Vice President Diversity, Equality and Inclusion, Vice President Member Development, Vice President Olympic International and Treasurer.
A. **Officers of the Corporation are not permitted to be Officers of another National Governing Body.**

4.02 **Elections:** Candidates for office must be members of the Corporation, should be consenting and need not be present to be elected. Officers shall be elected at the Annual Meeting of the Board of Governors as follows:
A. The President, Vice President Diversity, Equality and Inclusion and Vice President Olympic International shall be elected in even numbered years.
B. The Vice President Competitive Operations, Vice President Member Development and Treasurer shall be elected in odd numbered years.

4.03 **Term of Office:** The term of each office shall be two (2) years, and shall begin immediately following the Annual Meeting of the Corporation. Officers may be reelected to a second term, but may serve no more than four (4) consecutive years on the Board of Directors. An officer may serve up to an additional four (4) years if elected President immediately after serving as an Officer. An officer who is replaced must wait as many consecutive years as have been served consecutively, with a maximum of four (4) years off the Board of Directors before being eligible for office. In the event an officer is elected to fulfill a remainder of a term of office, which has been vacated, this election shall not count towards the two (2) years of eligibility. This officer shall have two (2) full terms of eligibility remaining.

4.04 **Role of an Officer:** The role of an officer shall be to set goals, objectives and policies for the organization, help develop and communicate the organization’s long-range plans and
serve as liaison between the National Office staff, committees and the general membership. Officers shall delegate tasks, monitor progress and provide support as needed to their committees.

4.05 President: The President shall serve as Chair of the Board of Directors of the Corporation. The President shall exercise duties prescribed in the USAAS Code and shall be an ex-officio member of all committees and subcommittees except the Ethics, Nominating and Election Committees. The President serves as liaison to other organizations in the absence of designated representatives. The President shall be responsible for the committees listed in Section 5.01 A of the USAAS Code. If the President is unable to fulfill their duties, the President shall appoint an acting President from among the members of the Board of Directors. If the President is unable to appoint an acting President, the Board of Directors shall select an acting President from among its members.

4.06 Vice President Competitive Operations: Shall be responsible for the committees listed in Section 5.01 B of the USAAS Code.

4.07 Vice President Diversity, Equality and Inclusion: Shall be responsible for the committees listed in Section 5.01 C of the USAAS Code.

4.08 Vice President Member Development: Shall be responsible for the committees listed in Section 5.01 D of the USAAS Code.

4.09 Vice President Olympic International: Shall be responsible for the committees listed in Section 5.01 E of the USAAS Code.

4.10 Treasurer: Shall be the Chief Financial Officer of the Corporation, responsible to the Board of Directors for overseeing financial planning, and providing advice on financial policy as required by the Board of Directors and Article 8 of the USAAS Code. The Treasurer shall not be a member of the Audit Committee.

4.11 Immediate Past President: Shall serve one (1) year immediately following their term of office. The Immediate Past President shall serve as an advisor to the new President, with voice but without a vote.

4.12 Executive Director:
A. There shall be an Executive Director who shall serve as the Chief Executive Officer of the Corporation. The Executive Director shall be employed by the Board of Directors for whatever term the Board of Directors deems appropriate and may be removed at any time with or without cause by the Board of Directors without prejudice to their contract rights.
B. The Executive Director shall not have the status of an officer of the Corporation, but shall be entitled to attend all meetings of the Board of Directors and shall be a non-voting member of the standing committees.
C. The Executive Director shall sign all contracts entered into by the Corporation in accordance with board policy.
ARTICLE 5
COMMITTEES

5.01 Committees: The following Standing Committees shall report to the respective Officer:

A. President:
   1. Nominating
   2. Election
   3. Governance
   4. Audit Committee of the Board of Directors
   5. Ethics

B. Vice President Competitive Operations:
   1. Rules
      a. Figures
   2. Collegiate
      a. Collegiate Compliance Review
   3. Masters
   4. Championship Management and Sites
   5. Judges’ Board
      a. Judges’ Review

C. Vice President Diversity, Equality and Inclusion:
   1. Diversity, Equality and Inclusion
      a. Diversity
      b. Equality
      c. Inclusion

D. Vice President Member Development:
   1. Membership
   2. Marketing and Promotion
   3. Awards and History
      a. Lillian MacKellar Award
      b. History
   4. Coaches’ Board
      a. Coaches’ Review
   5. Long Term Athlete Development Board

E. Vice President Olympic International:
   1. International Relations
      a. International Relations Review
   2. National Team Program
      a. National Team Review

5.02 Committee Chairs shall be appointed by the respective Officer, unless otherwise defined in the USAAS Code, with the approval of the President. The role of a Committee Chair shall be to understand and support the goals and long-range plans of the organization. The Committee Chair shall communicate the goals to the committee members. The Committee Chairs shall work with their respective Officer and their committees to make recommendations to accomplish these goals. When appropriate, the Committee Chair shall delegate tasks and responsibilities to the committee members and monitor progress toward accomplishing these goals.

5.03 Composition: Committee Chairs shall appoint members of their committees, unless otherwise defined in the USAAS Code, with the approval of the Officer responsible.

A. Membership:
   1. All committee members must be members of the Corporation but need not be members of the Board of Governors.
   2. Membership on Standing Committees shall include at least one (1) representative from each Zone and at least thirty-three and three tenths percent (33.3%) Athlete Representation unless the composition of the committee is otherwise defined in the USAAS Code.
   3. Zone balance shall be considered when appointing the committee members.
   4. The respective Officer shall be an ex-officio member of the Committees or Boards for which they are responsible.
   5. The Executive Director may assign National Office staff to serve as advisors to the Committees or Boards.
5.04 **Term of Service:** Unless otherwise defined in the USAAS Code, the term of service on a Standing Committee shall be two (2) years and shall begin immediately following the Annual Meeting of the Corporation, in the year of their appointment/election.

**A. Attendance:** When a committee member has been absent from two (2) consecutive meetings without reasons acceptable to the Committee Chair, the Committee Chair, with approval of their respective Officer, shall have the right to declare that such a member has forfeited their position and shall be considered for removal for cause according to Section 5.04 B below. The Committee Chair, with approval of their respective Officer, may fill the vacancy according to Section 5.04 C below.

**B. Removal:** Committee members may be removed for cause at any duly noticed committee meeting, and after being provided an opportunity for the committee member to be heard by the committee, upon the affirmative vote of at least two-thirds (2/3) of the committee. Any vacancy occurring on a committee shall be filled in accordance with Section 5.04 C below. No committee member shall be subject to removal based upon how they vote as a member, unless such voting is determined to be part of a violation of the Code of Ethics (Appendix P).

**C. Vacancies:** In the event a vacancy occurs on a committee, the person or Zone responsible for appointing or electing the position initially shall fill the position for the duration of the term.

5.05 **Compensation:** No committee member shall be entitled to receive compensation for service as a committee member. Reimbursement by the Corporation may be made for reasonable expenses incurred in the course of a committee member’s duties. Committee members shall not be disqualified from receiving reasonable compensation for services rendered to or for the benefit of the Corporation in any other capacity, provided that the rendering of such services conforms to the Conflict of Interest Policy (Appendix U).

5.06 **President’s Committees:**

**A. Nominating Committee:**

1. The Nominating Committee shall:
   
   **a.** Be responsible for nominating persons for the elected positions of the Corporation, with the exception of the Athlete Representatives. A slate of candidates shall be derived from all persons interested. Additional nominations may be made from the floor of the Annual Meeting of the Board of Governors, provided any such nominee is present and consenting. The Nominating Committee shall also be responsible for collaborating with the President in nominating Independent Directors for Board of Directors’ approval in accordance with Section 3.04 C of the USAAS Code. Specific responsibilities shall be to:

   (1) Recommend individuals to the Board of Governors and the Board of Directors, when vacancies occur, who have the highest personal and professional integrity, who have demonstrated exceptional ability and judgment, and who have indicated a desire to serve the long-term interests of the Corporation.

   (2) Develop written criteria for each open elected officer position on the Board of Directors in accordance with Sections 3.04 C.1 and 5.04 A.1.a. The Nominating Committee shall consider the needs of the Corporation, the qualifications, skills and experiences of the then current Board of Directors members and the criteria for each open officer position on the Board of Directors. The written criteria shall be published on the USAAS website for the USAAS membership prior to soliciting candidates.

   (3) Obtain from each interested candidate a written resume which includes a description of their qualifications, skills and experiences.

   (4) Provide a written report to the Board of Governors to include the slate of candidates and resumes for each candidate for an open officer position on the Board of Directors. The written report shall be published on the USAAS website not less than thirty (30) days in advance of the Board of Governors meeting.
(5) Add additional nominations from the floor at the Board of Governors meeting to the original slate of candidates.

b. Report progress on the Committee’s activities to the President. The report may take the form of an oral report by the Nominating Committee Chair or any other Nominating Committee member designated by the Chair.

c. Maintain minutes of the Committee’s activities.

d. Conduct such other activities as may be requested or assigned by the President or as set forth in this Code.

2. The composition of the Nominating Committee shall include:

a. The Chair, elected by the committee from among its members;

b. Two (2) representatives from each Zone, elected by the respective Zones at the Annual Meeting of the Corporation. These members shall be from two (2) different geographical areas from within the respective Zone, if possible. Candidates for the Nominating Committee need not be present at the Annual Meeting, but must consent to be nominated in order to be considered for election to the committee.

c. That number of Athlete Representatives, appointed by the AEC, who meet the requirements of Section 7.06 A of the USAAS Code, necessary to assure that at least thirty-three and three tenths percent (33.3%) of the Nominating Committee are athletes; and

d. A Past President of the Corporation, who is not running for an Officer position, shall be selected by the Nominating Committee to serve as an advisor.

e. A Diversity, Equality and Inclusion committee member shall serve as an advisor without a vote.

3. Members of the Nominating Committee may not run for a Board of Directors’ officer position. Athletes serving on the Nominating Committee who are elected to the Board of Directors as Athletes Representatives shall resign from the Nominating Committee.

4. Members of the current Board of Directors may not serve on the Nominating Committee.

5. **Term of Service:** The term of service on the Nominating Committee shall be two (2) years and shall begin immediately following the Annual Meeting of the Corporation. A member may not serve more than two (2) consecutive terms. A member must wait as many consecutive years as have been served in order to serve again.

B. **Election Committee:** The Election Committee shall be responsible for the conduct of the elections of the Corporation and other duties as listed in Appendix M.

1. The composition of the Election Committee shall include:

a. The Chair, appointed by the President;

b. At least three (3) and not more than five (5) members appointed by the President;

c. That number of Athlete Representatives, appointed by the AEC, who meet the requirements of Section 7.06 A of the USAAS Code, necessary to assure that at least thirty-three and three tenths percent (33.3%) of the Election Committee are athletes.

d. A Past President of the Corporation, who is not running for an Officer position, shall be selected by the Nominating Committee to serve as an advisor.

e. A Diversity, Equality and Inclusion committee member shall serve as an advisor without a vote.

C. **Governance Committee:**

1. The Governance Committee shall:

a. Maintain the USAAS Code and Administrative Rules of the Corporation, including the required By-Laws for the LASCs and Zones and appropriate Appendices.

b. Revise, as appropriate, the USAAS Code and Administrative Rules to conform to FINA Rules and Regulations and the USOIPC By-Laws.

c. Educate the membership on Governance procedures.

d. Work with the Rules Committee to ensure consistency with the Technical Rules.

2. The composition of the Governance Committee shall include:

a. The Chair, appointed by the President;

b. One (1) representative from each Zone, elected by the respective Zone at the Annual Meeting of the Zone in conjunction with the Zone Championships;
c. Three (3) At-Large members appointed by the Chair; and

d. That number of Athlete Representatives, appointed by the AEC, who meet the requirements of Section 7.06 A of the USAAS Code, necessary to assure that at least thirty-three and three tenths percent (33.3%) of the Governance Committee are athletes.

e. A Diversity, Equality and Inclusion committee member shall serve as an advisor without a vote.

D. Audit Committee of the Board of Directors:

1. The Audit Committee is appointed by the Board of Directors to assist the Board with its oversight of:
   a. The integrity of the Corporation’s financial statements;
   b. The evaluation and recommendation of the independent auditor to examine the corporation’s accounts, controls and financial statements;
   c. The independent auditor’s qualifications and independence;
   d. The performance of the Corporation’s independent auditors and USOPC auditors;
   e. The compliance by the Corporation with legal and regulatory requirements; and
   f. Other functions as assigned to the Audit Committee by the Board of Directors.

2. The composition of the Audit Committee shall include:
   a. The Chair, appointed by the Board of Directors from among its members;
   b. At least three (3) and not more than five (5) members appointed by the Board of Directors;
   c. The USOPC-AAC Representative; and
   d. That number of Athlete Representatives, appointed by the AEC, who meet the requirements of Section 7.06 A of the USAAS Code, necessary to assure that at least thirty-three and three tenths percent (33.3%) of the Audit Committee are athletes.

e. A Diversity, Equality and Inclusion committee member shall serve as an advisor without a vote.

E. Ethics Committee:

1. The Ethics Committee shall:
   a. Investigate and make recommendations on any matter referred to it by the Executive Director, President or Board of Directors.
   b. Periodically review the Code of Ethics and make recommendations to the Board of Directors.
   c. Review and provide guidance on ethical questions presented to it by the Executive Director, President or the Board of Directors.
   d. Review and provide guidance on conflicts of interest disclosed pursuant to the Conflict of Interest Policy (Appendix U) at the request of the Executive Director, President or the Board of Directors.
   e. Provide training on conflicts of interest and ethics, as requested.

2. The composition of the Ethics Committee shall include:
   a. The Chair, appointed by the Board of Directors from among the members of USAAS;
   b. Four (4) individuals who meet the definition of “Independent”, appointed by the Board of Directors. See Section 3.02 D.5.b of the USAAS Code. One (1) “Independent” member shall have experience in Diversity, Equality and Inclusion; and
   c. That number of Athlete Representatives, appointed by the AEC, who meet the requirements of Section 7.06 A of the USAAS Code, necessary to assure that at least thirty-three and three tenths percent (33.3%) of the Ethics Committee are athletes.

d. A Diversity, Equality and Inclusion committee member shall serve as an advisor without a vote.

3. Individuals, other than the Chair, may not serve on the Ethics Committee while serving as a member of the Board of Directors.

4. If a conflict of interest arises with an Ethics Committee member’s overall service or as it relates to an individual case or situation, the concern shall be disclosed to the
Ethics Committee Chair and the Executive Director for review. A resolution will be made and the concern and resolution will be reported to the Board of Directors.

5.07 Competitive Operations Committees:
A. Rules Committee:
1. The Rules Committee shall:
   a. Review proposals for changes to the USAAS Rules, Figure Rules and appropriate Appendices and recommend action to the Board of Directors.
   b. Ensure the accuracy of the rules and strive to maintain consistency throughout.
   c. Work with the Governance Committee to ensure consistency with the USAAS Code and Administrative Rules.
2. The composition of the Rules Committee shall include:
   a. The Chair, appointed by the Vice President Competitive Operations;
   b. Two (2) representatives from each Zone, appointed by the Committee Chair in consultation with the respective Zone Chair;
   c. Two (2) representatives from the Collegiate Program, appointed by the Chair of the Collegiate Committee;
   d. Two (2) representatives from the Masters Program, appointed by the Chair of the Masters Committee; and
   e. That number of Athlete Representatives, appointed by the AEC, necessary to assure that at least thirty-three and three tenths percent (33.3%) of the Rules Committee are athletes.
   f. A Diversity, Equality and Inclusion committee member shall serve as an advisor without a vote.
3. Figures Subcommittee: Shall review proposals for changes to the figure descriptions and groups and revise, as appropriate, to conform to FINA figure descriptions. The Figures Subcommittee shall recommend figures rule proposals to the Rules Committee for action.
   a. The composition of the Figures Subcommittee shall include:
      (1) The Chair, appointed by the Vice President Competitive Operations from among the committee members;
      (2) Eight (8) members appointed by the Vice President Competitive Operations; and
      (3) That number of Athlete Representatives, appointed by the AEC, necessary to assure that at least thirty-three and three tenths percent (33.3%) of the Figures Subcommittee are athletes.
B. Collegiate Committee:
1. The Collegiate Committee shall:
   a. Serve as advisors for the Collegiate Program, including the U.S. Collegiate Championship.
   b. Review waiver requests for exceptions to the USA Artistic Swimming rules and make recommendations to the Vice President Competitive Operations. (Exception: USA Artistic Swimming Rule VII, CO 1.1-1.3.11 shall be reviewed by the Collegiate Compliance Review Subcommittee.)
   c. Report infractions of USA Artistic Swimming rules to the Vice President Competitive Operations.
   d. Recommend Collegiate Program proposals to the Rules Committee for action.
2. The composition of the Collegiate Committee shall include:
   a. The Collegiate Chair, elected at the Collegiate Annual Meeting held in conjunction with the U.S. Collegiate Championship. The term of office shall be two (2) years and shall begin immediately following the U.S. Collegiate Championship. The Collegiate Chair may be reelected to a second term, but may serve no more than four (4) consecutive years as the Collegiate Chair;
   b. The Collegiate Technical Chair, elected at the Collegiate Annual Meeting held in conjunction with the U.S. Collegiate Championship. The term of office shall be two (2) years and shall begin immediately following the U.S. Collegiate Championship. The Collegiate Technical Chair may be reelected to a second term, but may serve no more than four (4) consecutive years as the Collegiate
Technical Chair. The Collegiate Technical Chair coordinates the collection of the required forms related to National Collegiate Athletic Association ("NCAA") eligibility and technical affidavits, and serves as the Chair of the Collegiate Compliance Review Subcommittee;

c. The Collegiate Program Development Chair, elected at the Collegiate Annual Meeting held in conjunction with the U.S. Collegiate Championship. The term of office shall be two (2) years and shall begin immediately following the U.S. Collegiate Championship. The Collegiate Program Development Chair may be reelected to a second term, but may serve no more than four (4) consecutive years as the Collegiate Program Development Chair. The Collegiate Program Development Chair assists with the promotion and growth of all collegiate programs;

d. The Collegiate Secretary, appointed by the Collegiate Chair as a nonvoting member. The Collegiate Secretary is responsible for the recording of meeting minutes and any additional administrative duties assigned by the Collegiate Chair;

e. Two (2) collegiate coach representatives from each Collegiate Region, elected by the respective Collegiate Region at the Collegiate Regional Championships. The term of office shall be two (2) years and shall begin immediately following the U.S. Collegiate Championship. The two (2) collegiate coach representatives per Collegiate Region shall represent a varsity and club program, if possible; and

f. That number of Athlete Representatives, elected by Collegiate Athletes at the U.S. Collegiate Championship, necessary to assure that at least thirty-three and three tenths percent (33.3%) of the Collegiate Committee are athletes.

g. A Diversity, Equality and Inclusion committee member shall serve as an advisor without a vote.

3. Collegiate Compliance Review Subcommittee:
   a. The Collegiate Compliance Review Subcommittee shall:
      (1) Review waiver requests for exceptions to the NCAA rules and USA Artistic Swimming Rule VII, CO 1.1-1.3.11 and make recommendations to the Vice President Competitive Operations.
      (2) Report infractions of the NCAA rules and USA Artistic Swimming Rule VII, CO 1.1-1.3.11 to the Vice President Competitive Operations.

   b. The composition of the Collegiate Compliance Review Subcommittee shall include:
      (1) The Collegiate Technical Chair, as a nonvoting member;
      (2) Two (2) coach representatives, appointed by the Collegiate Technical Chair, who are unaffiliated with collegiate programs for at least two (2) years;
      (3) One (1) compliance officer, appointed by the Collegiate Technical Chair, who is from an institution without a collegiate artistic swimming program;
      (4) One (1) attorney, appointed by the Collegiate Technical Chair, who is unaffiliated with a current collegiate artistic swimming program; and
      (5) Two (2) Athlete Representatives, selected by the AEC, who are unaffiliated with any of the athletes in contention, who meet the requirements of Section 7.06 A of the USAAS Code, and shall be retired from competition.

C. Masters Committee: Shall serve as advisors for the Masters Program, including the U.S. Masters Championship and recommend Masters Program proposals to the Rules Committee for action.

1. The composition of the Masters Committee shall include:
   a. The Chair, elected at the Masters Annual Meeting held in conjunction with the U.S. Masters Championship;
   b. A maximum of eight (8) At-Large members appointed by the Masters Committee Chair; and
   c. That number of Athlete Representatives, elected by Masters Athletes at the U.S. Masters Championship, necessary to assure that at least thirty-three and three tenths percent (33.3%) of the Masters Committee are athletes.
d. A Diversity, Equality and Inclusion committee member shall serve as an advisor without a vote.

D. **Championship Management and Sites Committee:** Shall prepare for and oversee all aspects of the National Championships, including site selection recommendations to the Executive Director, and serve as advisors to all meet managers. The Executive Director shall present the site selections to the Board of Directors for approval.

1. The composition of the Championship Management and Sites Committee shall include:

   a. The Chair, appointed by the Vice President Competitive Operations;

   b. The four (4) Zone Technical Chairs;

   c. One (1) representative from each Zone, elected by the respective Zone at the Annual Meeting of the Zone in conjunction with the Zone Championships;

   d. One (1) representative from the Zone Scoring Chairs who has been selected from among the Zone Scoring Chairs;

   e. The Sound/Equipment Manager appointed by the Vice President Competitive Operations; and

   f. That number of Athlete Representatives, appointed by the AEC, necessary to assure that at least thirty-three and three tenths percent (33.3%) of the Championship Management and Sites Committee are athletes.

   g. A Diversity, Equality and Inclusion committee member shall serve as an advisor without a vote.

E. **Judges’ Board:** Shall oversee programs to recruit, educate, certify and evaluate judges for all levels.

   1. The composition of the Judges’ Board shall include:

      a. The Administrator of the Judges’ Programs, as Chair. The Administrator of the Judges’ Programs is appointed by the Vice President Competitive Operations and must hold a judges’ rating of Retaining Level 4 or higher. The Administrator of the Judges’ Programs shall be responsible for supervising and assigning tasks to the members of the Board, recommending policy changes to the Vice President Competitive Operations, recruiting judges, and administering judges selection for and assignment during National Championships.

      b. The four (4) Zone Officials Chairs;

      c. Four (4) At-Large members appointed by the Administrator of the Judges’ Programs; and

      d. That number of Athlete Representatives, appointed by the AEC, who meet the requirements of Section 7.06 A of the USAAS Code, necessary to assure that at least thirty-three and three tenths percent (33.3%) of the Judges’ Board are athletes.

      e. A Diversity, Equality and Inclusion committee member shall serve as an advisor without a vote.

2. **Judges’ Review Subcommittee:** Shall review the performance of all certified judges, and promptly investigate all formal requests for review of a judge’s judging performance. For a request for review of a judge’s conduct, the Judges Review Subcommittee shall refer the matter to the Executive Director to be processed according to the USAAS Administrative Rules, Code of Ethics (Appendix P), Athlete Safety Policy (Appendix Q) or Fraudulent Conduct and Whistleblower Policy (Appendix S). See Appendix G, Section 1.13.

   a. The composition of the Judges’ Review Subcommittee shall include:

      (1) The Administrator of the Judges’ Programs, as Chair;

      (2) The four (4) Zone Officials Chairs; and

      (3) That number of Athlete Representatives, appointed by the AEC, who meet the requirements of Section 7.06 A of the USAAS Code, and are retired from competition, necessary to assure that at thirty-three and three tenths percent (33.3%) of the Judges’ Review Subcommittee are athletes.

5.08 **Diversity, Equality and Inclusion Committees:**

A. **Diversity, Equality and Inclusion Committee:**

   1. The Diversity, Equality and Inclusion Committee shall:
a. Develop a strategic plan that provides a comprehensive nationwide approach to increasing diversity, equality and inclusion opportunities at all levels of the sport.

b. Propose rule changes that ensure all members of the organization are included and given equal opportunity without regard to race, ethnicity, culture, religion, sex (including gender identity, sexual orientation or pregnancy), age, family status, socio-economic status, geographical location, nationality, body shape, beliefs, mental or physical ability or other defining characteristics, to groups, athletes, and individuals who are not athletes, as set forth in Section 1.01 of the USAAS Code.

c. Develop, recommend and assist the National Office staff in implementing education opportunities for members to increase awareness about the importance of creating a more inclusive environment at all levels of the sport.

d. Designate a member of the Diversity, Equality and Inclusion committee, appointed by the Chair, as an advisor without a vote to each USAAS Standing Committee, with the exception of each Subcommittee.

2. The composition of the Diversity, Equality and Inclusion Committee shall include:

a. The Chair, appointed by the Vice President Diversity, Equality and Inclusion;

b. The four (4) Zone Diversity, Equality and Inclusion Chairs;

c. Two (2) representatives from each Zone, appointed by the Vice President Diversity, Equality and Inclusion;

d. Two (2) individuals appointed by the Chair who meet the definition of “Independent”. See Section 3.02 D.5.b of the USAAS Code; and

e. That number of Athlete Representatives, appointed by the AEC, necessary to assure that at least thirty-three and three tenths percent (33.3%) of the Diversity, Equality and Inclusion Committee are athletes.

3. The Diversity Subcommittee:

a. The Diversity Subcommittee shall:

   (1) Assist the National Office staff with outreach through National campaigns and programs that focus on addressing the issues of the minority population of the Artistic Swimming community in all aquatic facilities with Learn to Swim programs.

   (2) Coordinate with the National Office staff and the USAAS Membership Committee to implement the programs and increase membership of the underrepresented population of the organization.

b. The composition of the Diversity Subcommittee shall include:

   (1) The Chair, appointed by the Vice President Diversity, Equality and Inclusion from among the members of the Diversity, Equality and Inclusion Committee;

   (2) One (1) representative from each Zone, appointed by the Chair; and

   (3) That number of Athlete Representatives, appointed by the AEC, necessary to assure that at least thirty-three and three tenths percent (33.3%) of the Diversity Subcommittee are athletes.

4. The Equality Subcommittee:

a. The Equality Subcommittee shall:

   (1) Facilitate communication between the members and the National Office staff to identify barriers that prevent the creation of a fair environment at all levels of the organization.

   (2) Observe, report and recommend changes to the Diversity, Equality and Inclusion Committee regarding the policies and rules that prevent equal opportunities for all members.

   (3) Ensure that all nomination and selection procedures and policies for positions within the organization meet fair standard practices. See Appendix H.

b. The composition of the Equality Subcommittee shall include:

   (1) The Chair, appointed by the Vice President Diversity, Equality and Inclusion from among the members of the Diversity, Equality and Inclusion Committee;

   (2) One (1) representative from each Zone, appointed by the Chair; and
(3) That number of Athlete Representatives, appointed by the AEC, necessary to assure that at least thirty-three and three tenths percent (33.3%) of the Equality Subcommittee are athletes.

5. The Inclusion Subcommittee:
   a. The Inclusion Subcommittee shall:
      (1) Communicate with the membership to determine strategies that allow all members of the organization to be included without regard to race, ethnicity, culture, religion, sex (including gender identity, sexual orientation or pregnancy), age, family status, socio-economic status, geographical location, nationality, body shape, beliefs, mental or physical ability or other defining characteristics.
      (2) Coordinate the implementation of educational programs with the National Office staff so that an inclusive and supportive environment can be developed within all levels of the organization.
      (3) Ensure programs at all levels of the organization include members from the underrepresented population of the sport.

b. The Inclusion Subcommittee shall include:
   (1) The Chair, appointed by the Vice President Diversity, Equality and Inclusion from among the members of the Diversity, Equality and Inclusion Committee;
   (2) One (1) representative from each Zone, appointed by the Chair; and
   (3) That number of Athlete Representatives, appointed by the AEC, necessary to assure that at least thirty-three and three tenths percent (33.3%) of the Inclusion Subcommittee are athletes.

5.09 Member Development Committees:
   A. Membership Committee: Shall assist the National Office staff in the development and implementation of programs to recruit and retain membership in the sport, including Life Member and Alumni Service Programs.
      1. The composition of the Membership Committee shall include:
         a. The Chair, appointed by the Vice President Member Development;
         b. One (1) representative from each Zone, elected by the respective Zone at the Annual Meeting of the Zone in conjunction with the Zone Championships;
         c. One (1) representative from each Zone, appointed by the Membership Committee Chair; and
         d. That number of Athlete Representatives, appointed by the AEC, who meet the requirements of Section 7.06 A of the USAAS Code, necessary to assure that at least thirty-three and three tenths percent (33.3%) of the Membership Committee are athletes.
         e. A Diversity, Equality and Inclusion committee member shall serve as an advisor without a vote.
   B. Marketing and Promotion Committee:
      1. The Marketing and Promotion Committee shall:
         a. Assist the National Office staff with marketing plan development and brand recognition.
         b. Assist with sponsor and partnership development.
         c. Provide input for publications and written marketing materials, including recommending content and potential authors.
      2. The composition of the Marketing and Promotion Committee shall include:
         a. The Chair, appointed by the Vice President Member Development;
         b. A maximum of eight (8) At-Large members appointed by the Marketing and Promotion Committee Chair; and
         c. That number of Athlete Representatives, appointed by the AEC, necessary to assure that at least thirty-three and three tenths percent (33.3%) of the Marketing and Promotion Committee are athletes.
         d. A Diversity, Equality and Inclusion committee member shall serve as an advisor without a vote.
C. **Awards and History Committee:**

1. The Awards and History Committee shall:
   a. Select the annual recipients for the national awards, with the exception of the Lillian MacKellar Award.
   b. Coordinate with the National Office staff the acquisition of and presentation of awards, including providing any necessary biography information.
   c. Oversee the preservation of the history of artistic swimming in the United States.

2. The composition of the Awards and History Committee shall include:
   a. The Chair, appointed by the Vice President Member Development;
   b. A maximum of eight (8) At-Large members appointed by the Awards and History Committee Chair; and
   c. That number of Athlete Representatives, appointed by the AEC, necessary to assure that at least thirty-three and three tenths percent (33.3%) of the Awards and History Committee are athletes.
   d. A Diversity, Equality and Inclusion committee member shall serve as an advisor without a vote.

3. **Membership Prerequisite:** Committee members shall have been involved with the sport for more than ten (10) years. This requirement shall be waived for Athlete Representatives.

4. **Lillian MacKellar Award Subcommittee:** Shall be responsible for selecting the annual recipient for the Lillian MacKellar Distinguished Service Award. All previous recipients may be part of the deliberation.
   a. The composition of the Lillian MacKellar Award Subcommittee shall include:
      1. The Chair, appointed by the Vice President Member Development from among previous recipients;
      2. All Lillian MacKellar Distinguished Service Award recipients in attendance at the Annual Meeting of the Corporation; and
      3. That number of Athlete Representatives, appointed by the AEC, necessary to assure that at least thirty-three and three tenths percent (33.3%) of the Lillian MacKellar Award Subcommittee are athletes.

5. **The History Subcommittee:** Shall work with the National Office staff to determine what history should be preserved and the most effective method to preserve it.
   a. The composition of the History Subcommittee shall include:
      1. The Chair, appointed by the Awards and History Committee Chair;
      2. Two (2) representatives from each Zone, appointed by the History Subcommittee Chair in consultation with the respective Zone Chair; and
      3. That number of Athlete Representatives, appointed by the AEC, necessary to assure that at least thirty-three and three tenths percent (33.3%) of the History Subcommittee are athletes.

D. **Coaches’ Board:** Shall oversee programs to recruit, educate, certify and evaluate coaches for all levels.

1. The composition of the Coaches’ Board shall include:
   a. The Administrator of the Coaches’ Programs, as Chair. The Administrator of the Coaches’ Programs is appointed by the Vice President Member Development. The Administrator of the Coaches’ Programs shall be responsible for supervising and assigning tasks to the members of the Board, recommending policy changes to the Vice President Member Development and recruiting coaches.
   b. The four (4) Zone Education Chairs;
   c. Four (4) At-Large members appointed by the Administrator of the Coaches’ Programs; and
   d. That number of Athlete Representatives, appointed by the AEC, who meet the requirements of Section 7.06 A of the USAAS Code, necessary to assure that at least thirty-three and three tenths percent (33.3%) of the Coaches’ Board are athletes.
   e. A Diversity, Equality and Inclusion committee member shall serve as an advisor without a vote.

2. **Coaches’ Review Subcommittee:** Shall promptly investigate all formal requests for review of a coach’s record. For a request for review of a coach’s conduct, the
Coaches Review Subcommittee shall refer the matter to the Executive Director to be processed according to the USAAS Administrative Rules, Code of Ethics (Appendix P), Athlete Safety Policy (Appendix Q) or Fraudulent Conduct and Whistleblower Policy (Appendix S).

a. The composition of the Coaches’ Review Subcommittee shall include:
   (1) The Administrator of the Coaches’ Programs, as Chair;
   (2) The four (4) Zone Education Chairs; and
   (3) That number of Athlete Representatives, appointed by the AEC, who meet the requirements of Section 7.06 A of the USAAS Code, and are retired from competition, necessary to assure that at least thirty-three and three tenths percent (33.3%) of the Coaches’ Review Subcommittee are athletes.

E. Long Term Athlete Development Board: Shall, in conjunction with the High Performance Manager and the Education Director, develop and coordinate a Long Term Athlete Development Program.

1. The composition of the Long Term Athlete Development Board shall include:
   a. The Chair, appointed by the Vice President Member Development;
   b. The Administrator of the Coaches’ Programs;
   c. The Administrator of the Judges’ Programs;
   d. The four (4) Zone Education Chairs;
   e. One (1) representative from each area of expertise:
      (1) National Team Programs – to be appointed by the High Performance Manager and to serve as the liaison between the Long Term Athlete Development Board and the National Team Program Committee.
      (2) Age Group Programs – to be appointed by the Vice President Member Development.
      (3) Grass Roots Programs – to be appointed by the Vice President Member Development.
      (4) Masters Programs – to be elected at the Masters Annual Meeting held in conjunction with the U.S. Masters Championship.
      (5) Collegiate Programs – to be elected at the Collegiate Annual Meeting held in conjunction with the U.S. Collegiate Championship; and
   f. That number of Athlete Representatives, appointed by the AEC, necessary to assure that at least thirty-three and three tenths percent (33.3%) of the Long Term Athlete Development Board are athletes.
   g. A Diversity, Equality and Inclusion committee member shall serve as an advisor without a vote.

5.10 Olympic International Committees:
A. International Relations Committee:
   1. The International Relations Committee shall:
      a. Select judges and other representatives who are not members of the National Team or its support staff, to attend international competitions, congresses and seminars, whether or not the Corporation sends a delegation representing the United States;
      b. Establish selection criteria and succession plans, and make recommendations to the Board of Directors for personnel for international positions, including but not limited to: the FINA Bureau, FINA TASC, PAQ Executive, PAQ TASC and any other international positions in other international organizations, as appropriate;
      c. Recommend to the Board of Directors, international competitions to be conducted in the United States;
      d. Initiate and accept invitations to/from foreign countries or organizations to send teams or individuals, except for National Team members, to participate in exhibitions or competitions in the United States or abroad. The High Performance Manager, with notification to the Vice President Olympic International and the International Relations Committee Chair, will be responsible for accepting invitations on behalf of National Team Members;
      e. Approve club options, special events, International Club Exchanges, private invitations and protocol for international delegations;
f. Develop, recommend and implement other international exchange opportunities and the funding for such opportunities, in collaboration with the National Office staff.

2. The composition of the International Relations Committee shall include:
   a. The Chair, appointed by the Vice President Olympic International, who has national team experience, international judging experience or other related international artistic swimming experience;
   b. The President of the Corporation;
   c. The Immediate Past Vice President Olympic International;
   d. U.S. representatives, if members of USA Artistic Swimming, to the FINA Bureau, the PAQ Executive or other international organizations;
   e. U.S. representatives to the FINA and PAQ TASCs or any other FINA or PAQ committees or commissions while representing USA Artistic Swimming;
   f. Five (5) At-Large members elected by the Board of Governors at the Annual Meeting of the Board of Governors in the year of the Summer Olympic Games;
   g. That number of Athlete Representatives necessary to assure that at least thirty-three and three tenths percent (33.3%) of the International Relations Committee are athletes. The Corporation’s representative to the USOPC Athletes Advisory Council (USOPC-AAC) and USOPC-AAC Alternate shall be two (2) of these athletes. The remaining members of the International Relations Committee who are Athlete Representatives shall be appointed by the AEC, meet the requirements of Section 7.06 A of the USAAS Code, and shall be retired from competition; and
   h. The High Performance Manager and a Diversity, Equality and Inclusion committee member shall serve as advisors without a vote.

3. Each member shall serve until the conclusion of the Board of Governors meeting after the next Summer Olympic Games, or until a successor is elected/appointed.

4. Those members of the International Relations Committee being considered for international positions or assignments shall excuse themselves from the discussion and vote.

5. International Relations Review Subcommittee:
   a. The International Relations Review Subcommittee shall:
      (1) Review and approve Club Option applications, including funding recommendations when available. See Appendix F.
      (2) Determine athlete eligibility to participate when a Masters international competition has limited entries. See Appendix F.
   b. The composition of the International Relations Review Subcommittee shall include:
      (1) The Chair of the International Relations Committee, as Chair;
      (2) The Vice President Olympic International;
      (3) The High Performance Manager;
      (4) Two (2) Athlete Representatives selected by the High Performance Manager who are unaffiliated with any of the athletes in contention, who meet the requirements of Section 7.06 A of the USAAS Code, and shall be retired from competition; and
      (5) One (1) person selected by the Vice President Olympic International who exhibits knowledge of the sport, knowledge of the international scene in elite artistic swimming, and demonstrates a fair and unbiased disposition.

B. National Team Program Committee:
1. The High Performance Manager is empowered with all decision-making authority necessary for the formulation, development and implementation of a National Team program. The High Performance Manager will work in a collaborative manner with the Vice President Olympic International, the International Relations Committee Chair and the National Team Program Committee in exercising this authority.

2. The National Team Program Committee shall:
   a. Provide input to the High Performance Manager regarding, and endorse:
      (1) Selection procedures for athlete members for all National Teams;
(2) Selection procedures for staff members for the Pan American and Olympic Games Teams; and
(3) The USA Artistic Swimming National Team Quad Plan, developmental programs and training camps.

b. Assist in the implementation of the USA Artistic Swimming National Team Quad Plan, developmental programs and training camps.
c. Help develop a plan to identify and train artistic swimmers as potential National Team members.
d. Collaborate with the Coaches’ Board to enhance the coaches’ education program.
e. Foster communication with the Judges’ Board to ensure cohesive programs.

3. The composition of the National Team Program Committee shall include:
   a. The High Performance Manager, as Chair;
   b. Seven (7) National Team Coaches, selected by the High Performance Manager, following the Annual Meeting of the Corporation in the year of the Summer Olympic Games, from the pool of National Team Coaches, shall serve a four (4) year term;
   c. Four (4) At-Large members, who are not members of the pool of National Team Coaches, shall be elected by the Board of Governors at the Annual Meeting of the Board of Governors in the year of the Summer Olympic Games to serve a four (4) year term;
   d. That number of Athlete Representatives necessary to assure that at least thirty-three and three tenths percent (33.3%) of the National Team Program Committee are athletes. The Corporation’s representative to the USOPC Athletes Advisory Council (USOPC-AAC) shall be one (1) of these athletes. The remaining members of the National Team Program Committee who are Athlete Representatives shall be appointed by the AEC, meet the requirements of Section 7.06 A of the USAAS Code, and shall be retired from competition; and
   e. The Corporation’s representatives to the FINA and PAQ TASC’s or any other FINA or PAQ committees or commissions while representing USA Artistic Swimming, the NGB Council of the USOPC and a Diversity, Equality and Inclusion committee member shall serve as advisors without a vote.

4. National Team Review Subcommittee:
   a. The National Team Review Subcommittee shall:
      (1) Resolve petitions related to athlete eligibility to participate in National Team Trials. See Appendix E.
      (2) Resolve petitions related to athlete injury or illness during the National Team Trials Selection process. See Appendix E.
   b. The composition of the National Team Review Subcommittee shall include:
      (1) The Chair, appointed by the Vice President Olympic International;
      (2) The Vice President Olympic International;
      (3) The High Performance Manager;
      (4) Two (2) Athlete Representatives selected by the High Performance Manager who are unaffiliated with any of the athletes in contention, who meet the requirements of Section 7.06 A of the USAAS Code, and shall be retired from competition; and
      (5) One (1) person selected by the Vice President Olympic International who exhibits knowledge of the sport, knowledge of the international scene in elite artistic swimming, and demonstrates a fair and unbiased disposition.

5.11 Other Committees: In addition, the Board of Directors or the President may appoint any other committees, which may be designated as pertinent to the conduct of the business of the Corporation, subject to the requirement that at least thirty-three and three tenths percent (33.3%) of each committee consists of Athlete Representatives.
ARTICLE 6
TERRITORIAL ORGANIZATION

6.01 Organization: The Corporation’s activities in the conduct of artistic swimming competitions and other programs other than at the national and international levels shall be conducted as set forth herein.

6.02 LASC: There shall be an LASC organized in each of the associations/territories set forth in Section 6.03 below. Each LASC shall:
A. Incorporate as a non-profit organization in the state in which it operates.
B. Have By-Laws which include at least those provisions set forth in Appendix A.
C. Annually file the By-Laws of the LASC with the National Office of the Corporation.

6.03 LASC Association/Territory: The association/territory of each of the LASCs shall be as follows:

Adirondack - The State of New York east of Jefferson, Lewis, Oneida, Madison and Chenango Counties and north of Delaware, Ulster, Broome and Dutchess Counties.

Alaska - The State of Alaska.

Allegheny Mountain - The State of Pennsylvania west of and including McKean, Cameron, Clearfield, Blair, Cambria and Somerset Counties; Marshall, Brooke, Ohio and Hancock Counties in the State of West Virginia; and Columbiana, Belmont and Jefferson Counties in the State of Ohio.

Arizona - The State of Arizona.

Carolina - The States of North Carolina and South Carolina.

Central California - Monterey, San Benito, Merced, Mariposa, Madera, Mono, Fresno, Kings, Tulare, Inyo, Kern and San Luis Obispo Counties in the State of California.


Dakota - The States of North Dakota and South Dakota.

Gulf - The State of Texas south of and including Robertson, Leon, Austin, Houston, Angelina, Nacogdoches and Shelby Counties; and east of and including Fort Bend, Wharton, Colorado, Waller, Grimes, Brazos and Matagorda Counties; and the States of Louisiana and Mississippi.

Hawaii - The State of Hawaii.


Indiana - The State of Indiana except Floyd, Clark and Dearborn Counties.

Inland Empire - The State of Washington east of and including Okanogan, Chelan, Kittitas, Yakima and Klickitat Counties; and the State of Idaho north of and including Idaho County.

Iowa - The State of Iowa east of and including Dickinson, Clay, Buena Vista, Sac, Carroll, Audubon, Cass, Adams and Taylor Counties.

Lake Erie - The State of Ohio north and east of and including Erie, Huron, Seneca, Crawford, Richland, Ashland, Wayne, Stark, Tuscarawus and Mahoning Counties.
Maryland - The State of Maryland except Frederick, Montgomery and Prince Georges Counties.

Metropolitan - The State of New York south of and including Sullivan, Ulster and Dutchess Counties.


Middle Atlantic - The State of Delaware and the State of Pennsylvania east of and including Potter, Clinton, Centre, Huntingdon and Bedford Counties.

Midsouth - The State of Kentucky, except Boyd County; the State of Tennessee; and Floyd and Clark Counties in the State of Indiana.

Minnesota East - The State of Minnesota east of US Interstate 35.

Minnesota West - The State of Minnesota west of US Interstate 35.

Missouri Valley - The State of Kansas; the State of Oklahoma; the State of Nebraska; the State of Iowa including Lyon, Osceola, Sioux, O’Brien, Plymouth, Cherokee, Woodbury, Ida, Monona, Crawford, Harrison, Shelby, Pottawattamie, Mills, Montgomery, Fremont and Page Counties; and the State of Missouri west of and including Schuyler, Adair, Macon, Randolph, Audrain, Callaway, Cole, Moniteau, Morgan, Benton, Hickory, Polk, Greene, Christian and Taney Counties.

Montana - The State of Montana; and Park, Teton, Hot Springs and Fremont Counties in the State of Wyoming.

New England North - The States of Vermont, New Hampshire and Maine and the northern towns of Middlesex County and Essex County, as defined by the Massachusetts Registry of Deeds. The northern towns of Middlesex County are: Billerica, Carlisle, Chelmsford, Dracut, Dunstable, Lowell, Tewksbury, Tyngsborough, Westford and Wilmington. The northern towns of Essex County are: Andover, Lawrence, Methuen and North Andover.

New England South - The State of Rhode Island and all of Massachusetts exclusive of the northern towns of Middlesex County and Essex County, as defined by the Massachusetts Registry of Deeds. The northern towns of Middlesex County are: Billerica, Carlisle, Chelmsford, Dracut, Dunstable, Lowell, Tewksbury, Tyngsborough, Westford and Wilmington. The northern towns of Essex County are: Andover, Lawrence, Methuen and North Andover.

New Jersey - The State of New Jersey.

New Mexico - The State of New Mexico.

Niagara - The State of New York west of and including Oswego, Onondaga and Cortland Counties.

Northeast Florida - The State of Georgia; and Nassau, Duval, Clay, St. Johns, Putnam, Flagler, Volusia, Seminole, Orange, Osceola, Brevard, Indian River, Okeechobee, St. Lucie and Martin Counties, and Palm Beach County north of State Road 704 in the State of Florida.

Ohio - The State of Ohio south and west of and including Ottawa, Sandusky, Wood, Hancock, Wyandot, Marion, Morrow, Knox, Holmes, Coshocton, Guernsey, Noble and Monroe Counties; Harrison and Carroll Counties; not including Washington and Lawrence Counties; and Dearborn County in the State of Indiana.

Oregon - The State of Oregon and Cowlitz, Clark and Skamania Counties in the State of Washington.

Ozark - The State of Missouri east of and including Scotland, Knox, Shelby, Monroe, Ralls, Pike, Montgomery, Osage, Miller, Camden, Dallas, Webster, Douglas and Ozark Counties; and Calhoun, Greene, Jersey, Madison, St. Clair and Monroe Counties in the State of Illinois.

Pacific - The State of California north of and including Santa Cruz, Santa Clara, Stanislaus, Tuolumne and Alpine Counties; and west of and including Humboldt, Mineral, Churchill and Lander Counties in the State of Nevada.


Potomac Valley - The District of Columbia; Frederick, Montgomery and Prince Georges Counties in the State of Maryland; and Arlington, Fairfax, Loudon, Fauquier and Prince William Counties and the cities of Alexandria and Falls Church in the State of Virginia.

Rocky Mountain - The State of Colorado.

San Diego/Imperial - San Diego and Imperial Counties in the State of California.

Snake River - The State of Idaho south of and including Lemhi, Valley and Adams Counties; and Elko, White Pine and Eureka Counties in the State of Nevada.

South Texas - The State of Texas west of and including Milam, Burleson, Washington, Austin, Fayette, Lavaca, Jackson and Calhoun Counties; south of and including Menard, Mason, Llano, Burnett, Lampasas and Bell Counties; and east of and including Val Verde, Sutton and Schleicher Counties; and north of and including Reeves, Pecos, Crane, Upton, Reagan, Irion, Tom Green, Concho, McCulloch and San Saba Counties; and west of and including Hardeman, Foard, Knox, Haskell, Jones, Callahan, Brown and Mills Counties; and El Paso, Hudspeth, Culberson, Jeff Davis, Presidio, Brewster, Terrell and Crockett Counties.

Southeast Florida - Palm Beach County south of State Road 704; Broward and Miami-Dade Counties in the State of Florida.

Southern California - Ventura, Los Angeles, San Bernardino, Orange, Riverside and Santa Barbara Counties in the State of California.

Southern Nevada - Nye, Lincoln, Clark and Esmeralda Counties in the State of Nevada.

Southwest Florida - Hillsborough County south of Highway 60; Pinellas, Manatee, Hardee, Sarasota, Desoto, Highlands, Charlotte, Glades, Lee, Hendry, Collier and Monroe Counties in the State of Florida.

Southwestern - The State of Texas east and north of and including Wilbarger, Baylor, Throckmorton, Shackelford, Eastland, Comanche, Hamilton, Coryell, McLennan, Falls, Limestone, Freestone, Anderson, Cherokee, Rusk, Panola and Bowie Counties; and the State of Arkansas.

Utah - The State of Utah.
Virginia - The State of Virginia, except Arlington, Fairfax, Loudon, Fauquier and Prince William Counties and the cities of Alexandria and Falls Church; and the State of West Virginia except Hancock, Brooke, Ohio and Marshall Counties; and Lawrence and Washington Counties in the State of Ohio; and Boyd County in Kentucky.

Wisconsin - The State of Wisconsin.


6.04 Zones: There shall be a Zone organized in each of the territories set forth in Section 6.05 below. Each Zone shall:
A. Have By-Laws which include at least those provisions set forth in Appendix B.
B. Annually file the By-Laws of the Zone with the National Office of the Corporation.

6.05 Zone Territory: The territory of each Zone shall consist of the following LASCs respectively:

EAST
Adirondack, Allegheny Mountain, Connecticut, Lake Erie, Maryland, Metropolitan, Middle Atlantic, New England North, New England South, New Jersey and Niagara.

NORTH
Dakota, Illinois, Indiana, Iowa, Michigan, Midsouth, Minnesota East, Minnesota West, Missouri Valley, Ohio, Ozark, Rocky Mountain and Wisconsin.

SOUTH
Carolina, Gulf, Northeast Florida, Northwest Florida, Potomac Valley, South Texas, Southeast Florida, Southwest Florida, Southwestern and Virginia.

WEST
Alaska, Arizona, Central California, Hawaii, Inland Empire, Montana, New Mexico, Oregon, Pacific, Pacific Northwest, San Diego/Imperial, Snake River, Southern California, Southern Nevada, Utah and Wyoming.

ARTICLE 7

ATHLETES REPRESENTATION

7.01 Athletes Committee: There shall be an Athletes Committee composed as follows:
A. LASC Representatives: Three (3) Athlete Representatives from each LASC shall be elected at the LASC Championships every year to serve a two (2) year term. The three (3) most recently elected representatives shall be in training, and the three (3) senior representatives shall be the voting representatives to the Board of Governors.
B. Zone Representatives: Three (3) Athlete Representatives (three from each Zone) shall be elected each year at the Zone Championships to serve a two (2) year term. The three (3) most recently elected representatives shall be in training, and the three (3) senior representatives shall be the voting representatives to the Board of Governors.
C. Collegiate Representatives: Two (2) Athlete Representatives shall be elected each year at the U.S. Collegiate Championship to serve a two (2) year term. Additionally, one (1) Athlete Representative from each Region shall be elected every year at the Collegiate Regional Championships to serve a two (2) year term. The most recently elected representative shall be in training, and the senior representative shall be the voting representative to the Board of Governors. Collegiate Athlete Representatives may serve one (1) year after leaving college.
D. Masters Representatives: Two (2) Athlete Representatives shall be elected each year at the U.S. Masters Championship to serve a two (2) year term. Each representative must be from a different Zone.

E. Athletes Executive Council (“AEC”): The Athlete Representatives on the AEC shall be automatic members of the Athletes Committee.

7.02 Athletes Executive Council: There shall be an AEC composed of six (6) AEC Officers, the USOPC Athletes Advisory Council (“USOPC-AAC”) Representative, the Athlete At-Large Representative, and the General Board of Directors Athlete Representatives as set forth herein. In addition, the USOPC-AAC Alternate Representative and the AEC Immediate Past President shall be nonvoting members of the AEC. The AEC shall have the authority to act for the Athletes Committee between meetings and shall appoint Athlete Representatives to the Standing Committees listed in Section 5.01 of the USAAS Code (with priority consideration given to the Athlete Representatives currently serving on the Athletes Committee). Each AEC member is an ex-officio member of all Standing Committees within their area of responsibility and shall communicate athlete opinion and advice to each committee.

A. The members of the AEC, with the exception of the AEC President, the USOPC-AAC Representative, the USOPC-AAC Alternate Representative, the Athlete At-Large Representative, and the General Board of Directors Athlete Representatives, shall be elected by the Athletes Committee at the Annual Meeting of the Corporation to serve a two (2) year term as follows:
1. The AEC Vice President Diversity, Equality and Inclusion, AEC Vice President Olympic International, and AEC Secretary shall be elected in even numbered years.
2. The AEC Vice President Competitive Operations and AEC Vice President Member Development shall be elected in odd numbered years.

B. The AEC President shall be directly elected by athletes, who meet the requirements of Section 7.06 A, in even numbered years to serve a two (2) year term. See Section 7.08 below.
1. The AEC President shall serve a one (1) year term as the AEC Immediate Past President. The term shall begin immediately following the conclusion of the term of the AEC President and shall be a nonvoting member of the AEC.

C. The USOPC-AAC Representative and the USOPC-AAC Alternate Representative shall be elected in the Olympic year to serve a four (4) year term. See Section 7.07 below.

D. The Athlete At-Large Representative and the General Board of Directors Athlete Representatives shall be directly elected by athletes, who meet the requirements of Section 7.06 A, in odd numbered years to serve a two (2) year term. See Section 7.08 below.

E. Responsibilities:
1. AEC President: Shall chair both the AEC and the Athletes Committee, shall serve on the Board of Directors, and shall be responsible for the committees listed in Section 5.01 A of the USAAS Code.
2. AEC Vice President Competitive Operations: Shall be responsible for the committees listed in Section 5.01 B of the USAAS Code.
3. AEC Vice President Diversity, Equality and Inclusion: Shall be responsible for the committees listed in Section 5.01 C of the USAAS Code.
4. AEC Vice President Member Development: Shall be responsible for the committees listed in Section 5.01 D of the USAAS Code.
5. AEC Vice President Olympic International: Shall be responsible for the committees listed in Section 5.01 E of the USAAS Code.
6. AEC Secretary: Shall be responsible for recording all proceedings of the meetings of the AEC and the Athletes Committee.
7. The USOPC-AAC Representative: Shall serve in the absence of the AEC President, shall serve on the Board of Directors and shall be responsible for reporting USOPC matters to the AEC, the Athletes Committee and the Board of Directors.
8. The USOPC-AAC Alternate Representative: Shall serve in the absence of the USOPC-AAC Representative and shall be a nonvoting member of the Board of Directors.
9. **The Athlete At-Large Representative:** Shall serve in the absence of both the AEC President and the USOPC-AAC Representative, shall serve on the Board of Directors and shall be responsible for communicating athlete opinion to the Board and the Athletes Committee.

10. **General Board of Directors Athlete Representatives:** Shall serve on the Board of Directors and shall be responsible for communicating athlete opinion to the Board and the Athletes Committee.

F. All AEC members, with the exception of the AEC President, the USOPC-AAC Representative, the USOPC-AAC Alternate Representative, the Athlete At-Large Representative, and the General Board of Directors Athlete Representatives, shall meet the requirements of Section 7.06 B below at the time of their election. The AEC President, the Athlete At-Large Representative, and the General Board of Directors Athlete Representatives shall meet the requirements of Section 7.06 A below at the time of their election. The USOPC-AAC Representative and the USOPC-AAC Alternate Representative shall meet the requirements of Section 7.07 below.

7.03 **Term of Office:** The term of the AEC shall be two (2) years, with the exception of the USOPC-AAC Representative and the USOPC-AAC Alternate Representative, and shall begin immediately following the Annual Meeting of the Corporation in the year of their election. All other Athlete Representatives shall take office immediately following the election. All other Athlete Representatives shall take office immediately following the election at which their election was held and their term of office shall include two (2) Annual Meetings and terminate when their successor is elected at the appropriate competition. See Section 7.07 below for the term of office for the USOPC-AAC Representative and the USOPC-AAC Alternate Representative.

7.04 **Procedures for General Athlete Representative Nominations, Elections and Vacancies:**

A. During the General Athletes Meeting at the LASC, Zone, U.S. Collegiate, or U.S. Masters Championship, an open election shall be held to elect the respective number of Athlete Representatives, with the exception of the AEC President, the USOPC-AAC Representative, the USOPC-AAC Alternate Representative, the Athlete At-Large Representative, and the General Board of Directors Athlete Representatives, as set forth in Section 7.01 above. The current Athlete Representatives shall, respectively, chair the elections of their successors for all the Athlete Representative positions except AEC Officers, the USOPC-AAC Representative, the USOPC-AAC Alternate Representative, the Athlete At-Large Representative, and the General Board of Directors Athlete Representatives.

1. The AEC President shall conduct elections of all AEC Officers, the Athlete At-Large Representative, and the General Board of Directors Athlete Representatives.

2. The Athlete At-Large Representative shall conduct the election for the AEC President, the USOPC-AAC Representative and the USOPC-AAC Alternate Representative.

B. All registered athletes present shall be eligible to vote except in the election of the AEC President, the USOPC-AAC Representative, the USOPC-AAC Alternate Representative, the Athlete At-Large Representative, and the General Board of Directors Athlete Representatives. See Section 7.07-7.08 below.

C. Candidates for office must be members of the Corporation, should be consenting and need not be present to be elected, with the exception of the election of the AEC President, the USOPC-AAC Representative, the USOPC-AAC Alternate Representative, the Athlete At-Large Representative, and the General Board of Directors Athlete Representatives. See Section 7.07-7.08 below.

D. Every club present at the meeting shall have one (1) nomination if they desire. A club may decline to nominate a candidate, but it may not relinquish its nominating privilege to another club.

E. Five (5) additional candidates may be nominated from the floor.

F. A primary election shall be held to limit the number of candidates to four (4) if there are more than six (6) nominees.

G. All elections shall be completed and results announced by the conclusion of the competition or event.
H. A challenge to any election results must be made in writing to the Chair of the election. When a challenge has been filed, the Chair shall notify the AEC President and AEC Secretary. A candidate, or his or her designated representative, who challenges the results, has the right to review the ballots in the company of the Tellers and the Chair of the Election Committee.

I. Procedures for Filling a Vacancy: The AEC shall have the authority to fill a vacant AEC position, with the exception of the AEC President, USOPC-AAC Representative, the USOPC-AAC Alternate Representative, the Athlete At-Large Representative, and the General Board of Directors Athlete Representatives between meetings of the Athletes Committee. Alternates, as listed in 7.05 below, shall be considered by the AEC to fill the AEC vacant position. If there are no alternates for the vacated AEC position, the AEC may nominate an Athlete Representative who meets the requirements of the vacated position. A notice of open nomination, including position requirements and a nomination submission deadline, shall be issued to all Athletes Committee members asking if they are interested in filling a vacated AEC position. If the AEC President, the USOPC-AAC Representative, the USOPC-AAC Alternate Representative, the Athlete At-Large Representative, or the General Board of Directors positions are vacant, the position(s) shall be filled in accordance with 7.07 or 7.08 below.

J. Holding more than One (1) Position: In the event that not enough athletes run for AEC Officer positions, Athlete Representatives may hold simultaneous positions on the AEC and the Board of Directors (i.e., AEC Vice President and USOPC-AAC Representative). Athletes cannot hold simultaneous positions on the Board of Directors.

7.05 Alternates:
A. The first and second runner-up from each final election shall be the first and second alternate. If an Athlete Representative moves out of the LASC or Zone and into another as a competitor, their respective alternate shall assume the duties for the remainder of the term. See Section 7.07 below for USOPC-AAC Alternate Representative.

B. The Athlete Representative shall, whenever possible, give notice to the alternate if unable to attend any of the events.

7.06 Eligibility Requirements for Committees:
A. All individuals who serve as Athlete Representatives, with the exception of the USOPC-AAC Representative and the USOPC-AAC Alternate Representative, to the “Designated Committees” shall meet the following standards. For purposes of this Section 7.06 A, “Designated Committees” include the Board of Directors, any National Board of Review, and the Coaches’ Board, Election, Governance, International Relations, Judges’ Board, Membership, National Team Program and Nominating Committees.

1. At least one-half (1/2) of the individuals serving as Athlete Representatives shall have competed in or been a named reserve or replacement athlete for the NGB’s events or disciplines that are on the sport’s program in the Olympic or Pan American Games.

2. Up to one-half (1/2) of the individuals serving as Athlete Representatives may have competed in or been a named reserve or replacement athlete for:
   a. An event or discipline not on the program of the Olympic or Pan American Games, provided that such event or discipline is recognized by the International Federation of the NGB or is regularly included in the international competition program of the International Federation; or
   b. The Paralympic Games, or an International Paralympic Committee-recognized World Championship in events on the Paralympic Games Program.

3. At the time of election, at least twenty percent (20%) of NGB Athlete Representatives shall have demonstrated their qualifications as athletes (or been a named reserve or replacement athlete) by having:
   a. Within the ten (10) years preceding election, represented the United States in one of the events listed below for which a competitive selection process was administered by the NGB:
      (1) the Olympic or Pan American Games; or
      (2) an Operation Gold event; or
(3) a World Championship recognized by the NGB’s International Federation for which a competitive selection process was administered by the NGB; or
(4) in a team sport, at an international championship recognized by the International Federation of the NGB; or
(5) a World Trophy, World Cup, World Series, World Series Super Final, Olympic Qualification Tournament; or
(6) was officially selected to a Senior National Team that qualified for any of the above listed events, though was not afforded the opportunity to compete as a result of the decision of USAAS not to attend, or an adverse situation beyond the control of USAAS (i.e., boycott, pandemic, etc.); or
b. Within the twenty-four (24) months before their election, demonstrated that they are actively engaged in amateur athletic competition by finishing in the top half of the NGB’s National Championships or team selection competition for the events outlined in Section 7.06 A 1 or 2 or in a team sport, have been a member of the NGB’s Senior National Team; or
c. For the purposes of the standards outlined above in Section 7.06 A.2.b only, within the ten (10) years preceding election, represented the United States in the Paralympic Games, or an International Paralympic Committee-recognized World Championship in events on the Paralympic Games Program.
d. Athlete Representatives in this group will be commonly referred to as “10-year” Athlete Representatives.
4. At the time of election, up to at least thirteen and three tenths percent (13.3%) of NGB Athlete Representatives shall have demonstrated their qualifications as athletes (or been a named reserve or replacement athlete) by having:
a. Represented the United States in one (1) of the events listed below for which a competitive selection process was administered by the NGB:
   (1) the Olympic or Pan American Games; or
   (2) an Operation Gold event; or
   (3) a World Championship recognized by the NGB’s International Federation for which a competitive selection process was administered by the NGB; or
   (4) in a team sport, at an international championship recognized by the International Federation of the NGB; or
   (5) a World Trophy, World Cup, World Series, World Series Super Final, Olympic Qualification Tournament; or
   (6) was officially selected to a Senior National Team that qualified for any of the above listed events, though was not afforded the opportunity to compete as a result of the decision of USAAS not to attend, or an adverse situation beyond the control of USAAS (i.e., boycott, pandemic, etc.).
b. Athlete Representatives in this group will be commonly referred to as “10-year-plus” Athlete Representatives.
5. Athlete Representatives may not be drawn from events that categorize entrants in age-restricted classifications commonly known as “Juniors”, “Masters”, “Seniors”, “Veterans” or other similarly designated age-restricted competition. This provision is not meant to exclude from eligibility athletes who compete in an event for which the International Olympic Committee (“IOC”) or an International Federation has established an age restriction but who otherwise meet the standard set forth in this Section 7.06 A.
B. All individuals who serve as Athlete Representatives to the committees, which are not “Designated Committees”, shall be determined as follows:
1. At least one-half (1/2) of the individuals serving as Athlete Representatives shall have competed in the NGB’s events or disciplines that are on the sport’s program in the Olympic or Pan American Games.
2. Up to one-half (1/2) of the individuals serving as Athlete Representatives may have competed in:
a. An event or discipline not on the program of the Olympic or Pan American Games, provided that such event or discipline is recognized by the International Federation of the NGB or is regularly included in the international competition program of the International Federation; or
b. The Paralympic Games, or an International Paralympic Committee-recognized World Championship in events on the Paralympic Games Program.

3. At the time of election, all NGB Athlete Representatives shall have demonstrated their qualifications as athletes by having:
   a. Represented the United States in one (1) of the events listed below for which a competitive selection process was administered by the NGB:
      (1) the Olympic or Pan American Games; or
      (2) an Operation Gold event; or
      (3) a World Championship recognized by the NGB’s International Federation for which a competitive selection process was administered by the NGB; or,
      (4) in a team sport, at an international championship recognized by the International Federation of the NGB; or
      (5) a World Trophy, World Cup, World Series, World Series Super Final, Olympic Qualification Tournament; or
      (6) was officially selected to a Senior National Team that qualified for any of the above listed events, though was not afforded the opportunity to compete as a result of the decision of USAAS not to attend, or an adverse situation beyond the control of USAAS (i.e., boycott, pandemic, etc.); or
   b. Within the twenty-four (24) months before their election, demonstrated that they are actively engaged in amateur athletic competition; or
   c. For the purposes of the standards outlined above in Section 7.06 B.2.b only, represented the United States in the Paralympic Games, or an International Paralympic Committee-recognized World Championship in events on the Paralympic Games Program.

4. Athlete Representatives may not be drawn from events that categorize entrants in age-restricted classifications commonly known as “Masters”, “Seniors”, “Veterans” or other similarly designated age-restricted competition. This provision is not meant to exclude from eligibility athletes who compete in an event for which the IOC or an International Federation has established an age restriction but who otherwise meet the standard set forth in this Section 7.06 B.

C. Disclosure: During the selection process, athlete representative candidates shall disclose any felony convictions, any period of ineligibility served in sport (e.g., periods of suspension related to violations of anti-doping codes and/or U.S. Center SafeSport/Athlete Safety) as well as any violations of the U.S. Center SafeSport Code, USAAS Athlete Safety Policy (Appendix Q) and/or USAAS Minor Athlete Abuse Prevention Policy (“MAAPP”).

7.07 USOPC-AAC Representative and USOPC-AAC Alternate Representative Eligibility, Election and Vacancy Procedures:

A. Eligibility: The USOPC-AAC Representative and USOPC-AAC Alternate Representative shall have represented the United States in the Olympic or Pan American Games, World Championships, or an event designated as an Operation Gold event within the ten (10) years preceding election and shall meet any other eligibility requirements of the USOPC-AAC. Athletes shall not be paid employees of the USOPC or USAAS and simultaneously serve on the USOPC-AAC.

B. Term of Office: In the Olympic year, the USOPC-AAC Representative and the USOPC-AAC Alternate Representative for the next quadrennium shall be elected by email ballot process not later than May 31st. An athlete may serve as the USOPC-AAC Representative or the USOPC-AAC Alternate Representative for a maximum of two (4) year terms. The USOPC-AAC Representative and the USOPC-AAC Alternate Representative shall take office at the first Athletes Advisory Council (“AAC”) meeting of the new quadrennium, which typically takes place in January of the year following the Summer Olympic Games. When, at the end of their term, the USOPC-AAC Representative or the USOPC-AAC Alternate Representative no longer meet the eligibility requirements of Section 7.06 A, they must wait one (1) year before being eligible for a Board of Directors position.
C. Procedures for Nomination and Election:
1. The Athlete At-Large Representative shall conduct the election for the USOPC-AAC Representative and the USOPC-AAC Alternate Representative.
2. Only athletes eligible to run for the USOPC-AAC Representative and the USOPC-AAC Alternate Representative positions are eligible to vote.
3. Eligible candidates for the USOPC-AAC Representative and the USOPC-AAC Alternate Representative positions may be nominated, regardless of membership in the Corporation.
4. The Athlete At-Large Representative shall email each eligible athlete a self-nomination form for the positions of USOPC-AAC Representative and the USOPC-AAC Alternate Representative no later than April 1st of the Olympic Year.
5. Nomination forms must be returned to the Athlete At-Large Representative within thirty (30) days of the date of emailing. Late nominations will not be considered. All nominees will be contacted by the Athlete At-Large Representative to confirm their interest in serving in this position.
6. Not later than May 31st, the Athlete At-Large Representative shall email a ballot containing all nominees for election to all athletes who meet the USOPC’s standards of eligibility to serve as the USOPC-AAC Representative and the USOPC-AAC Alternate Representative. Ballots must be returned within fifteen (15) days of the date of the email.
7. Ballots will be tallied by the Athlete At-Large Representative.
8. The candidate who receives the greatest number of votes shall be declared the winner of the election. The candidate receiving the second highest number of votes shall become the USOPC-AAC Alternate Representative.
9. A challenge to any election results must be made in writing to the Athlete At-Large Representative. When a challenge has been filed, the Athlete At-Large Representative shall notify the AEC President and AEC Secretary. A candidate (or their designated representative), who challenges the results, has the right to review the ballots in the company of the Athlete At-Large Representative and request a recount within five (5) days of the announcement of the election.
10. All election results shall be announced prior to the adjournment of the Board of Governors meeting.

D. Procedures for Filling a Vacancy: In the event that the USOPC-AAC Representative is unable to complete the term, the USOPC-AAC Alternate Representative shall become the USOPC-AAC Representative and the runner-up in the election shall become the new USOPC-AAC Alternate Representative. If the USOPC-AAC Alternate Representative is unable to complete the term, the runner-up in the election shall become the USOPC-AAC Alternate Representative. If both Representatives vacate their positions, the next two (2) runners-up shall become the USOPC-AAC Representative and USOPC-AAC Alternate Representative, respectively. If there is no runner-up, the Athlete At-Large Representative shall hold a new election as soon as possible to fill vacated positions following the timing provided in Section 7.07 C above.

7.08 AEC President, Athlete At-Large Representative and General Board of Directors Athlete Representatives Eligibility, Election and Vacancy Procedures:
A. Eligibility: The AEC President, the Athlete At-Large Representative, and the General Board of Directors Athlete Representatives must meet the requirements of Section 7.06 A.
B. Term of Office: The AEC President and the General Board of Directors Athlete Representatives will be elected in even numbered years, and the Athlete At-Large Representative will be elected in odd numbered years, to serve a two (2) year term.
1. The General Board of Directors Athlete Representatives may be reelected to a second term, but may serve no more than four (4) consecutive years on the Board of Directors. The General Board of Directors Athlete Representatives must wait as many consecutive years as have been served consecutively before being eligible to run for another Board of Directors position.
2. When, at the end of their term, the AEC President or Athlete At-Large Representative no longer meet the eligibility requirements of Section 7.06 A, they must wait one (1) year before being eligible for another Board of Directors position.

C. **Procedures for Nomination and Election:**
1. The AEC President shall conduct the election for the Athlete At-Large Representative and the General Board of Directors Athlete Representatives. The Athlete At-Large Representative shall conduct the election for the AEC President.
2. Only athletes that meet the requirements of Sections 7.06 A are eligible to vote.
3. Eligible candidates for the positions to be elected may be nominated, regardless of membership in the Corporation.
4. The AEC President or the Athlete At-Large Representative shall email each eligible athlete a self-nomination form for the position(s) up for election no later than August 1st.
5. Nomination forms must be returned to the AEC President (for the position of Athlete At-Large Representative and the General Board of Directors Athlete Representatives) or the Athlete At-Large Representative (for the position of AEC President) within fifteen (15) days of the date of emailing. Late nominations will not be considered. All nominees will be contacted by the AEC President or the Athlete At-Large Representative to confirm their interest in serving in the respective position.
6. Not later than August 31st, the AEC President (for the position of Athlete At-Large Representative and the General Board of Directors Athlete Representatives) or the Athlete At-Large Representative (for the position of AEC President) shall email a ballot containing all nominees for election to all athletes who are eligible to vote. Ballots must be returned within fifteen (15) days of the date of the email.
7. Ballots will be tallied by the AEC President (for the position of Athlete At-Large Representative or the General Board of Directors Athlete Representatives) or by the Athlete At-Large Representative (for the position of AEC President).
8. For each election, the candidate who receives the greatest number of votes shall be declared the winner of the election.
9. A challenge to any election results must be made in writing to the Chair of the election. When a challenge has been filed, the Election Chair shall notify the AEC President or the Athlete At-Large Representative, respectively and the AEC Secretary. A candidate (or their designated representative), who challenges the results, has the right to review the ballots in the company of the Election Chair and request a recount within five (5) days of the announcement of the election.
10. All election results shall be announced prior to the adjournment of the Board of Governors meeting.

D. **Procedures for Filling a Vacancy:** In the event that the AEC President, the Athlete At-Large Representative, or the General Board of Directors Athlete Representatives are unable to complete their terms, the next runner-up in the respective elections shall fill the vacancy. If there is no runner-up, the AEC President (for the position of Athlete At-Large Representative or the General Board of Directors Athlete Representatives) or the Athlete At-Large Representative (for the position of AEC President) shall hold a new election as soon as possible to fill the vacated position following the timing provided in Section 7.08 C above.

**ARTICLE 8**

**FINANCES**

8.01 **Budget Approval:** The Treasurer shall be responsible for overseeing the preparation of the budget of the Corporation, and for obtaining the approval of the Board of Directors.
8.02 **Responsibilities:** The Treasurer shall be responsible to assure that:
A. All records of monies, accounts, books, papers and vouchers pertaining to the office of Treasurer for audit or other purposes, are delivered to the independent auditors, USOPC auditors, or Audit Committee when requested.
B. An annual financial report is prepared for presentation at the Annual Meeting of the Board of Governors.
C. Clubs, LASCs and Zones are aware of their financial responsibilities and reporting requirements to the Corporation.

8.03 **Annual Audit:** The financial records of the Corporation shall be audited annually by an independent Certified Public Accountant selected by the Audit Committee, showing the income and disbursements of the Corporation. Such annual financial reports shall be made available for inspection by members of the general public at the Corporation’s principal office on request made within sixty (60) days after notice of availability.

8.04 **Fiscal Period:** The Corporation shall have a fiscal period for tax and accounting purposes commencing on the first day of January in each year.

**ARTICLE 9**

**INDEMNIFICATION**

9.01 **Indemnification:** The Corporation shall indemnify every person who is or was a Director, Officer, or employee of the Corporation, against reasonable expenses including attorney’s fees and disbursements, judgments, decrees, fines, penalties and amounts paid in settlement, in connection with any pending or threatening claim, action, suit, or proceeding (civil, criminal, administrative or investigative) in which the person may be involved or threatened to be involved, as a party or otherwise, by reason of being or having been such Director, Officer, or employee; provided a determination is made in the manner provided in Section 9.02 below, that such person:
A. Was not negligent or guilty of misconduct in the performance of duties to the Corporation;
B. Acted in good faith and in a manner which the person reasonably believed to be in the best interests of the Corporation; and
C. In any matter the subject of a criminal action, suit, or proceeding, had no reasonable cause to believe that the conduct was unlawful.

Notwithstanding the foregoing, if, at any time, any provision of Colorado law prohibits indemnification in respect to any claim, action, suit or proceeding, any indemnification in respect thereof shall be made only in accordance with such provision.

9.02 **Determination:** The determination in Section 9.01 above, shall be made by:
A. Adjudication of a court of competent jurisdiction;
B. A majority vote of a quorum consisting of disinterested Directors of the Corporation who are or were not parties to or threatened with any such claim, action, suit, or proceeding; or
C. Independent legal counsel in a written opinion, if a quorum is not obtainable or if the quorum of disinterested Directors so directs. In making a determination, the disinterested Directors may conclusively rely upon an opinion, as to facts or law or both, of independent legal counsel selected by them. The termination of a claim, action, suit, or proceeding by judgment, settlement, conviction, or upon a plea of guilty or of nolo contendere or its equivalent shall not of itself create a presumption that the Director, Officer, or employee was negligent or guilty of misconduct in the performance of duties to the Corporation, or in any matter the subject of a criminal action, suit, or proceeding, had reasonable cause to believe that the conduct was unlawful.

9.03 **Expenses** incurred with respect to any claim, action, suit, or proceeding may be paid by the Corporation prior to the final disposition thereof upon receipt of an undertaking by the
Director, Officer, or employee to repay such amount as is ultimately determined not to be payable to the person hereunder.

9.04 Rights: The rights of indemnification provided hereunder shall not be deemed exclusive of other rights to which any such Director, Officer, or employee now or hereafter may be entitled. Such rights shall continue as to a person who has ceased to be a Director, Officer, or employee, and shall inure to the benefits of such person’s heirs and legal representatives.

9.05 Insurance: The Corporation, by authorization of the Board of Directors, may purchase and maintain insurance on behalf of any person who is serving or has served at its request as a Director, Officer, or employee of any other corporation, against any liability asserted against the person and incurred by the person in any such capacity, or arising out of the person’s status as such, whether or not the Corporation would have the power to indemnify the person against such liability under this Article 9.

9.06 Limitation: Subject to limitations provided in this Article 9, it is the intention of this Article to give the Directors, Officers, and employees of the Corporation the maximum indemnification permitted under the law of the State of Colorado as it now exists or may exist in the future. If any provision or portion thereof of this Article shall be found to be invalid or ineffective, the validity and effect of the remaining parts shall not be affected.

ARTICLE 10

AMENDMENTS

10.01 Requirements: The year following the Summer Olympic Games shall be defined as the legislative year. These Regulations may be altered, amended or repealed at the Annual Meeting of the Corporation in the legislative year as follows:

A. Revisions to Part One (USAAS Code), Appendix A and B (By-Laws); Part Two (Administrative Rules); Part Three (USAAS Rules) and Part Four (Figure Rules):
   1. By two-thirds (2/3) vote of the Board of Directors present and voting.

B. The effective date shall be the first day of the next calendar year.

10.02 Proposals: An amendment may be proposed by an LASC, a committee of the Corporation, a member of the Board of Governors, or a member of the Board of Directors. All proposed amendments shall be in such form as to show the entire section as it will read if adopted, with any changes in language underlined if new and lined out if deleted. If not submitted in the proper format, the amendments will be rejected and not considered until re-submitted correctly.

A. All proposed amendments to the USAAS Rules, Appendices D (Regions) and L shall be considered by the Rules Committee, all proposed amendments to the Figure Rules shall be considered by the Figures Subcommittee, and proposed amendments to the USAAS Code, Administrative Rules, and Appendices A, B, D (Associations/ Zones), J and M shall be considered by the Governance Committee.

B. Each respective committee shall prepare a report and recommendation to the Board of Directors.

10.03 Proposal Deadline: All proposed amendments shall be submitted to the respective Committee Chair no less than ninety (90) days prior to the start of the Annual Meeting of the Board of Governors. The respective Chair shall see that the appropriate committees receive all proposed amendments in order to be able to comply with Section 10.04 below.

10.04 Notification: All proposed amendments to all parts of the USAAS Code shall be published on the USAAS website and all delegates to the Board of Governors shall receive notification of the posting by any type of broadly available communication method not less than thirty (30) days prior to the Annual Meeting of the Board of Governors.
10.05 **Modification:** A proposed amendment may be modified in any manner by the Board of Directors while under consideration, but such modification must be germane to the subject matter of the proposed amendment. If more than one (1) amendment has been proposed on the same subject matter, and there are substantive differences between such amendments, the Board of Directors may adopt a compromise of substance as well as form, and if the adoption of an amendment as proposed or amended or compromised is inconsistent or in conflict with other parts of the USAAS Code, the Board of Directors may adopt conforming amendments appropriate to the case.

10.06 **Expired Deadline Requirements:** In the legislative year, if the deadline has expired for submission of legislation to the Rules and Governance Committees, additional amendments may be proposed, and amendments may be proposed in non-legislative years, but such amendments may be adopted only when ninety percent (90%) of the Board of Directors present and voting vote in favor of such amendments.

**ARTICLE 11**

**DISSOLUTION**

11.01 **Authority:** If deemed advisable by the Board of Directors, the Corporation may be dissolved pursuant to the applicable provisions of the corporation laws of the State of Colorado.

11.02 **Disposal of Assets:** Upon the dissolution of the Corporation, the Board of Directors shall, after making provision for the payment of all the liabilities of the Corporation, dispose of all the assets of the Corporation exclusively for the purposes of the Corporation or to such organization or organizations organized and operated exclusively for charitable, educational, religious, literary or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).
PART TWO

USAAS ADMINISTRATIVE RULES
(Effective January 1, 2022)

ARTICLE 20

ELIGIBILITY

20.01 Eligibility: An athlete is eligible to compete in competitions of the Corporation (“USAAS”), subject to the following requirements.

20.02 Membership: To be eligible to compete, an athlete must be a member of the Corporation in one of the following categories:
A. Competitive Athlete: An athlete who participates and competes in:
   1. Competitions including those that qualify for advancement to another competition, USAAS camps or Trials.
   2. National Championships and international programs and events.
      See Appendix C.
B. Athlete: An athlete who participates and competes in:
   1. Local activities including but not limited to shows, clinics and camps. The athlete may compete in non-qualifying competitions such as an invitational.
   2. Collegiate competitions, not including the U.S. Collegiate Championship.
      See Appendix C.
C. Trial Athlete: An athlete who only participates in club activities for a maximum period of thirty (30) days. See Appendix C.

20.03 Financial Advantage: Any athlete considering college eligibility shall consult the NCAA rules for requirements.

20.04 Suspension: A member shall cease to be eligible to participate in events conducted by the Corporation or its LASCs or Zones, or any FINA Member Federation, while under suspension or expulsion by the Corporation. See Appendix Q and USAAS Administrative Rules, Article 24.

20.05 Reinstatement: To be reinstated, a member shall follow the procedures in accordance with Article 24 of the USAAS Administrative Rules. This Section 20.05 does not apply to members who are ineligible or suspended pursuant to a sanction, whether permanent or temporary, issued by the U.S. Center for SafeSport.

20.06 Foreign Athletes: Foreign athletes may be members of the Corporation and may represent a club of the Corporation, provided that a Foreign athlete may not represent a country and a club at the same time. Foreign athletes cannot compete in National Team Trials.

ARTICLE 21

ATHLETE AFFILIATION

21.01 Affiliation and Transfers: For an athlete to represent an artistic swimming club, the club must be a member of the Corporation. See USAAS Code, Article 1, Section 1.02 A.
A. An athlete may represent any club that is a member of the Corporation, without regard to residency.
B. An athlete may compete in the Championships of only one (1) LASC, Region, and Zone each year.
C. An athlete representing one (1) club may also represent a junior or senior high school, a college, or a university.
D. To transfer representation from one (1) club to another or from unaffiliated status to club representation, an athlete must have served one hundred and twenty (120) consecutive days without having represented any club in competition. The athlete must complete and submit to the USAAS National Office a fee and transfer form indicating the date of last competition in an affiliated status. This rule shall not apply to athletes who transfer from a junior/senior high school, college or university program to a club program after their respective seasons are completed. See Appendix J.

E. To transfer representation from one (1) club to unaffiliated status, an athlete must complete and submit to the USAAS National Office a fee and transfer form indicating the date of last competition in an affiliated status. This rule shall not apply to athletes who transfer from a junior/senior high school, college or university program to a club program after their respective seasons are completed. See Appendix J.

F. The one hundred and twenty (120) day requirement in Section 21.01 D above is waived when the club with whom the athlete is affiliated has dissolved.

21.02 Unaffiliated Athletes: An unaffiliated athlete is a member of the Corporation who represents no club. Unaffiliated athletes shall be identified in competition with the LASC or place of residence in which registered. Example: J. Doe, Unaffiliated (Middle Atlantic), or J. Doe, Unaffiliated (Philadelphia, Pa.).

ARTICLE 22
GENERAL PROVISIONS

22.01 Waiver of the USAAS Administrative Rules: A request to waive application of the USAAS Administrative Rules Articles 20, 21, and 25 must be made in writing and addressed to the President of the Corporation. The President shall consider granting a request for a waiver of the USAAS Administrative Rules when:
A. The application of the Rule will create an unfair situation, or
B. Waiver of the Rule will promote the development of the program.

22.02 Code of Ethics: The Board of Directors shall adopt a written code of ethics. The code may be amended from time to time by the Board of Directors, as it may deem advisable. See Appendix P.

22.03 Athlete Safety Policy: The Board of Directors shall adopt a written athlete safety policy. The policy may be amended from time to time by the Board of Directors, as it may deem advisable. See Appendix Q.

22.04 United States Anti-Doping Obligations: It is the duty of members of USAAS to comply with all anti-doping rules of the:
- World Anti-Doping Agency (“WADA”);
- FINA; and
- USOPC including, but not limited to, the USOPC National Anti-Doping Policy, and of the U.S. Anti-Doping Agency (“USADA”), including the USADA Protocol for Olympic and Paralympic Movement Testing (“USADA Protocol”) and all other policies and rules adopted by WADA, FINA, USOPC, and USADA.

Members agree to submit to drug testing by FINA and/or USADA (or their designees) at any time and understand that the use of methods or substances prohibited by the applicable anti-doping rules make them subject to penalties including, but not limited to, disqualification and suspension. If it is determined that a member may have committed a doping violation, the member agrees to submit to the results management authority and processes of USADA, including arbitration under the USADA Protocol, or to the results management authority of FINA if applicable or referred by USADA.
22.05 U.S. Center for SafeSport Obligations: It is the duty of members of USAAS to comply with all the U.S. Center for SafeSport’s Code for the U.S. Olympic and Paralympic Movements. Members agree to submit to the jurisdiction of the U.S. Center for SafeSport and understand that a violation of the U.S. Center for SafeSport’s Code makes them subject to penalties including, but not limited to, disqualification and suspension. If it is determined that a member may have committed a U.S. Center for SafeSport’s Code violation, the member agrees to submit to the authority and processes of the U.S. Center for SafeSport, including arbitration under the U.S. Center for SafeSport’s Code.

ARTICLE 23
MEMBERS’ RIGHTS REGARDING COMPETITIONS

23.01 The Corporation, in accordance with this Article 23 of the USAAS Administrative Rules, shall respect and protect the right of every individual who is eligible under reasonable national and applicable international rules and regulations to participate if selected (or attempt to qualify for selection to participate) as an athlete, coach, trainer, manager, administrator, or official in a USAAS sanctioned competition, any international competition, if selected by the Corporation or one (1) of its members, or a Protected Competition.

A. A Protected Competition, as defined by the USOPC, is any:
   1. International competition between athlete(s) officially designated by USAAS as representing the United States, either individually or as part of a team, and any athlete(s) representing any foreign country where the terms of such competition require that the entrants be individuals or teams representing their respective nations; and the athlete(s) representing the United States are organized and sponsored by USAAS in accordance with a defined selection or tryout procedure that is open to all and publicly announced in advance except for domestic competition, which, by its terms, requires that entrants be expressly restricted to members of a specific class of athletes such as those referred to in Section 220526(a) of the Ted Stevens Olympic and Amateur Sports Act (i.e., high school students, college students, members of the Armed Forces, or similar groups or categories);
   2. Domestic competition or event (i.e., a camp, tryout, or trials event) organized and conducted by USAAS in its selection procedure and publicly announced in advance as a competition or event directly qualifying each successful competitor as an athlete representing the United States in a Delegation Event, or protected international competition as defined above.

23.02 Rights: Except as provided in Section 23.03 below, no individual or group member of the Corporation may improperly deny or threaten to deny any eligible member (athlete, coach, trainer, manager, administrator or official) the opportunity to participate in any international artistic swimming competition approved by the Corporation, if selected by the Corporation or one (1) of its members. In addition, except as provided in Section 23.03 below, no individual or group member of the Corporation may censure or otherwise penalize subsequent to the event, any member (athlete, coach, trainer, manager, administrator, or official) for having participated in any such international artistic swimming competition approved by the Corporation, if selected by the Corporation or one (1) of its members.

23.03 Educational Institution: An educational institution which a member (athlete, coach, trainer, manager, administrator, or official) is attending at the time of such international competition may limit a member’s opportunity to participate only if said educational institution reasonably determines that such participation would either:
   A. Prevent the member from meeting the academic requirements that are applicable to all students who participate in the member’s particular course of study.
   B. Jeopardize the member’s or the educational institution’s performance in the established sports program in the particular sport in which the member competes, provided that the
international competition occurs during the scheduled competitive season of the educational institution.

23.04 Investigation and Recommendation: Any member (athlete, coach, trainer, manager, administrator, or official) who alleges to have been denied, or is about to be denied, by an individual or a group affiliated with the Corporation, a right as set forth in Section 23.02 above, shall immediately inform the Executive Director, who shall promptly cause an investigation to be made and steps to be taken to settle the grievance without unnecessary delay according to USAAS Administrative Rules, Article 24, Section 24.07.

ARTICLE 24

PROCEEDINGS AND APPEALS

24.01 Discipline: As hereinafter set forth, the Corporation may censure, suspend for a definite or indefinite period of time, expel, or impose other appropriate sanctions upon any member of the Corporation, including any athlete, coach, trainer, manager, administrator, official, member of any committee, or any person participating in any capacity whatsoever in the affairs of the Corporation, subject to a hearing before a panel of either an LASC Review Board or Zone Review Board, or after investigation by the USAAS Ethics Committee, whichever is appropriate as determined by this Article 24 of the USAAS Administrative Rules, and a determination in accordance with the procedures set forth in Article 24, that such person has violated an Administrative rule, policy or procedure of the Corporation as listed in Article 24.02 or has acted in a manner which brings disrepute upon the Corporation or upon the sport of artistic swimming.

24.02 Designation of Grievances:
A. The following kinds of grievances may be filed with USAAS:
   1. Administrative Grievance: USAAS, or any member of USAAS, may file a grievance pertaining to any matter within the cognizance of USAAS, including but not limited to any alleged violation of or grievance concerning:
      a. Any provision of USAAS’s Administrative Rules;
      b. Any USAAS policy or procedure;
      c. Any USAAS program or service; or
      d. Any provision of the Ted Stevens Olympic and Amateur Sports Act or the USOPC By-Laws relating to USAAS’s recognition as a National Governing Body.
   2. Disciplinary Proceeding: USAAS, or any member of USAAS, may file a grievance against another member of USAAS, or former member of USAAS if the action occurred while the individual was a member, regarding any alleged violation of USAAS’s Code of Ethics (Appendix P), Whistleblower and Anti-Retaliation Policy (Appendix S) or any other USAAS rule or policy relating to conduct.
      • Exception: Reporting allegations of Prohibited Conduct as defined in the Athlete Safety Policy (Appendix Q) should follow the reporting requirements and procedures as outlined in Appendix Q. Athlete Safety violations may be reported anonymously and must be reported within twenty-four (24) hours after the participant becomes aware of the facts giving rise to the concern.
      • There shall be no time limitation for Disciplinary Proceedings, including but not limited to allegations of violations of USAAS’s Athlete Safety Policy (Appendix Q) or the U.S. Center SafeSport Code.
   3. Right to Participate: Any athlete, coach, trainer, manager, administrator or official may file a grievance pertaining to any alleged denial of, or alleged threat to deny, that individual’s opportunity to participate in a USAAS sanctioned competition, any international competition, if selected by the Corporation or one (1) of its members, or a protected competition.
24.03 Jurisdiction of the LASC: For those matters requiring resolution solely within the territorial jurisdiction of an LASC, with the exception of violations of Appendix P, Appendix Q or Appendix S, a hearing shall be conducted by the LASC Review Board. See Appendix A, LASC By-Laws, Article 7, Section 7.05. The decision of the LASC Review Board shall be final in all cases, subject only to appeal by a real party in interest to the National Board of Review pursuant to Section 24.10 below, except that the LASC Review Board may recommend to the USAAS Ethics Committee that a person’s membership in the Corporation be suspended or revoked, but cannot suspend or revoke the person’s membership.

A. A petition for appeal of a decision by a real party in interest to the National Board of Review must be filed with the Executive Director within five (5) business days after receipt of written notice of the decision of the LASC Review Board.

B. A recommendation to the USAAS Ethics Committee regarding suspension or revocation of membership in the Corporation must be filed with the Executive Director within five (5) business days following the final decision of the LASC Review Board.

24.04 Jurisdiction of the Zone: For those matters requiring resolution solely within the territorial jurisdiction of a Zone, with the exception of violations of Appendix P, Appendix Q or Appendix S, a hearing shall be conducted by the Zone Review Board. See Appendix B, Zone By-Laws, Article 7, Section 7.05. The decision of the Zone Review Board shall be final in all cases, subject only to appeal by a real party in interest to the National Board of Review pursuant to Section 24.10 below, except that the Zone Review Board may recommend to the USAAS Ethics Committee that a person’s membership in the Corporation be suspended or revoked, but cannot suspend or revoke the person’s membership.

A. A petition for appeal of a decision by a real party in interest to the National Board of Review must be filed with the Executive Director within five (5) business days after receipt of written notice of the decision of the Zone Review Board.

B. A recommendation to the USAAS Ethics Committee regarding suspension or revocation of membership in the Corporation must be filed with the Executive Director within five (5) business days following the final decision of the Zone Review Board.

24.05 Jurisdiction of the Corporation: For those matters where members of the Corporation from more than one (1) LASC or Zone are involved, or in matters involving such persons during a national or international athletic event, or in matters regarding any denial or threatened denial of an eligible member’s (athlete, coach, trainer, manager, administrator, or official) right to participate at a USAAS sanctioned competition, any international competition, if selected by the Corporation or one (1) of its members, or a Protected Competition, or in all controversies to which the Corporation is a party, the USAAS Ethics Committee review process shall be initiated, pursuant to Section 24.06 below. Upon conclusion of the review process, the USAAS Ethics Committee shall make a recommendation to the Executive Director, President and Board of Directors for a final decision. The decision of the Executive Director, President and Board of Directors shall be final in all cases, subject only to appeal by a real party in interest to the National Board of Review pursuant to Section 24.10 below.

24.06 Authority of the USAAS Ethics Committee: The USAAS Ethics Committee does not have the authority to modify a sanction imposed on a member by the U.S. Center for SafeSport, the USOPC, USADA, WADA, or FINA. In addition to the disciplinary procedures set forth in this Article 24, the USAAS Ethics Committee has the authority to:

A. Interpret any provision of the rules and regulations of the Corporation, with the exception of the Technical and Figure Rules.

B. Determine the eligibility and right to participate in a USAAS sanctioned competition, any international competition, if selected by the Corporation or one (1) of its members, or a protected competition of any athlete, coach, trainer, manager, administrator, or official.

C. Review any recommendation of an LASC or Zone Review Board that a person’s membership in the Corporation be suspended or revoked.

D. Investigate any election impropriety and take corrective action.
E. Review and assess all background check reports flagged as a “Red Light” and determine eligibility and the right to participate of said individual(s).

24.07 Procedure of the USAAS Ethics Committee:

A. Any grievance filed pursuant to the USAAS Administrative Rules, Code of Ethics (Appendix P), or Whistleblower and Anti-Retaliation Policy (Appendix S), shall be in writing and signed by the individual or chief executive officer of the group or organization filing the grievance. The Notice of Grievance Form (Attachment A) may be utilized.

B. The written grievance shall be filed with the Executive Director or President, by email within five (5) business days after the complaining party becomes aware of the facts giving rise to the grievance. The grievance shall set forth the factual allegations in numbered paragraphs, each paragraph containing a single factual allegation, and shall contain at a minimum the following:

- Full names, membership information and addresses of the parties (if known);
- Jurisdictional basis of the grievance;
- Supporting evidence or documentation forming the basis of the grievance; and
- The relief sought.

C. Grievance Process:

1. A grievance is received by the Executive Director or President of USAAS with clear documentation of the arrival date.

2. The Executive Director or President ensures the receipt of the grievance by the USAAS Ethics Committee for review. Upon review, the USAAS Ethics Committee may:
   a. Determine that the grievance does not merit further action;
   b. Inform the Executive Director, President and/or Board of Directors that the grievance should be referred to another USAAS committee, LASC or Zone Review Board for action;
   c. Begin an investigation by opening a case file.

3. When the USAAS Ethics Committee determines that a grievance does not merit further action, the USAAS Ethics Committee advises the Executive Director or President, who is responsible for informing the appropriate parties.

4. When the USAAS Ethics Committee refers the grievance to another USAAS committee or a LASC or Zone Review Board, the USAAS Ethics Committee, with the Executive Director, President and/or Board of Directors, will determine which USAAS committee, LASC or Zone will review the grievance.

5. When the USAAS Ethics Committee opens a case file, the grievance will be reviewed and an investigation initiated following the grievance procedures of the USAAS Administrative Rules.

6. At the time a case file is opened, all involved parties will be notified by email of the grievance allegation(s) and any associated documentation or evidence received. All involved parties will be given five (5) business days to review and make inquiries.
   a. If an individual chooses to be represented during the grievance process, the name, title and contact information of the representative shall be submitted via email at ethics@usaartisticswim.org. If an involved party is a minor, the parent(s) or legal guardian(s) will be copied on all correspondence.

7. Within this five (5) business day period, the responding party may submit a motion to dismiss the grievance. Said motion shall be submitted to the Ethics Committee via email at ethics@usaartisticswim.org and shall include a clear and compelling rationale for this request. Documentation may be submitted to support the motion to dismiss.

8. Following five (5) business days, the USAAS Ethics Committee will conduct an investigation. Additional parties that are named or closely impacted by the grievance may also be contacted to inform and/or request an interview. The Executive Director, in consultation with the President, reserves the right to
temporarily suspend a member if the Executive Director and President perceive there is a threat to another member of the organization.

9. The USAAS Ethics Committee will conduct interviews and review evidence until the committee is able to make an informed decision. There is no set timeline to complete the investigative process. However, the USAAS Ethics Committee will handle the matter as expeditiously as possible.

10. Once a complete investigation is conducted, the USAAS Ethics Committee shall submit a formal investigative report and recommendation to the Executive Director, President and Board of Directors.

11. Upon review of the USAAS Ethics Committee’s report and recommendation, the Executive Director, President and Board of Directors shall determine the final outcome and decision of the grievance. The decision shall be final in all cases, subject only to appeal by a real party in interest to the National Board of Review pursuant to Section 24.10 below.

12. The notice of decision shall be emailed to all parties involved, including all persons that were interviewed.
   a. If a sanction is issued, the details of that sanction shall be included in the decision and the person or persons sanctioned will be required to comply. Compliance will be reviewed by the Executive Director until completed and then the case shall be closed. If the sanction was suspension or revocation of membership in the Corporation, the Board of Directors may reinstate any member’s membership eligibility, subject to ratification by no less than two-thirds (2/3) vote of the Board of Directors of the Corporation.
   b. If no sanction is issued, the case shall be closed.
   c. The same case shall not be reopened for consideration unless new evidence is presented, that the USAAS Ethics Committee believes warrants further investigation.

13. If the grievance is believed to be fraudulent or dishonest, additional steps will be taken by the USAAS Ethics Committee.

D. Hearing: Upon the request of a party, and provided that it is necessary to:
   • Expedite the proceeding in order to resolve a matter relating to a scheduled competition that compliance with regular procedures, as defined in Section 24.07 above, would not be likely to produce a sufficiently early decision to do justice to the affected parties; or
   • Protect one or more of USAAS’s participants,

the USAAS Ethics Committee is authorized to order that the grievance be decided within forty-eight (48) hours of the filing of the grievance. In such a case, the USAAS Ethics Committee is authorized to decide the grievance pursuant to such procedures as are necessary, but fair to the parties involved. In cases expedited to protect USAAS’S participants as mentioned above, such procedures may include, but are not limited to, providing for a preliminary hearing pending a full hearing on the allegations.

1. The rules of evidence shall not be strictly enforced; instead, rules of evidence generally accepted in administrative proceedings shall be applicable in any hearing. The real parties in interest shall be given a reasonable opportunity to present relevant oral or written evidence and to cross-examine witnesses. Witnesses appearing at any hearing shall be identified by the parties prior to the hearing. The proceedings may be recorded and a transcript made available to each interested party upon request and payment therefore.

24.08 Authority of the National Board of Review: The National Board of Review shall be responsible for conducting any and all appeals made to the Corporation.

24.09 Composition of the National Board of Review: The National Board of Review shall be comprised of one (1) Athlete Representative from each Zone, elected by the Athletes
Committee, who meets the requirements of Section 7.06 A of the USAAS Code, and such other members as may be appointed by the President, to include at least two (2) additional members from each Zone and, if possible, at least one (1) member with legal experience. To hear a particular matter, the President shall designate a National Board of Review panel of three (3) or five (5) disinterested members, including that number of Athlete Representatives necessary to ensure that at least thirty-three and three tenths percent (33.3%) of the National Board of Review panel are athletes, to hear and decide the case. The General Counsel or other attorney shall advise the review panel, but shall not have a vote on the panel.

24.10 Appeals to the National Board of Review: Any real party in interest entitled to appeal a decision of an LASC Review Board, Zone Review Board or Board of Directors, may appeal such action or decision to the National Board of Review by serving a petition for review upon the Executive Director within five (5) business days of the incident or written decision by email, accompanied by a $50.00 filing fee payable to the Corporation. The fee shall be returned if the petition is upheld, but forfeited if it is rejected or abandoned.

A. The petition must be in writing, signed by the individual or the chief executive officer of the group or organization making such petition and shall set forth the factual allegations in numbered paragraphs, each paragraph containing a single factual allegation, and shall contain, at a minimum, the following:

- Full names, membership information and addresses of the parties (if known);
- Jurisdictional basis of the petition;
- Efforts made to exhaust available remedies, or if such remedies have not been exhausted, the grounds upon which the petitioner alleges that exhaustion would result in unnecessary delay;
- The alleged grounds of noncompliance;
- Supporting evidence or documentation forming the basis of the petition; and
- The relief sought.

B. The Executive Director shall send a copy of the petition for review to the respondent by email immediately upon receipt. Within five (5) business days following filing of the petition, the respondent shall file a written response to the petition with the Executive Director by email with a copy served at the same time by email on all parties. The petitioner may within five (5) business days following receipt of a copy of the response file a written rebuttal with the Executive Director by email with a copy served at the same time by email on all parties.

C. The Executive Director shall see that copies of all filings are sent to the designated members of the National Board of Review panel by email within five (5) business days of receipt.

D. Any party to the appeal shall be entitled, upon written request, to a hearing before the National Board of Review; otherwise, all evidence may be submitted to the National Board of Review in writing. Such a request for a hearing must be received by the Executive Director by email within fifteen (15) days of the filing of the petition. In the event a hearing is held pursuant to this section, the procedures set forth in Section 24.10 E below, shall apply.

E. The rules of evidence shall not be strictly enforced; instead, rules of evidence generally accepted in administrative proceedings shall be applicable in the hearing. The real parties in interest shall be given a reasonable opportunity to present relevant oral or written evidence and to cross-examine witnesses. Witnesses appearing at the hearing shall be identified by the parties prior to the hearing. The proceedings may be recorded and a transcript made available to each interested party upon request and payment therefore.

F. A final and binding decision shall be recorded and disseminated to the parties within seventy-five (75) days from the date of filing of the petition by a majority of the National Board of Review panel, based upon the record, as defined in Section 24.10 E above. Decisions of the National Board of Review panel shall not be reopened for consideration except upon showing of sufficient cause to the Chair of the National Board of Review panel. Any motion for reconsideration must be filed within ten (10) days of the date of decision.
24.11 National Board of Review Decision Appeals: The decision of the National Board of Review shall be final in all cases, subject only to an individual’s rights under the USOPC By-Laws and the Ted Stevens Olympic and Amateur Sports Act.

ARTICLE 25

SANCTIONS

25.01 Jurisdiction: Any event (including all competitions and other qualifying events, exhibitions, clinics, or entertainment of any kind) where athlete members of more than one group member of the Corporation compete, exhibit, demonstrate, or display artistic swimming talents or techniques, must be sanctioned by the Corporation.
A. Group members which are the only member in their Association must sanction all qualifying events.

25.02 Requirements: Sanctions are issued, withheld or withdrawn in accordance with the following:
A. Sanctions to Member Organizations: Member organizations shall pay sanction fees for their events in accordance with Appendix C. Any income derived from such events must be used for the further promotion of amateur sports, for an approved charity, or for the general welfare of the promoting organization as a whole.
B. Sanctions for Commercial Events: The USAAS National Office may agree to sanction events that are conducted solely for the profit or the advertising value to be derived therefrom. The sanction fee for such events shall be agreed upon between the event organizer and the USAAS National Office.
C. Sanctions are not transferable. Any attempt to transfer a sanction that has been issued shall make such sanction void for all purposes. The Corporation may deny further sanctions to any organization that has attempted to transfer a sanction.
D. No further sanction shall be issued to any organization which has failed to fulfill expense obligations to athletes or to give prizes as stated on its entry blank. The foregoing sentence shall be set forth in every sanction granted.
E. No sanction shall be issued for any event where the word “Olympic”, or any derivative thereof, is used in any manner in connection with said event unless consent is obtained from the USOPC.
F. All sanctions must be approved by the designated representative of the Corporation. The Corporation shall maintain a record of all sanctions issued, and shall provide confirmation of such sanction to the applicant and to the designated representative of the appropriate LASC.

25.03 Conditions: All events requiring a sanction according to Section 25.01 above are subject to the following:
A. No entry shall be accepted, nor shall an athlete be allowed to compete or exhibit at any event, unless the athlete is a member of the Corporation or, if applicable, a member of a Foreign Federation. See USAAS Code, Article 1, Section 1.03.
B. All promotional materials and entry forms must bear the logo adopted by the Corporation for use by sanctioned events, and must conspicuously bear the statement: “Sanctioned by USA Artistic Swimming, Inc.” and include the address of the Corporation’s National Office and the sanction number.
C. Announcements and entry forms of sanctioned competitions must state that no entries shall be accepted unless the athlete is a member of the Corporation or, if applicable, a member of a Foreign Federation. See USAAS Code, Article 1, Section 1.03.
D. The membership number of each entrant must accompany the entry form and the affiliation must be displayed before or after the athlete’s name on the program.

25.04 International Events: All international competitions within the United States must be sanctioned by the Corporation. A sanction may not be denied unless the conditions of this Article 25 are not followed, the conditions of 36 U.S.C. § 220525(b) are not followed, or
unless there is clear and convincing evidence that holding or sponsoring the event would be detrimental to the best interests of the sport. All invitations to Foreign athletes to compete in the United States must be extended by the Corporation. Sanction fees for international events shall be established by the Board of Directors.

25.05 Travel Permits:
A. In accordance with FINA Rule GR 3.2, approval for members of the Corporation must be obtained from the Corporation, through the USAAS National Office, before any such member of the Corporation may compete or participate in any artistic swimming activity, event or exhibition outside the United States. The Corporation may not deny any member of the Corporation the right to compete or participate abroad unless there is clear and convincing evidence that allowing such participation would be detrimental to the best interests of the Corporation or artistic swimming in the United States. See the Club Option Policy set forth in Appendix F.
B. The Corporation shall advise members and others requesting foreign travel of the requirements for approval in accordance with federal law and the USOPC By-Laws, but is not responsible for members’ compliance with these requirements.
C. No individual, club or other team may wear or use the letters “USA” or any other designation which suggests they may be part of a National Team representing the United States without the express written approval of the Corporation.

25.06 National Teams:
A. Only the Corporation, through the High Performance Manager, may designate National Teams of the Corporation for international competitions. National Teams shall be selected in accordance with procedures recommended by the High Performance Manager, adopted by the Board of Directors, and set forth in Appendix E.
B. When the High Performance Manager determines that a National Team cannot be selected, but the United States should be represented in international competition, it shall defer a recommendation to the International Relations Review Subcommittee, in accordance with the Club Option Policy adopted by the International Relations Committee and set forth in Appendix F.

25.07 Point of Contact and Resources: Individuals in need of further information or guidance in relation to these Administrative Rules, or the enforcement thereof, should contact the USAAS Executive Director at:

Email: ceo@usaartisticswim.org
Phone: (719) 866-2219

In addition, the USOPC Ethics and Compliance team may serve as a general resource for questions or concerns regarding these Administrative Rules.

25.08 Athlete Ombuds Assistance:
The Athlete Ombuds provides cost-free, independent, and confidential advice regarding athlete rights; resolving disputes or grievances; and any sport rule, policy, or process, including NGB-athlete agreements, codes of conduct or Team selection procedures. The Athlete Ombuds can also help athletes connect with legal counsel or mental health resources if needed. The Athlete Ombuds may be contacted at:

USOPC Athlete Ombuds Phone: (719) 866-5000
Email: ombudsman@usaathlete.org
Website: www.usathlete.org
ATTACHMENT A
USA ARTISTIC SWIMMING, INC
NOTICE OF GRIEVANCE FORM
(All new)

Per the grievance procedures in Section 24.07 of the USAAS Administrative Rules, this form may be utilized to file a formal grievance.

Complainant: __________________________________________

USAAS Affiliation: ______________ Email: __________________________

Address: ________________________________________________________________________________________________

Individual Out of Compliance: __________________________________________

USAAS Affiliation: ______________

Jurisdictional Basis of the Grievance (e.g., policy violation): __________________________

________________________________________________________________________________________

Description of allegation(s) of violation and/or non-compliance (in numbered paragraphs, one allegation per paragraph):

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Relief Sought:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

No Retaliation: USAAS will not encourage, allow, or tolerate attempts from any individual or group of individuals to retaliate, punish, allow or in any way harm any individual(s) who reports a concern in good faith. This applies to the complainant and other Protected Individuals before, during, and after the process of resolving a grievance. Such actions will be considered a violation of the USAAS Whistleblower and Anti-Retaliation Policy (Appendix S).

Pursuant to Section 220501(b)(11) of the Ted Stevens Olympic and Amateur Sports Act, “any adverse or discriminatory action, or the threat of an adverse or discriminatory action, including, but not limited to, removal from a training facility, reduced coaching or training, reduced meals or housing, and removal from competition, carried out against a Protected Individual as a result of any communication, including, but not limited to, the filing of a formal complaint, by the Protected Individual, or a parent or legal guardian of the Protected Individual, relating to the allegation of physical abuse, sexual harassment and/or sexual misconduct, or emotional abuse, or other reported alleged violation with:

• the U.S. Center for SafeSport;
• a coach, trainer, manager, administrator, or official associated with USAAS;
• the U.S. Attorney General;
• a Federal or State law enforcement authority;
• the Equal Employment Opportunity Commission; or
• Congress.”

USAAS may not retaliate against an employee or contractor with the intent or effect of adversely affecting the terms or conditions of employment or other contractual rights (including but not limited to, threats of physical harm, loss of job, punitive work assignments, impact on salary or wages, or impact on contractual payments).

No action, or threat of action, shall be taken against an Athlete Protected Individual as a reprisal for disclosing information to, or seeking assistance from, the Office of the Athlete Ombuds as outlined in Section 220509(b)(5) of the Ted Stevens Olympic and Amateur Sports Act.

__________________________________________  ________________
Signature                                           Date

Send completed form along with any supporting evidence or documentation as attachments via email to:

Executive Director (ceo@usaartisticswim.org)
  or
President (president@usaartisticswim.org)
APPENDIX Q

ATHLETE SAFETY POLICY

Amendments to this Appendix Q are the responsibility of the Board of Directors.

INTRODUCTION

USA Artistic Swimming (“USAAS”) is committed to providing a safe environment for its members, athletes, coaches, officials, volunteers and employees. USAAS advocates building strong self-images among youth participants, strives to promote good sportsmanship throughout the organization, and encourages qualities of mutual respect, courtesy, and tolerance. When any member, athlete, coach, official, volunteer or employee is subjected to physical, sexual, emotional or verbal abuse or harassment, it undermines the mission and values of USAAS.

USAAS, as a recognized National Governing Body by the United States Olympic and Paralympic Committee (“USOPC”), is under the jurisdiction of the U.S. Center for SafeSport and subject to the U.S. Center SafeSport Code for the Olympic and Paralympic Movement. The U.S. Center for SafeSport, the USOPC and federal legislation all promote policies and procedures to safeguard amateur athletes and this policy reinforces those principles by providing specific application for USAAS.

The USAAS Athlete Safety Policy (Appendix Q) and the USAAS Minor Athlete Abuse Prevention Policy (“MAAPP”) work in concert to forward the organization’s commitment to the prevention and education efforts aimed at creating an environment free of emotional, physical and sexual misconduct and abuse, and to ensure effective and prompt resolution upon the allegation of misconduct and/or abuse.

The U.S. Center for SafeSport has the exclusive authority to investigate and resolve conduct involving (a) sexual misconduct and (b) Prohibited Conduct, as defined in Article 4 below, that is reasonably related to the underlying allegation of sexual misconduct. The U.S. Center for SafeSport also has discretionary authority over other alleged violations of any Prohibited Conduct under the U.S. Center SafeSport Code as well as alleged violations of the MAAPP. USAAS and its Participants (see Section 1.01 A below) shall not interfere in, attempt to interfere in, or attempt to influence the outcome of any U.S. Center for SafeSport investigation, USOPC investigation and/or the investigation by law enforcement.

This Appendix Q, in addition to other USAAS policies, are included in the USA Artistic Swimming Rulebook.

Nothing contained in this Appendix Q is intended to supersede, replace, or otherwise invalidate the Ted Stevens Olympic and Amateur Sports Act, or the U.S. Center SafeSport Code for the U.S. Olympic and Paralympic Movement and/or any applicable federal and state laws on the mandatory reporting of child abuse or sexual misconduct.

ARTICLE 1

1.01 Participants:

A. This Appendix Q applies to those individuals defined as Participants by the U.S. Center SafeSport Code. Specifically, this Appendix Q applies to the following individuals (“Participants”):

1. USAAS Employees;
2. Members of the Board of Directors;
3. Contractors;
4. All National Team Coaches, contractors, chaperones, and volunteers who have regular contact with, and/or authority over, athletes;
5. All National Talent, Olympic Development and Elite Camp Coaches, contractors, chaperones, and volunteers who have regular contact with, and/or authority over, athletes;
6. All National Team athletes currently listed in the USADA Registered Testing Pool;
7. All Athletes (eighteen [18] years of age and older) who practice or compete with minor age athletes;
8. All members (eighteen [18] years of age and older) serving on all USAAS committees, subcommittees and boards;
9. All USAAS Member Club board members, employees, contract coaches, chaperones, support staff, and volunteers who have regular contact with, and/or authority over, athletes. This includes, but is not limited to, Dance, Acrobatics, Flexibility, Swimming Staff, etc. at any national or local training facility;
10. All officials (Levels 1 through FINA “A” & Emeritus);
11. All staff, including coaches, chaperones and adults who have regular contact with, and/or authority over, athletes while traveling with athletes to national, regional and local events or for the Club Option, Private Invitation, or International Club Exchange (“ICE”) Programs. Excludes adults traveling only as fans;
12. All Life and Professional members who have regular contact with, and/or authority over, athletes or are eighteen (18) years of age or older and train with minor age athletes.

B. Exception: In limited circumstances, USAAS may determine an individual(s) otherwise meeting the definition of Participant in Section 1.01 A above, will not be deemed to be a Participant(s).

1.02 Dual Jurisdiction: A USAAS Participant may also be identified as a USOPC Participant (at a USOPC Sponsored or Delegation Event) and subject to the USOPC Athlete Safety Policy and other applicable policies of the USOPC.

ARTICLE 2

2.01 Jurisdiction:
A. Coverage: For the purposes of this Appendix Q, USAAS shall have jurisdiction to investigate and resolve allegations of Prohibited Conduct, as defined in Article 4 below, that are not within the U.S. Center for SafeSport’s jurisdiction (exclusive and discretionary) and that are not related to a matter wherein the USOPC asserts jurisdiction.
B. Relevant Organizational Policies: Allegations against USAAS employees may be addressed through the USAAS’s employment policies and procedures and may also be addressed according to Appendix Q. In addition, USAAS may address violations of this Appendix Q by all Participants under other relevant organizational policies (i.e., USAAS Code of Ethics, Appendix P).

ARTICLE 3

3.01 Prevention Policies:
A. Minor Athlete Abuse Prevention Policies: USAAS recognizes additional safeguards are paramount to the wellbeing of minor athletes. As such, USAAS has formally adopted MAAPP and all USAAS Participants are subject to its requirements. The MAAPP policy can be found at https://www.teamusa.org/usa-artistic-swimming/safesport.
B. Education and Training: USAAS requires that all Adult Participants remain current with the required training outlined in Part I of the MAAPP. This includes, but is not limited to, the following:
   1. SafeSport Trained Core Course: Required for all Adult Participants:
      a. before regular contact with an athlete and within the first forty-five (45) days of either initial membership; or
      b. upon beginning a new role subjecting the individual to the MAAPP; and
      c. every fourth (4th) year.
Appendix Q: Athlete Safety Policy

**Exception:** Adult Participants who are recognized by USAAS as USAAS medical providers may elect to take the Health Professionals Course in lieu of the SafeSport Trained Core Course.

1. **Refresher Training:** Required for all Adult Participants on an annual basis, beginning the calendar year after completing the SafeSport Trained Core Course as required in 3.01 B.1 above.

2. **Minor Training:** USAAS will, on an annual basis and subject to parental consent, offer and provide training to Participants who are minors, on the prevention and reporting of child abuse.

3. **Parent Training:** USAAS will, on an annual basis, offer and provide training to parents of minors, on the prevention and reporting of child abuse. USAAS shall track:
   a. a description of the training(s);
   b. the date the training(s) was offered and provided; and
   c. a description of how the training(s) was offered and provided.

4. **Exemption for Survivor:** Exemptions from the education and training requirements may be made on a case-by-case basis for victims/survivors. Request may be made directly to the U.S. Center for SafeSport, at exemptions@safesport.org, or to USAAS Athlete Safety Coordinator at USASSafesport@usaartisticswim.org.

5. **Modifications:** USAAS will work with individuals with disabilities and individuals with limited English proficiency on a case-by-case basis to satisfy these education and training requirements.

6. **Tracking Requirements:** USAAS will track all education and training requirements and perform periodic checks to ensure compliance with this Appendix Q.

**ARTICLE 4**

4.01 **Prohibited Conduct:**

USAAS will not accept or tolerate misconduct in any form by, or directed toward, any USAAS Participant, parent, spectator, or other person while participating in or preparing for activities or events conducted under the protection and support of USAAS. Participants are prohibited from engaging in conduct (or failing to report such conduct and/or abuse) identified in this Section 4.01 as Prohibited Conduct.

- **Violations of the U.S. Center SafeSport Code:** USAAS adopts and incorporates herein the definitions of Prohibited Conduct, as defined in the U.S. Center SafeSport Code.
- **Violation of MAAPP:** Participants are prohibited from violating MAAPP.
- **Violation of USAAS’ Process:** Participants are prohibited from engaging in Prohibited Conduct as it relates to USAAS processes, such as, but not limited to, failing to make a required report in accordance with this Appendix Q, as well as the Whistleblower and Anti-Retaliation Policy (Appendix S).

**ARTICLE 5**

5.01 **Reporting Allegations of Prohibited Conduct:**

USAAS recognizes it may be difficult for an athlete, teammate, co-worker, friend or family member to report an allegation of misconduct and strives to remove as many barriers to reporting as possible. The reporter’s critical role is simply to report the allegation to the appropriate entity(ies). It is not the reporter’s responsibility to evaluate the credibility of the allegation, gather additional information, or investigate the incident. Individuals needing assistance with reporting or having questions about appropriate reporting protocol should contact the USAAS Athlete Safety Coordinator.

5.02 **Mandatory Reporter Designation:** Adult Participants are mandatory reporters and must report suspicions or allegations of Prohibited Conduct as directed in Section 5.03 below.
5.03 Reporting Protocol:

A. Reporting Sexual Misconduct and Child Abuse: Allegations of child abuse, including physical or sexual abuse, or neglect, must be reported to law enforcement and the U.S. Center for SafeSport immediately (and no later than within twenty-four [24] hours). Other allegations of sexual misconduct must be reported to the U.S. Center for SafeSport.

1. U.S. Center for SafeSport:
   - Online: https://uscentersafesport.org/report-a-concern/
   - U.S. Center for SafeSport Phone: 720.531.0340

2. Law Enforcement:
   - If an Adult Participant learns of information and reasonably suspects that a minor has suffered an incident of child abuse (to include neglect, physical, emotional, and sexual abuse) they must report this to law enforcement (or in some states child protective services) and the U.S. Center for SafeSport immediately (and no later than twenty-four [24] hours). Filing a report with the U.S. Center for SafeSport does not satisfy the reporting requirement to law enforcement. Information on reporting to law enforcement/child protective services can be found at: https://www.childwelfare.gov/topics/responding/reporting/how/.
   - Adult Participants shall comply with any applicable state laws on the mandatory reporting of child abuse or sexual misconduct.
   - Individuals reporting to law enforcement are encouraged to request, retain and provide to the U.S. Center for SafeSport, the applicable case identification number, investigator name and/or contact information, if available.

B. Reporting Emotional, Physical, other Prohibited Conduct and MAAPP Violations:

1. Promptly report allegations of emotional, physical or other Prohibited Conduct and allegations of MAAPP violations by providing as much relevant information as possible (i.e., reporting parties name and contact information, alleged misconduct/concern, date of incident, location of incident, individuals involved and their roles, ages and contact information, if known, including potential bystanders/witnesses) and send any relevant documentation to USAAS:
   - Online: USAASSafesport@usaartisticswim.org
   - USAAS Phone: 719.866.2219
   - In Person: Athlete Safety Coordinator

2. If an allegation of sexual misconduct or child abuse is received by the USAAS Athlete Safety Coordinator, the matter will be referred to the appropriate law enforcement or child protective entity and the U.S. Center for SafeSport immediately (and no later than within twenty-four [24] hours).

3. Nothing precludes an individual from reporting emotional, physical and/or other Prohibited Conduct or violations of MAAPP to the U.S. Center for SafeSport. If the reporter has a specific concern, such as a conflict of interest, the individual is encouraged to note their concern on the incident report form. If the U.S. Center for SafeSport does not assume jurisdiction, it has a process to route the allegation to the appropriate entity for review, response and resolution.

C. Survivor Exception: Nothing in this Appendix Q requires a victim/survivor of child abuse or other misconduct to self-report.

D. Anonymous Reporting: Reports may be made anonymously. However, it does not mean that the underlying information will be protected; reporting anonymously may limit USAAS’ ability to investigate and respond to a report.

E. Fees: No direct fees or other costs are involved in making a report.

F. Escalation of Reports: If an individual feels USAAS has failed to act upon the information reported, not managed the matter appropriately, or feels there is an inherent conflict of interest in reporting the matter to the USAAS Athlete Safety Coordinator, the individual may escalate these concerns to the USAAS Executive Director. If an individual feels that there is a conflict of interest in reporting the matter to the USAAS Executive Director or that the USAAS Executive Director has been unresponsive to their inquiry, the individual may escalate the matter to the USAAS President.
5.04 Whistleblower Protection: Regardless of outcome, USAAS will support the reporting party and their right to express concerns in good faith. USAAS will not encourage, allow, or tolerate attempts from any individual or group of individuals to retaliate, punish, allow or in any way harm any individual(s) who reports a concern in good faith. This applies to the reporting party and other Protected Individuals (see Appendix S) before, during, and after the process of resolving an abuse or misconduct allegation whether led by USAAS, U.S. Center for SafeSport, or USOPC. Such actions will be considered a violation of the USAAS Whistleblower and Anti-Retaliation Policy (Appendix S).

ARTICLE 6

6.01 Response and Resolution:
Refer to USAAS Administrative Rule Article 24.
A. The U.S. Center for SafeSport has the exclusive authority to investigate and resolve conduct involving sexual misconduct, child abuse and Prohibited Conduct under the U.S. Center SafeSport Code that is reasonably related to the underlying allegation under its exclusive authority. Exclusive authority means only the U.S. Center for SafeSport will investigate and manage any related resolution or arbitration involving sexual misconduct or child abuse, and USAAS will not conduct its own investigation or arbitration with respect to possible sexual misconduct or child abuse, except as otherwise provided.
B. USAAS will promptly inform an identified reporting party of its jurisdictional determination:
   • communicating that the matter is being referred to the U.S. Center for SafeSport;
   • is being addressed by USAAS;
   • is being referred to the USOPC, law enforcement; and/or
   • is being referred to a local affiliated organization.
C. USAAS will promptly and thoroughly investigate any and all allegations of misconduct (except for reports of sexual misconduct or child abuse as outlined in Section 6.01 A above) in matters that are within its jurisdiction. On the written request of USAAS or the USOPC, the U.S. Center for SafeSport may, in its discretion, accept authority over alleged violations of any Prohibited Conduct under the U.S. Center SafeSport Code. If the U.S. Center for SafeSport accepts jurisdiction over a matter, then that matter shall fall under its exclusive authority.
D. If USAAS determines that any Participant (see Section 1.01 A above) has engaged in any Prohibited Conduct, the individual will be subject to appropriate disciplinary action, up to and including immediate termination of any contractual relationship, decertification, or expulsion from the membership of the organization.
E. USAAS cannot guarantee complete confidentiality of complaints. However, USAAS shall strive to ensure that all complaints are handled in a manner that, to the greatest degree possible, protects the rights of all parties.
F. When necessary and appropriate, this information shall be communicated to the appropriate authorities for investigation and should be reviewed by appropriate officials, whose response shall include timely notification of such allegations to the alleged offender.
G. Any individual accused of a violation of the U.S. Center SafeSport Code or this Athlete Safety Policy may be temporarily suspended at any time by the Executive Director, in consultation with the President of USAAS, until or while the matter is investigated and resolved. An individual may apply to have a suspension lifted or, if applicable, to be reinstated within the organization, according to USAAS Administration Rules, Article 24, Section 24.07 B. Reinstatement is not a right, and no assurance is made that the individual will be reinstated to their former position.
H. Any individual or member organization that fails to appropriately report, who makes a false report, or who threatens retaliation or reprisal against an individual for reporting Prohibited Conduct will be subject to discipline or other action as may be within the jurisdiction of USAAS.
USAAS will reflect and enforce any sanction, whether temporary or permanent, imposed on an individual by the U.S. Center for SafeSport or the USOPC.

ARTICLE 7

7.01 Background Check Policies and Disqualification from Service:

In an effort to further foster a safe environment, USAAS is subject to, and will fully comply with, the USOPC’s Responsible Sport Organization Background Check Policy (“USOPC RSO Policy”). As such, USAAS requires criminal background screening as follows.

It is the policy of USAAS that it will not authorize or sanction the participation of any individual who has regular contact with and/or authority over, athletes, if the individual refuses to consent to a background check by USAAS before they are allowed to have access to athletes in USAAS programs that it directly controls. Further, it is the policy of USAAS, that it will require its affiliates to adopt this policy as a condition of their affiliation with USAAS. Background checks listed herein may also be applied to Appendix P.

A. Background checks are required for all USAAS Participants listed in Section 1.01 A above. Parental consent is required for minors under eighteen (18) years of age.

B. USAAS requires background checks be completed by the earlier of:
   1. before contact with athletes begins; or
   2. within the first forty-five (45) days of initial membership or upon beginning a new role subjecting the individual to this policy.

Full background checks are valid for two (2) years. A supplemental background check will be conducted in the off years utilizing the supplemental background check search components identified in the USOPC RSO Policy. USAAS recommends reapplying prior to the expiration of the current background check.

C. Criminal offenses that will trigger a “Red Light” report through the USAAS approved background check company, National Center for Safety Initiatives (“NCSI”), are as follows:
   1. National Council of Youth Sports (“NCYS”) Standards
   2. United States Olympic and Paralympic Committee Standards

Both of these standards can be found in their entirety on the USAAS website at https://www.teamusa.org/usa-artistic-swimming/resources/safesport.

D. Consistent with USAAS Background Red Light Procedure, the USAAS Ethics Committee will review and assess all background check reports flagged as a “Red Light” and will determine the eligibility and right to participate of any individual who has received a “Red Light” background check report. The USAAS Background Red Light policy can be found at: https://www.teamusa.org/usa-artistic-swimming/resources/safesport.

1. Any individual with an offense that triggers a “Red Light” report shall receive directions on how to question or challenge the report from NCSI.

2. If the individual fails to contact NCSI, that individual’s background check report will be finalized and the results will be provided to USAAS.

E. Individuals subject to background checks under this section have an affirmative duty to disclose their criminal history to USAAS. Failing to disclose or intentionally misrepresent an arrest, pending charge, conviction, admission of guilt, a plea to the charge or a lesser included offense, a plea of no contest, any plea analogous to an Alford or Kennedy plea, the disposition of the proceeding through a diversionary program, deferred adjudication, deferred prosecution, disposition of supervision, conditional dismissal, juvenile delinquency adjudication, or similar arrangement, is grounds for disciplinary action, regardless of when the offense is discovered or occurred. An individual also has an affirmative duty to disclose a pending outcome, confirmed violation, suspension, or other sanction stemming from any SafeSport-related matter. In such an event, the individual must notify USAAS in writing and within twenty-four (24) hours.

F. In addition to the above, any individual, club or Association who has been party to, or has knowledge of, any degrading, hazing or initiation rite, without reporting it or taking

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action, shall be subject to suspension from participating, or holding office with any Team, club or Association that is a member of, or affiliated with, USAAS.

ARTICLE 8

8.01 Compliance:
   A. USAAS tracks member compliance to its Athlete Safety Policy on a periodic basis.
   B. All members who are not compliant with education and training and Background Check requirements will hold a suspended membership until all requirements are completed.

8.02 USOPC’s NGB Athlete Safety Policy: Full compliance with the USOPC’s NGB Athlete Safety Policy is required, including but not limited to, the following notification requirements:
   A. Compliance with the USOPC’s NGB Athlete Safety Policy, Section 3.2: USAAS will notify the USOPC’s Security & Athlete Safety Office as soon as possible but no later than twenty-four (24) hours after learning of an allegation of Prohibited Conduct that occurred at an Olympic and Paralympic Training Center (“OPTC”), a USOPC Sponsored Event, or at any third-party sponsored event to which the USOPC sends a delegation (“USOPC Delegation Event”). Any temporary measure(s) imposed by USAAS and/or the U.S. Center for SafeSport in response to an allegation must be included in the required notification.
   B. Compliance with the USOPC’s NGB Athlete Safety Policy, Section 3.3: USAAS will notify the USOPC’s Security & Athlete Safety Office as soon as possible but no later than twenty-four (24) hours of imposing its own or being notified of a U.S. Center for SafeSport imposed sanction(s) and/or temporary measure(s), affecting Participants who the USAAS knows, or reasonably expects, to:
      • be nominated for or selected as a Participant to a USOPC Delegation Event;
      • be a Participant at a USOPC Sponsored Event;
      • have access to an OPTC; and/or
      • receive a benefit and/or service from the USOPC as outlined in the USOPC Athlete Safety Policy.

The USOPC Athlete Safety policy can be found at https://www.teamusa.org/team-usa-athlete-services/safe-sport
APPENDIX X

GIFTS AND ENTERTAINMENT POLICY
(All new)

Amendments to this Appendix X are the responsibility of the USAAS Board of Directors.

ARTICLE 1

1.01 Purpose:
The Gifts and Entertainment Policy reinforces USA Artistic Swimming’s (USAAS) commitment to maintaining the highest standard of business and personal ethics, is designed to avoid even the appearance of wrongdoing, and provides direction as it relates to acceptable practices when receiving unsolicited gifts.

1.02 Definitions:
A. Affiliated Individual(s): This Appendix X applies to the following individuals (“Affiliated Individual(s)”):
   • USAAS Employees;
   • Members of the Board of Directors;
   • Committee Members;
   • Volunteers;
   • Contractors; and
   • Spouses and Immediate Family Members of Individuals listed in 1.02 A above.
   Note: Applicable to Athlete Representatives serving in one (or more) of the above-mentioned categories.
B. Third Party(ies): For the purposes of this Appendix X, the term “Third Party(ies)” means customers, prospective customers, suppliers, prospective suppliers, and any person with whom USAAS does, or may do, business.

1.03 Accepting Gifts and Entertainment from Third Party(ies):
A. Definition: Gifts and Entertainment include, but are not limited to the following:
   1. Tickets to sports, music or other such experiential events.
   2. Merchandise, such as gift baskets, apparel, hospitality bags, etc.
   4. Travel or lodging not associated with USAAS business.
   5. Favorable terms or discounts on a product or service for the employee’s (or spouse or immediate family member’s) benefit not otherwise available to all USAAS employees (and their spouses and/or immediate family members).
B. Permissible Gifts and Entertainment: Affiliated Individuals may accept gifts from individuals/companies that currently do business with, or make donations to, USAAS as follows:
   1. Partner/sponsor/supplier products and partner/sponsor/supplier-branded products (i.e., logoed jackets) with a value of up to $1,000.00 per Affiliated Individual, per year, per individual/company;
   2. Other gifts (including, but not limited to, merchandise, gift certificates, gift cards, perishable and consumable gifts, etc.) with a value of no more than $100.00 per Affiliated Individual, per year, per individual/company;
   3. Invitations to attend fundraising events with an individual/company representative at no cost to the Affiliated Individual; and
   4. Invitations to attend other social, educational, or entertainment events intended to enhance the business relationship, provided that the cost of the event does not exceed $100.00 per Affiliated Individual per event and $400.00 total per individual/company per year.

1.04 Limitations: Affiliated Individuals may never accept cash or financial instruments, such as checks or stocks from Third Party(ies).
1.05 Disclosure and Approval:

A. **Disclosure:** All gifts or entertainment falling under Section 1.03 B above shall be promptly reported to the USAAS Executive Director via the Gift Disclosure and Approval Form. Where the gift or entertainment is made to the Executive Director, the Executive Director shall promptly report to the Board of Directors.

B. **Pre-Approval:** Any potential gifts or entertainment extended that exceed the limits and/or parameters in Section 1.03 B above shall be disclosed via the Gift Disclosure and Approval Form to the Executive Director who will seek pre-approval from the Board of Directors.

1. **Declination of Gift or Entertainment:** The Executive Director and Board of Directors, in consultation with the Affiliated Individual, may require that any gift(s), or associated value if already consumed or realized, be returned, donated to USAAS, or donated to another agreed-upon charity if pre-approval is not granted and it is believed that the gift(s) is not proper and/or creates an appearance of impropriety.

1.06 Offering Gifts and Entertainment to Third Party(ies):

Employees and Board of Directors may offer or provide gifts and/or entertainment to Third Party(ies) only for legitimate business purposes, provided that it complies with the following guidelines:

A. **Gifts** (including gift certificates or gift cards) may not exceed $100.00 in value per person per year, without the prior written approval of the Executive Director. If the offering is made by the Executive Director, the Executive Director shall first receive prior written approval from the Board of Directors.

B. Cash or financial instruments, such as checks or stocks, are prohibited.

C. **Invitations to events/entertainment** shall be reasonable and appropriate and adhere to the following guidelines:

   1. An Employee or Board Member shall be present;
   2. Topics of a business nature shall be discussed at the event;
   3. The cost associated with such an event should not exceed $100.00 per person/company per year, without the prior written approval of the Executive Director (or by the Board of Directors if the offering is made by the Executive Director); and
   4. Entertaining of any particular individual shall be infrequent, which, as a general rule, means not more than two (2) times per year.

D. The offering complies with the following guidelines:

   1. Is not given as a bribe, payoff or kickback;
   2. Does not create the appearance of impropriety;
   3. Is in good taste and occurs at a business-appropriate venue;
   4. Is reasonable and appropriate given the individual’s position; and
   5. Is properly documented and in compliance with financial procedures and policies.

E. **Government Employees:** The giving of gifts to federal, state, and local government employees is governed by a complex set of rules that is typically agency-specific. Generally, the giving of gifts to government employees is very limited or prohibited. Before offering a gift, of any value, to a government employee, the individual shall receive the approval of the Executive Director in advance and in writing. If an offering is made by the Executive Director, the Executive Director shall first receive prior written approval from the Board of Directors.

1.07 Point of Contact: Affiliated Individuals in need of further information or guidance in relation to this Appendix X should contact the USAAS Executive Director at:

   **Email:** ceo@usaartisticswim.org
   **Phone:** 719.866.2219

Appendix X 2022 – Gifts and Entertainment Policy
1.08 Athlete Ombuds Assistance:
The Athlete Ombuds provides cost-free, independent and confidential advice regarding athlete rights; resolving disputes or grievances; and any sport rule, policy, or process, including NGB-athlete agreements, codes of conduct or Team selection procedures. The Athlete Ombuds can also help athletes connect with legal counsel or mental health resources, if needed. Athletes may contact the Athlete Ombuds at:

USOPC Athlete Ombuds Phone: (719) 866-5000
Email: ombudsman@usathlete.org
Website: www.usathlete.org
UNITED STATES ARTISTIC SWIMMING, INC
GIFT DISCLOSURE AND APPROVAL FORM

Per the USAAS Gift and Entertainment Policy, please complete this form (a) immediately upon receipt of a gift and/or entertainment or (b) prior to accepting a gift or entertainment that falls beyond the permissible gifts, requiring pre-approval.

Name:______________________________________________

☐ Employee  ☐ Board of Director
☐ Committee Member  ☐ Volunteer
☐ Contractor  ☐ Spouse/Immediate Family Member
(please specify)

__________________________________________

Describe the gift(s):

• The value of the gift is estimated at $_____________. Note: This is a good faith estimate based on retail value. If the value cannot reasonably be estimated or determined, please state.

• Please describe the source of the gift (name and relationship to USAAS) and under what circumstances it was received:

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

• Indicate below any matters pending or likely to arise in the future that might involve the donor:
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

☐ Gift has already been received.
☐ Gift has been offered; seeking approval.

Certification: I certify that this gift was not solicited.

SIGNATURE: __________________________________________

DATE:________________________________________

Send completed form to: Executive Director, USA Artistic Swimming (ceo@usaartisticswim.org)

For internal record keeping only:

☐ Approved on ______________ by ______________________

☐ Denied on ______________ by _____________________.

Note any specific remedy, if applicable.

_______________________________________________________

Appendix X 2022 – Gifts and Entertainment Policy
APPENDIX U

CONFLICT OF INTEREST POLICY

Amendments to this Appendix U are the responsibility of the Board of Directors.

INTRODUCTION

Those who choose to serve USA Artistic Swimming, Inc. (“USAAS”) are held to a high standard of conduct. They must do so without personal gain in order to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to properly disclose and react to any conflict of interest, actual or perceived.

While no set guidelines can guarantee acceptable behavior, the principles that guide behavior in this area are disclosure, and non-participation in the decision-making process where personal, family or professional gain is a possibility. Any individual accepting the honor of serving USAAS must also accept the burdens of public disclosure and public scrutiny.

In our complex society the intermix of volunteer work, business interests, governmental activity, and family relationships often creates potentially conflicting interests. For purposes of the USAAS disclosure process, “family” includes spouse, child, stepchild, parent, sibling, domestic partner, parent of spouse/domestic partner, and sibling or child of domestic partner. It is imperative that individuals recognize and attempt to avoid any activity or investment that constitutes or might appear to constitute a conflict of interest. Although not all conflicts of interest can be anticipated or identified herein, examples of conflicts of interest include, but are not limited to:

- Making decisions that could place personal, family, financial or professional interests ahead of those of USAAS.
- Making decisions that could place the interests of your club or team, your club or team’s athletes or your business ahead of those of USAAS.
- Using, or allowing others to use, USAAS properties, services, opportunities, authority and influence for private benefit.
- Failing to exhibit honesty, loyalty, candor and professional competence in relationships with USAAS directors, employees, members, and contractors.

ARTICLE 1

1.01 Definitions:
   A. Interested Party(ies): This Appendix U applies to the following individuals (“Interested Party(ies)“):
      - USAAS Employees;
      - Members of the Board of Directors;
      - Committee Members; and
      - Contractors.
      Note: Applicable to Athlete Representatives serving in one (or more) of the above-mentioned categories.
   B. Conflict of Interest: USAAS defines a Conflict of Interest as any situation in which an Interested Party (or the Interested Party’s family member or close associate’s activities) is in a position to derive, or be perceived to derive, personal benefit from actions or decisions made in their official capacity. Further, it is the existence of a personal or financial relationship with the Interested Party (and/or a family member or close associate’s) that could influence, or be perceived to influence, an Interested Party’s objectivity when representing or conducting business for, or on behalf of USAAS.
For example:
- An Interested Party benefits financially as part of a contract negotiation on behalf of USAAS.
- A committee member is the former coach of a National Team athlete.
- The Board of Directors is contemplating a Conflict of Interest disclosure of a sibling of an Athlete Representative.
- An Athlete Representative serves on a committee hearing a Team selection grievance wherein they were selected to be on the Team in question.

1.02 Procedures:
The following procedures govern USAAS Conflict of Interest Policy:

A. All Interested Parties must complete and file with the USAAS Executive Director the Conflict of Interest Disclosure Form (Attachment A) on an annual basis. In the event of a material change in circumstances, an amended form must be completed and filed. Disclosure forms for the Executive Director must be filed with, and reviewed by, the Board of Directors and the Board of Directors disclosure forms must be filed with, and reviewed by, the Ethics Committee.

B. Any Interested Party who believes they have a conflict of interest, actual or perceived, must disclose that conflict.

C. Any Interested Party who becomes aware of a potential or actual conflict of interest, which has not been disclosed and which involves a fellow Interested Party, shall disclose the conflict to the USAAS Executive Director on the Conflict of Interest Disclosure Form according to Section 1.02 A above. If the individual believes there is a conflict in disclosing the violation to the Executive Director, they may submit the disclosure form directly to the Board of Directors at president@usaartisticswim.org.

D. In the event of an oral disclosure of any conflict of interest, a Conflict of Interest Disclosure Form shall be completed and filed with the USAAS Executive Director as soon as possible thereafter.

E. The USAAS Executive Director shall compile all Conflict of Interest Disclosure Forms annually, and as new Forms are submitted, shall assess any conflict and determine whether the individual with the conflict needs to refrain from participation or decision-making, or if any action is necessary to respond to the conflict of interest.

F. The USAAS Executive Director and/or the Ethics Committee shall gather information and facts as needed to ensure potential conflicts are adequately assessed.

G. The USAAS Executive Director shall provide relevant forms and associated decisions to the applicable USAAS committee, team or group of members, including the President on behalf of the Board of Directors.

H. The USAAS Executive Director shall communicate the decision and provide direction for managing conflict, if applicable, to the Interested Party with the conflict of interest.

I. Should the Interested Party with the conflict of interest disagree with said decision, the conflict of interest and the reason for their grievance should be referred to the Executive Director, President or Board of Directors, in accordance with Administrative Rules, Article 24, Section 24.07 and USAAS Code, Article 5, Section 5.04 E., to be reviewed by the USAAS Ethics Committee. The USAAS Ethics Committee, after full consideration, will advise the USAAS Executive Director, President or Board of Directors as to the proper response to the conflict of interest. The USAAS Executive Director will communicate the Ethics Committee decision and provide direction for managing conflict, if applicable, to the Interested Party.

J. Disclosures must be presented to the Board of Directors and associated outcomes must be documented in Board minutes.

1.04 No Retaliation: USAAS will not encourage, allow, or tolerate attempts from any individual or group of individuals to retaliate, punish, allow or in any way harm any individual(s) who reports a concern in good faith. Such actions will be considered a violation of the USAAS Whistleblower and Anti-Retaliation Policy (Appendix S).
1.05 **Point of Contact and Resources:** Individuals in need of further information or guidance in relation to this Appendix U, or the enforcement thereof, should contact the USAAS Executive Director at:

   **Email:** ceo@usaartisticswim.org  
   **Phone:** 719.866.2219

   In addition, the USOPC Ethics and Compliance team may serve as a general resource for questions or concerns regarding this Conflict of Interest Policy.

1.06 **Athlete Ombuds Assistance:**

   The Athlete Ombuds provides cost-free, independent, and confidential advice regarding athlete rights; resolving disputes or grievances; and any sport rule, policy, or process, including NGB-athlete agreements, codes of conduct or Team selection procedures. The Athlete Ombuds can also help athletes connect with legal counsel or mental health resources if needed. Athletes may contact the Athlete Ombuds at:

   **USOPC Athlete Ombuds Phone:** (719) 866-5000  
   **Email:** ombudsman@usaathlete.org  
   **Website:** www.usathlete.org
ATTACHMENT A
USA ARTISTIC SWIMMING, INC
CONFLICT OF INTEREST
DISCLOSURE FORM

I certify that I have read and understand the Conflict of Interest Policy and that the following information is true and complete to the best of my knowledge. I agree that if there is a material change in any statement or information provided below, I will immediately notify the USAAS Executive Director and complete an amended Conflict of Interest Disclosure Form. I further agree that I will adhere to any instruction from the USAAS Executive Director and/or Board of Directors as to the appropriate response to any conflict as a condition of my membership and/or relationship to USAAS as an Interested Party.

Name (please print/individual completing form)

☐ Employee ☐ Board of Director ☐ Other
☐ Committee Member ☐ Contractor

☐ I have no known or anticipated conflict of interest(s), as defined by the USAAS Conflict of Interest Policy (Appendix U).

☐ The following are my personal, family, financial, professional, club, team or business interests that could conflict with the interests of USAAS, as defined by the Conflict of Interest Policy (Appendix U):
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

☐ I am reporting a potential Conflict of Interest with an Interested Party other than myself:

Name: _____________________________________________
Role (if known): _____________________________________
Description of Conflict:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Signature / Date
___________________________________________

Approver / Position / Date

Appendix U 2022 – Conflict of Interest Policy
APPENDIX S
WHISTLEBLOWER AND ANTI-RETAILIATION POLICY

Amendments to this Appendix S are the responsibility of the Board of Directors.

ARTICLE 1

1.01 Purpose:
This Whistleblower and Anti-Retaliation Policy is intended to support a strong culture of integrity and ethical conduct within the USA Artistic Swimming (USAAS) community by encouraging, valuing, and protecting good faith reporting of any alleged violation of any applicable law, policy, or potential ethics issue. The purpose of this policy is threefold:

A. To clarify that USAAS will not tolerate fraudulent or dishonest conduct and/or compliance violations by its members, committee and board of director members, volunteers, contractors, or employees.

B. To set forth the process for handling allegations of such conduct, as defined in Section 1.01 A above.

C. To affirm that Whistleblowers and Good Faith Reporters will not face retaliation for good faith reporting of such conduct, as defined in Section 1.01 A above.

1.02 Definitions:

A. Protected Individual(s): This Appendix S, as well as the protection it provides, applies to the following individuals (“Protected Individual(s)“):
   • USAAS Employees;
   • Members of the Board of Directors;
   • Members;
   • Committee Members;
   • Volunteers; and
   • Contractors.
   Note: Applicable to Athlete Representatives serving in one (or more) of the above-mentioned categories.

B. Whistleblower: A Protected Individual who informs a manager, supervisor, the Executive Director, or the President of USAAS (if a violation is against the Executive Director) about an activity which that individual believes to be a violation as defined in Section 1.03 below.

C. Good Faith Reporter: A Good Faith Reporter or other reasonable party (i.e., witness or victim, etc.) not otherwise listed in Section 1.02 A above are protected under this policy.

D. Acting in Good Faith: Individuals reporting a perceived violation shall have some reasonable basis for believing there may be a violation. Knowingly making a false allegation is a violation of this policy.

E. Fraudulent or Dishonest Conduct: A deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include, but are not limited to:
   1. Forgery or alteration of documents related to USAAS business.
   2. Unauthorized alteration or manipulation of USAAS computer files.
   3. Fraudulent financial reporting by USAAS officials or employees.
   4. Pursuit of a benefit or advantage in violation of USAAS Conflict of Interest Policy.
   5. Misappropriation or misuse of USAAS resources, such as funds, supplies, or other assets.
   6. Authorizing or receiving compensation from USAAS for goods not received or services not performed.
   7. Authorizing or receiving compensation from USAAS for hours not worked.

F. General Retaliation:
   1. USAAS has zero tolerance for retaliation against a Whistleblower or Good Faith Reporter who makes good faith reports of potential violations.
2. USAAS may not retaliate against an employee or contractor with the intent or effect of adversely affecting the terms or conditions of employment or other contractual rights (including but not limited to, threats of physical harm, loss of job, punitive work assignments, impact on salary or wages, or impact on contractual payments).

3. No action, or threat of action, shall be taken against an athlete as a reprisal for disclosing information to, or seeking assistance from, the USOPC Office of the Athlete Ombuds as outlined in Section 220509(b)(5) of the Ted Stevens Olympic and Amateur Sports Act.

G. **Athlete SafeSport Retaliation:** Pursuant to Section 220501(b)(11) of the Ted Stevens Olympic and Amateur Sports Act, “any adverse or discriminatory action, or the threat of an adverse or discriminatory action, including, but not limited to, removal from a training facility, reduced coaching or training, reduced meals or housing, and removal from competition, carried out against a Protected Individual as a result of any communication, including, but not limited to, the filing of a formal complaint, by the Protected Individual or a parent or legal guardian of the Protected Individual relating to the allegation of physical abuse, sexual harassment and/or sexual misconduct, or emotional abuse, or other reported alleged violation with:
- the U.S. Center for SafeSport;
- a coach, trainer, manager, administrator, or official associated with USAAS;
- the U.S. Attorney General;
- a Federal or State law enforcement authority;
- the Equal Employment Opportunity Commission; or
- Congress.”

1.03 Violations: This policy is for use where there may be a violation of the following:

A. Compliance with the Ted Stevens Olympic and Amateur Sports Act.

B. Compliance with USOPC Bylaws and Policies.

C. Compliance with USAAS Bylaws, Policies and Procedures.

D. Compliance with State and Federal Laws.

E. Compliance with the U.S. Center for SafeSport Policies and Procedures.

F. Compliance with the USADA Policies and Procedures.

G. Making knowingly false allegations.

1.04 Reporting an Alleged or Suspected Violation:

A. **Report:** USAAS encourages reporting of alleged or suspected violations. Some violations shall be reported due to the mandatory reporting requirements consistent with the USAAS Athlete Safety Policy (Appendix Q) and this policy does not change or replace the mandatory reporting obligations. In addition, if criminal activity is suspected against an individual or property, it is a requirement to report violations directly to law enforcement immediately. See Appendix Q.

Any possible violations shall be reported to the Executive Director or the President, if a violation is against the Executive Director.

Executive Director: 719.866.2219  
***ceo@usaartisticswim.org***

President: president@usaartisticswim.org

B. **Confidentiality:** USAAS has an obligation to investigate alleged violations. Reports will be treated as confidentially as possible. There is no such thing as an “unofficial” or “off the record” report. USAAS will keep the Whistleblower or Good Faith Reporter’s identity confidential, unless:

1. The individual agrees to be identified;

2. Identification is necessary to allow USAAS or law enforcement officials to investigate or respond effectively to the report;

3. Identification is required by law; or

4. The individual accused of policy violations is entitled to the information as a matter of legal right in disciplinary proceedings.
C. Reporting by USAAS Managers and Supervisors:

1. USAAS Managers and supervisors are required to report suspected violations to the Executive Director or the President (if a violation is filed against the Executive Director). In addition, managers and supervisors are responsible for maintaining a system of management controls which detect and deter potential violations. Failure to report a violation within the scope of this policy by a manager or supervisor may result in adverse personnel action against the manager or supervisor, up to and including dismissal.

2. Reasonable care should be taken in dealing with suspected misconduct to avoid:
   a. False allegations.
   b. Premature notice to individuals suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation.
   c. Violations of an individual’s rights under law. Accordingly, a manager or supervisor faced with suspected misconduct should:
      • Not contact the individual suspected to further investigate the matter or demand restitution.
      • Not discuss the case with anyone other than the Executive Director or President, as appropriate.
      • Direct all inquiries from any attorney retained by the suspected individual to the Executive Director or USAAS General Counsel.
      • Direct any inquiries from the media to the Executive Director.

1.05 Enforcement:

A. Investigation: Pursuant to USAAS Administrative Rules, Article 24, Section 24.07, the USAAS Ethics Committee will investigate reported alleged violations of this policy.

B. Final Determination of Investigation: Upon review of the USAAS Ethics Committee’s report and recommendation, the Executive Director, President and Board of Directors shall determine the final outcome and decision of the investigation as required by Article 24 of the USAAS Administrative Rules.

1. Employment Suspension/Termination: If a USAAS employee has retaliated against a Protected Individual, the employee shall be immediately terminated or suspended without pay, as required by Section 220509(c)(2) of the Ted Stevens Olympic and Amateur Sports Act.

C. Enforcement will be executed by disinterested party(ies).

1.06 Whistleblower Protection:

Whistleblowers who believe that they have been retaliated against may file a grievance with the Executive Director or with the President, if the Whistleblower believes that they have been retaliated against by the Executive Director, pursuant to USAAS Administrative Rules, Article 24, Section 24.07. This protection from retaliation is not intended to prohibit the Executive Director, or USAAS managers and supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

1.07 Athlete Ombuds Assistance:

The Athlete Ombuds provides cost-free, independent, and confidential advice regarding athlete rights; resolving disputes or grievances; and any sport rule, policy, or process, including NGB-athlete agreements, codes of conduct or Team selection procedures. The Athlete Ombuds can also help athletes connect with legal counsel or mental health resources if needed. Athletes may contact the Athlete Ombuds at:

USOPC Athlete Ombuds Phone: (719) 866-5000
Email: ombudsman@usathlete.org
Website: www.usathlete.org
APPENDIX P

CODE OF ETHICS
Effective January 1, 2022

Amendments to this Appendix P are the responsibility of the Board of Directors.

INTRODUCTION

USA Artistic Swimming (“USAAS”) is recognized by the United States Olympic and Paralympic Committee (“USOPC”) as the National Governing Body for the sport of artistic swimming and by Federation Internationale de Natation (“FINA”) as a constituent member of United States Aquatic Sports (“USAS”) for participation in the Olympic Games.

The mission of USAAS is to lead in the advancement of artistic swimming by empowering athletes to achieve competitive success, uniting our community and inspiring our members to pursue lifelong excellence and involvement in the sport.

USAAS is inspired by the following ideals in all sport contexts. Our values guide our behaviors:

- Excellence through consistently high standards and expectations.
- Creativity through imaginative and bold action.
- Integrity through honesty and respect for fair play.
- Teamwork through coordinated effort to utilize individual capabilities.
- Empowerment through personal and institutional responsibility.

USAAS grants the privilege of membership and/or affiliation with USAAS to individuals and organizations committed to its mission. The privilege of membership and/or affiliation with USAAS may, therefore, be withdrawn by USAAS at any time where USAAS determines that a member’s conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it.

In order to assist all members to better serve the interests of those who participate in artistic swimming, USAAS has adopted the Code of Ethics that follows. The Code of Ethics is not intended to establish a set of rules that will, by inclusion or exclusion, prescribe the appropriate behavior for USAAS members in every aspect of their participation in the sport. Rather, the Code of Ethics offers general principles to guide the conduct, and the judicious appraisal of conduct, of all USAAS members (including employees and agents of USAAS) in situations that have ethical implications.

The Code of Ethics cannot further ethical conduct in the sport of artistic swimming; that can only come from the personal commitment of the participants in the sport to behave ethically. The Code of Ethics is offered to guide and to affirm the will of all of USAAS members to safeguard the best interests of the sport by acting ethically at all times.

ARTICLE 1

ELEMENTS OF THE CODE OF ETHICS

1.01 Protected Individual(s): This Appendix P applies to the following individuals (“Protected Individual(s)”):

A. USAAS Employees;
B. Members of the Board of Directors;
C. Members;
D. Committee Members;
E. Volunteers;
F. Contractors; and
G. Associated Individuals.

Note: Applicable to Athlete Representatives serving in one (or more) of the above-mentioned categories.

1.02 Participant Obligations:

A. Protected Individuals shall:

1. Comply with the Athlete Safety Policy (Appendix Q).
2. Comply with 36 U.S. Code Section 220524(a)(10) of the Ted Stevens Olympic and Amateur Sports Act that “prohibits any individual who is an employee, member, or contractor of USAAS from assisting a member or former member in obtaining a new job (except for the routine transmission of administrative and personnel files) if the individual knows that the member or former member:
   a. violated the policies or procedures of the U.S. Center for SafeSport related to sexual misconduct and/or;
   b. was convicted of a crime involving sexual misconduct with a minor in violation of applicable law or the policies or procedures of the U.S. Center for SafeSport.”
3. Comply with all anti-doping rules of the:
   • World Anti-Doping Agency (“WADA”);
   • FINA;
   • USOPC including the USOPC National Anti-Doping Policy, and of the U.S. Anti-Doping Agency (“USADA”), including the USADA Protocol for Olympic and Paralympic Movement Testing (“USADA Protocol”) and all other policies and rules adopted by WADA, FINA, USOPC and USADA.
4. Athlete Protected Individuals agree to submit to drug testing by FINA and/or USADA (or their designees) at any time and understand that the use of methods or substances prohibited by the applicable anti-doping rules make the Athlete Protected Individuals subject to penalties including, but not limited to, disqualification and suspension. If it is determined that an Athlete Protected Individual may have committed a doping violation, the Athlete Protected Individual agrees to submit to the results management authority and processes of USADA, including arbitration under the USADA Protocol, or to the results management authority of FINA, if applicable or referred by USADA.

B. Protected Individuals of USAAS are obligated to support the mission and values of the organization. It is inconsistent with this obligation for any Protected Individual to:

1. Fail to follow the safety guidelines established by USAAS or otherwise knowingly subject a Protected Individual to unreasonable physical or emotional risk.
2. Engage in conduct that is unfair, including, in particular, attempting to injure, disable or intentionally interfere with the preparation of an Athlete Protected Individual.
3. Engage in conduct that is abusive toward another Protected Individual. USAAS recognizes that the process for training and motivating Athlete Protected Individuals will vary with each coach and each athlete. It is nevertheless incumbent on everyone involved in the sport to support the development and use of motivational and training methods that avoid conduct that is abusive.
4. Discriminate in the provision of resources or opportunities to any Protected Individual or prospective member on the basis of race, ethnicity, culture, religion, sex (including gender identity, sexual orientation or pregnancy), age, family status, socioeconomic status, geographical location, nationality, body shape, beliefs, mental or physical ability or other defining characteristics. See Appendix T.
5. Attempt to intimidate, embarrass or improperly influence any Protected Individual responsible for judging or administering a competition.
6. Engage in business practices directed toward another Protected Individual which are determined by a court or other similar adjudicatory body to be unethical, illegal or a breach of contract.
7. Fail to comply with the following:
   • The Ted Stevens Olympic and Amateur Sports Act;
• USOPC By-Laws, Policies and Procedures;
• USAAS By-Laws, Policies and Procedures;
• State and Federal Laws;
• U.S. Center for SafeSport Policies and Procedures;
• USADA Policies and Procedures; and
• The Olympic Movement Code on the Prevention of the Manipulation of Competitions.

1.03 Participation:
Any USAAS activity or event should be open to any Protected Individual properly qualified under the rules of that activity or event, and every Protected Individual participating in a USAAS activity or event has an obligation to participate to the best of their abilities. It is inconsistent with this obligation for any Protected Individual to:

A. Restrict the ability of a Protected Individual to qualify for or participate in competition because of the Protected Individual's association with a particular organization or individual or because of that Protected Individual's race, ethnicity, culture, religion, sex (including gender identity, sexual orientation or pregnancy), age, family status, socioeconomic status, geographical location, nationality, body shape, beliefs, mental or physical ability, or other defining characteristics.

B. Participate as a judge, coach, athlete or administrator in any activity where that judge, coach or athlete is inadequately prepared, unable to participate or fails to participate to the best of their ability.

C. Engage in behavior which is so disorderly or inappropriate as to interfere with the orderly conduct of the activity or other Protected Individuals' participation in, or enjoyment of, the activity.

D. Restrict the ability of a Protected Individual to protest social injustice in a peaceful and respectful manner (that does not bring physical harm to property or others) at an event.

1.04 Responsibility:
Protected Individuals of USAAS have a responsibility to the sport of artistic swimming and the rules and regulations that govern it. It is inconsistent with this obligation for any Protected Individual to:

A. Knowingly misrepresent the policies or actions of USAAS or its authorized representatives.

B. Fail to follow the established procedures for challenging a competitive result, contesting a Team selection decision, complaining about the conduct of another Protected Individual, or attempting to reverse a policy adopted by USAAS.

C. Breach the duty to maintain appropriately established confidences of USAAS or its Protected Individuals.

D. Misrepresent oneself as someone else when engaging in training or testing, whether in person or on-line.

1.05 Communication:
Protected Individuals of USAAS have a duty to communicate honestly and openly with the organization and its Protected Individuals. It is inconsistent with this obligation for any Protected Individual to:

A. Misrepresent competitive achievements, professional qualifications, education, experience, eligibility, criminal record or affiliations.

B. Knowingly disseminate false or misleading information about another Protected Individual.

C. Withhold from Athlete Protected Individuals information or resources likely to enhance the Athlete Protected Individuals' enjoyment of the sport or reduce their risk of injury or illness.

D. Fail to consult with or inform fully the Athlete Protected Individual or the Athlete Protected Individual's parents about opportunities made available to the Athlete Protected Individual involving competitions, commercial activities or recognition.
E. Misrepresent the nature or extent of an injury in order to decline an invitation to participate in or withdraw from a competition assignment, training camp or other similar activity.

F. Misrepresent the nature or extent of an injury in order to participate in (or cause an Athlete Protected Individual to participate in) a competition, training camp or other similar activity when such participation is inconsistent with the appropriate medical response to the injury.

G. Misuse social media and/or digital platforms to the detriment of another Protected Individual.

1.06 Alcohol and Drug Abuse:
Protected Individuals of USAAS shall ensure that the sport is conducted in an environment free of drug or alcohol abuse. It is inconsistent with this obligation for any Protected Individual to:

A. Use or provide to a third party any drug proscribed by applicable federal, state or municipal law.

B. Assist or condone any competing Athlete Protected Individual’s use of a drug banned by the:
   - International Olympic Committee (IOC);
   - WADA;
   - FINA;
   - USADA;
   - USAAS; or
   - National Collegiate Athletic Association (NCAA), or,
   - in the case of Athlete Protected Individuals, to use such drugs or refuse to submit to properly conducted drug tests administered by one of those organizations.

C. Provide alcohol to, or condone the use of alcohol by, minors, abuse alcohol in the presence of Athlete Protected Individuals or at USAAS activities or, in the case of Athlete Protected Individuals, consume alcoholic beverages while a minor.
   - Note: Reporting allegations of Prohibited Conduct as defined in the Athlete Safety Policy (Appendix Q) should follow the reporting requirements and procedures as outlined in Appendix Q. Athlete Safety violations may be reported anonymously and must be reported within twenty-four (24) hours after the participant becomes aware of the facts giving rise to the concern.

1.07 Criminal Conduct:
Protected Individuals of USAAS are expected to comply with all applicable criminal codes. This obligation is violated by any Protected Individual who has been convicted of or has entered a plea of guilty or no contest to a criminal charge or indictment involving sexual misconduct, child abuse, or conduct that is a violation of a law specifically designed to protect minors. Depending on the nature of the crime, this obligation may be violated by any Protected Individual who has been convicted of or has entered a plea of guilty or no contest to any felony charge or indictment involving conduct other than that specifically described above.
   - Note: Reporting allegations of Prohibited Conduct as defined in the Athlete Safety Policy (Appendix Q) should follow the reporting requirements and procedures as outlined in Appendix Q. Athlete Safety violations may be reported anonymously and must be reported within twenty-four (24) hours after the participant becomes aware of the facts giving rise to the concern.

1.08 Sexual Misconduct:
Non-athlete Protected Individuals of USAAS must protect the integrity of the sport and the interests of the Athlete Protected Individuals they serve by avoiding sexual relationships with Athlete Protected Individuals.
   - Note: Reporting allegations of Prohibited Conduct as defined in the Athlete Safety Policy (Appendix Q) should follow the reporting requirements and procedures as outlined in Appendix Q. Athlete Safety violations may be reported anonymously and
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• a Federal or State law enforcement authority;
• the Equal Employment Opportunity Commission; or
• Congress."
C. USAAS may not retaliate against an employee or contractor with the intent or effect of adversely affecting the terms or conditions of employment or other contractual rights (including but not limited to, threats of physical harm, loss of job, punitive work assignments, impact on salary or wages, or impact on contractual payments).
D. No action, or threat of action, shall be taken against an Athlete Protected Individual as a reprisal for disclosing information to, or seeking assistance from, the Office of the Athlete Ombuds as outlined in Section 220509(b)(5) of the Ted Stevens Olympic and Amateur Sports Act.

2.03 **Point of Contact and Resources:** Protected Individuals in need of further information or guidance in relation to this Appendix P, or the enforcement thereof, should contact the USAAS Executive Director at:

   **Email:** ceo@usaartisticswim.org  
   **Phone:** (719) 866-2219

In addition, the USOPC Ethics and Compliance team may serve as a general resource for questions or concerns regarding this Code of Ethics.

2.04 **Athlete Ombuds Assistance:**
The Athlete Ombuds provides cost-free, independent, and confidential advice regarding athlete rights; resolving disputes or grievances; and any sport rule, policy, or process, including NGB-athlete agreements, codes of conduct or Team selection procedures. The Athlete Ombuds can also help athletes connect with legal counsel or mental health resources if needed. The Athlete Ombuds may be contacted at:

   **USOPC Athlete Ombuds Phone:** (719) 866-5000  
   **Email:** ombudsman@usaathlete.org  
   **Website:** www.usaathlete.org
We would like to propose the following updates to our Membership definitions to stay compliant with the Center of Safe Sport and USOPC. Club Board of Directors and Volunteers are now required to have Safe Sport training and Background Screening. The membership fee will be $40.00 and include the cost of their background screening (if they are international/non-US citizens that screening will not be covered). See below the changes proposed for Professional Membership, Friend of USAAS and our new membership type, Athlete Safety Membership. Additions/changes are marked in RED.

**Professional Membership:**
- Coaches. Minimum CCP2
- Official and Judges Level 3 and above
- Club Representatives to include Club Directors, Zone Officers, Association Officers, USAAS Committee Chairs, USAAS Committee Members and all members of the Board of Governors
- Professional membership also includes a complimentary Competitive Athlete Membership
- Contractors and consultants to USAAS
- **REMOVING THE FOLLOWING:**
  - The membership fee is doubled if not paid until the Annual Meeting of the Corporation – *reasoning*: we do not track or enforce this rule as an organization
  - Administrators – *reasoning*: we believe this category covers the Club BOD and we are removing them from professional to new membership category
- **ADDING THE FOLLOWING:**
  - Adult Coach & Judge Professional Membership
    - Athletes 18 years of age or older
    - Membership Requirements: SafeSport Training & Background Screening
  - Youth Coach Professional Membership
    - Athletes 17 years of age or younger

**Friend of Artistic Swimming**
- Individuals who wish to support artistic swimming and USAAS programs. This category is for individuals who are, but not limited to, alumni, family and friends. Membership in this category will receive communications from USAAS and is ideal for individuals who want to maintain some level of involvement in the sport.
- **REMOVING THE FOLLOWING:**
  - Chaperones – *reasoning*: we now require chaperones to be Safe Sport and Background screened. Friend of USAAS membership type does not require these items and a new membership category will be created for Chaperones.
NEW MEMBERSHIP TYPE: ADULT Athlete Safety Membership: Fee: $40.00

- Club Board of Directors
- All chaperones who participate with a club at local and national level events including but not limited to shows, clinics, camps, trials, qualifying and not qualifying events, and National Championships.
- Membership Requirements: SafeSport and Background Screening
- Background screening cost of $30.00 will be covered by USAAS (background screening coverage does not include international screenings).

We also propose we add all membership types to the rule book and their requirements for eligibility. We have added these membership types in the Registration System, but it would be helpful to also have them listed in the rule book. See information below. All changes/additions are in RED.

**Youth Competitive Athlete** is an individual who participates and competes in;
- Competitions including those that qualify for advancement to another competition, USAAS camp or Trials.
- National Championships and international programs and events.
- Athletes 17 years of age or younger

**Adult Competitive Athlete** is an individual who participates and competes in;
- Competitions including those that qualify for advancement to another competition, USAAS camp or Trials.
- National Championships and international programs and events.
- Athletes 18 years of age or older
- Membership Requirements: SafeSport Training

**Youth Athlete** is an individual who participates and competes in:
- Local activities including but not limited to shows, clinics and camps. The athlete may compete in non-qualifying competitions such as an invitational.
- Collegiate competitions, not including the U.S. Collegiate Championship.
- If an athlete in this category competes in any competition or program outlined in the Competitive Athlete category, including the U.S. Collegiate Championship, then an additional fee shall be assessed and an upgrade to the Competitive Athlete category will be required for participation.
- Athletes 17 years of age or younger
**Adult Athlete** is an individual who participates and competes in:
- Local activities including but not limited to shows, clinics and camps. The athlete may compete in non-qualifying competitions such as an invitational.
- Collegiate competitions, not including the U.S. Collegiate Championship.
- If an athlete in this category competes in any competition or program outlined in the Competitive Athlete category, including the U.S. Collegiate Championship, then an additional fee shall be assessed and an upgrade to the Competitive Athlete category will be required for participation.
- Athletes 18 years of age or older
- Membership Requirements: SafeSport Training

**Youth Trial Athlete**: Individuals who only participate in club activities for a maximum period of 30 days. The Trial Athlete membership can be renewed as many times as desired. Should the Trial Athlete upgrade his/her membership to the Athlete or Competitive Athlete category, then an additional fee shall be assessed for the upgrade. The upgrade will also receive a maximum of one $15.00 credit to be applied from the Trial Athlete category fee.
- Athletes 17 years of age or younger

**Adult Trial Athlete**: Individuals who only participate in club activities for a maximum period of 30 days. The Trial Athlete membership can be renewed as many times as desired. Should the Trial Athlete upgrade his/her membership to the Athlete or Competitive Athlete category, then an additional fee shall be assessed for the upgrade. The upgrade will also receive a maximum of one $15.00 credit to be applied from the Trial Athlete category fee.
- Athletes 18 years of age or older
- Membership Requirements: SafeSport Training

**Official Levels 1 & 2**: Officials/Judges who are Level 1 or Level 2 (Association/Junior Olympic Regional Judges).
- Membership Requirements: SafeSport Training & Background Screening

**Youth Instructor**: This category is for coaches who provide instruction for lessons, recreational programs and summer clubs. Individuals may participate in local activities including but not limited to shows, clinics and camps. The individual may participate in non-qualifying competitions such as an invitational. Minimum CCP 1.
- Athletes 17 years of age or younger
Adult Instructor: This category is for coaches who provide instruction for lessons, recreational programs and summer clubs. Individuals may participate in local activities including but not limited to shows, clinics and camps. The individual may participate in non-qualifying competitions such as an invitational. Minimum CCP 1.

- Athletes 18 years of age or older
- Membership Requirements: SafeSport Training & Background Screening

Skills Specialist: This category is for individuals who provide instruction in a specific area of expertise such as dance, flexibility, athletic training, massage therapy, acrobatics etc. Individuals may participate in local activities including but not limited to shows, clinics and camps, but may not be in the competitive area at any competition.

- Membership Requirements: SafeSport Training

Life: One-time payment that covers all categories for the life of the individual. This membership is for Life Members who are athletes, coaches, judges, Club Representatives to include Club Directors, Zone Officers, Association Officers, USAAS Committee Chairs, USAAS Committee Members and all members of the Board of Governors

- Membership Requirements: SafeSport Training & Background Screening

Life Members who are not athletes and have no authority over nor constant/consistent contact with minor age athletes are exempt from SafeSport Training & Background Screening.

Olympian is for individuals who have represented the United States of America in the sport of synchronized/artistic swimming in the Olympic Games. This category does not include insurance coverage. Olympians may upgrade to a membership category at the corresponding fee level.

- Update too: Olympian is for individuals who have represented the United States of America in the sport of synchronized/artistic swimming in the Olympic Games. Please contact membership services for a discount code for a Professional, Instructor or Athlete membership.
- Membership Requirements: training requirements vary depending on the Olympians level of involvement within USAAS.

Club: Must register at least two athletes.