Oregon Association of Artistic Swimming Handbook

2024-2025

This page left intentionally blank

Table of Contents

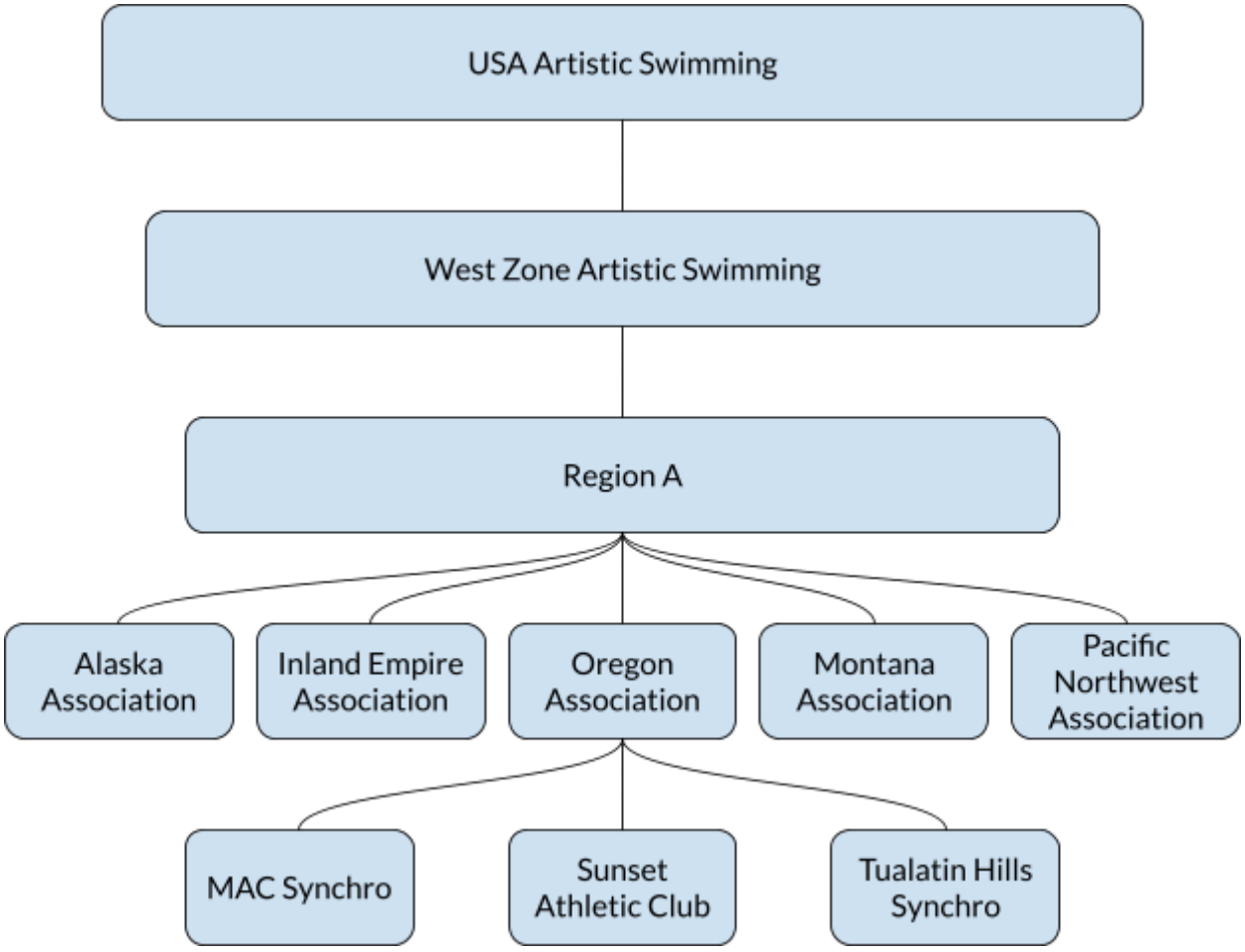
Table of Contents **3**
About OAAS **5**
Mission 6
Goals 6
Governance 7
Requirements for Board Positions 9
2023-2024 Board of Governors 10
Fee Schedule **12**
Competitions **13**
Competitive Divisions 13
Developmental 13
Junior Olympic 13
AQUA 14
Masters 14
OAAS and Region A Competition and Event Schedule 15
Meet Roles **16**
Judges 16
Technical Controllers 17
Parent Volunteers 17
Meet Manager 18
Sound Center Manager 18
Announcer 18
Scoring Manager 18
Forms Manager 19
Awards Manager 19
Volunteer Coordinator 19
Deck Marshalls 19
Hospitality Room Coordinator 19
Clerks of Course 20
Readers 20
Data Recorders 20

Runners..... 20
Videographers..... 20
Member Clubs..... 21
MAC Synchro Club..... 21
Sunset Athletic Club..... 21
Tualatin Hills Synchro Club..... 21
Grievance Policy..... 22
Resources..... 23
USAAS..... 23
OAAS..... 24
Appendix A: Bylaws of the Oregon Association of Artistic Swimming..... 25

About OAAS

The Oregon Association of Artistic Swimming (OAAS) is the Local Artistic Swimming Committee (LASC) of USA Artistic Swimming (USAAS). Our objective is to promote and develop artistic swimming within Oregon and Cowlitz, Clark, and Skamania Counties of Washington in accordance with the standards and under the rules of World Aquatics (AQUA) and USAAS.

The sport of artistic swimming in Oregon is governed in the following manner:



Internationally, USAAS falls under AQUA, Pan Am Aquatics, and the US Olympic and Paralympic Committee (USOPC). USAAS has the authority over artistic swimming in the United States and as such, there may be some minor adaptations from artistic swimming in other countries.

Mission

To promote and expand the sport of artistic swimming by educating and supporting athletes, coaches, officials, and volunteers in a fun and safe environment.

Goals

1. Provide educational opportunities for existing and potential athletes, coaches, officials, and on-deck volunteers such as clinics, lessons, materials, etc.
2. Provide guidance for existing and developing programs/clubs.
3. Provide fun competitive and recreational opportunities for all levels and ages in a safe environment.
4. Retain and continuously develop individuals to fill volunteer positions within OAAS.
5. Promote and instill a sense of community and pride in our sport and the OAAS among all those affiliated with the sport.

Governance

The OAAS is led by a Board of Governors (BOG), which is responsible for the overall operation of the Association. The BOG consists of

- An Administrative Chair** (Admin Chair)
- A Secretary/Treasurer** (Sec/Treas)
- An Athletes Representative Chair** (ARC)
- A Diversity, Equality and Inclusion Chair** (DEI Chair)
- An Education Chair** (Ed Chair)
- An Officials Chair**
- A Technical Chair** (Tech Chair)
- Three (3) Senior Youth Athlete Representatives* (YARs)
- Three (3) Junior Youth Athlete Representatives/Representatives in Training* (YARITs)
- One (1) Masters Athlete Representative from each member club* (MAR)
- One (1) Coaches' Representative (CR)
- One (1) representative from each member club (Club Representative)

Members with an asterisk (*) by their position also serve on the Board of Directors (BOD); members with two asterisks (**) are Officers of the OAAS.

Aside from positions that are appointed from within their respective clubs (Club Representative, Masters Athlete Representative), all positions on the BOG are open to any member of the OAAS that meets the specific qualifications of that position. Governors serving in elected positions serve for terms of two years and are elected in even-numbered years except for YARs, who are elected yearly.

Youth Athlete Representatives: The three earlier-elected athletes are the senior representatives and have voting rights on the Board of Directors and Board of Governors (BOD/BOG). The three more recently elected athletes are the junior representatives/Representatives in Training and do not have voting rights on the BOD/BOG. Athletes born in 2011 or earlier may be elected to the BOD/BOG in the 2024-2025 season.

The OAAS BOG is required to hold one meeting per year before November 1. Additional meetings may be scheduled as needed.

A General Athletes Meeting is held once per year at the first sanctioned meet of the OAAS's fiscal year, typically the Figures and Technical Meet. Additional meetings may be scheduled as needed. This meeting is chaired by the ARC or another designated representative.

Requirements for Board Positions

Position	Officer	Board of Directors	Board of Governors	Specific Qualifications
Administrative Chair	X	X	X	• USAAS Professional Membership
Secretary/Treasurer	X	X	X	• USAAS Professional Membership
Athletes Representative Chair	X	X	X	• USAAS Professional Membership • Active OAAS athlete • Elected by athletes
Diversity, Equality and Inclusion Chair	X	X	X	• USAAS Professional Membership
Education Chair	X	X	X	• USAAS Professional Membership
Officials Chair	X	X	X	• USAAS Professional Membership • Judges' rating of Retaining Level 2 (if possible)
Technical Chair	X	X	X	• USAAS Professional Membership
Youth Athlete Representative		X	X	• Current USAAS membership • Active OAAS youth athlete • Elected by OAAS youth athletes
Masters Athlete Representative		X	X	• Current USAAS membership • Appointed to the OAAS BOG by vote of club's Masters athletes • Active Masters athlete with an OAAS member club
Coaches' Representative			X	• Current USAAS membership • Current OAAS coach • Elected by coaches of the OAAS
Club Representative			X	• Appointed to the OAAS BOG by club leadership

2024-2026 Board of Governors

- **Administrative Chair:** Taylor Miron, taylor@thillssynchroclub.org
- **Secretary/Treasurer:** Kim Stetson, kimstetson@gmail.com
- **Athletes Representative Chair:** TBD
- **Diversity, Equality and Inclusion Chair:** Jami Trumbo, jami.trumbo@gmail.com
- **Education Chair:** Sophie Harrison, oaaseducationchair@gmail.com
- **Officials Chair:** Erin King, erinking113@comcast.net
- **Technical Chair:** Bethany Bragg, bbragg@themac.com
- **MCS Masters Athlete Representative:** Marni Davis, marni.davis@gmail.com
- **SAC Masters Athlete Representative:** VACANT
- **THS Masters Athlete Representative:** Barb Streeter, cwsbarb@msn.com
- **Youth Athlete Representatives:**
    - Natalie Hankins, nhankins04@icloud.com (copy admincoach@thillssynchroclub.org when emailing)
- **Youth Athlete Representatives in Training:**
    - Siya Desai, siyasdesai1@gmail.com
- **Coaches' Representative:** VACANT
- **MCS Club Representative:** Lucie Svrcinova, lsvrcinova@themac.com
- **SAC Club Representative:** VACANT
- **THS Club Representative:** Carolina Espinoza de Soto, headcoach@thillssynchroclub.org

Fee Schedule

As approved by BOD/BOG. To be inserted.

Competitions

The OAAS hosts a minimum of three (3) Association competitions, or meets, and one (1) Regional competition annually. The OAAS also holds a Novice Fun Meet, which is a chance for novice athletes to enjoy artistic swimming in a low-pressure environment.

Competitive Divisions

The OAAS follows AQUA and USAAS when determining competitive divisions. These divisions are based on both age and ability levels. In the OAAS, athletes born 2006-2012 often compete in both Junior Olympic and AQUA competitions. Competition and event entry are at the discretion of the coaches.

Developmental

The OAAS Developmental programs are the introductory competitive divisions in artistic swimming.

Novice athletes are new to artistic swimming. They are typically first-year athletes with little to no additional dance, gymnastics, or acrobatics training. They compete in Association meets.

Intermediate athletes may be first-year or somewhat experienced swimmers, and may have additional training in dance, gymnastics, or acrobatics. They compete in Association and Regional meets.

Junior Olympic

OAAS Junior Olympic athletes typically have some experience with artistic swimming and compete in Junior Olympic competitions at the Association, Regional, and National levels. These athletes are often called “Age Group” because the divisions are broken down by age:

- **12 and Under (12U):** athletes born after 2012

- **Youth**: female athletes born 2010-2012 and male athletes born 2009-2012
- **15-17*:** athletes born 2008-2010
- **18-19/20:** female athletes born 2006-2007 and male athletes born 2005-2007

*Female athletes born in 2010 and male athletes born in 2009 or 2010 may compete in the Junior Olympic Youth or 15-17 divisions.

AQUA

The OAAS AQUA programs are the first tier in competing within artistic swimming worldwide. Athletes in these divisions may compete in Association, Open, Zone, and/or National World Aquatics competitions. Athletes in these divisions may also try out for the US National Teams in Artistic Swimming and, if selected, represent the US internationally.

Youth athletes are typically experienced swimmers born 2010-2012 for female athletes and 2009-2012 for male athletes. They compete in Association, Zone, and National World Aquatics competitions.

Junior athletes are experienced swimmers born 2006-2010 for female athletes and 2005-2010 for male athletes. They compete in Association, Open, Zone, and National World Aquatics competitions.

Senior athletes are elite swimmers born before 2007. They compete in Association, Open, Zone, and National competitions.

Masters

Masters athletes range from complete beginners to Olympic-level swimmers born in 2005 and earlier. Masters compete in both USAAS and non-USAAS meets internationally.

OAAS and Region A Competition and Event Schedule

Date	Event	Location
December 7, 2024	OAAS Figures and Technical Routine Meet	Multnomah Athletic Club, Portland, OR 1:00pm-7:00pm
February 1, 2025	OAAS All-Ages Routine Meet	Multnomah Athletic Club, Portland, OR 1:00pm-7:00pm
March 6-9, 2025	West Zone Championship	Tualatin Hills Aquatic Center, Beaverton, OR
March 21-23, 2025	West Coast Classic Invitational	Multnomah Athletic Club, Portland, OR
May 2, 2025	OAAS Novice Fun Meet	Multnomah Athletic Club, Portland, OR (4:00-6:00pm)
May 16-18, 2025	Charlotte Davis Region A Championship	Washington
June 1, 2025 (tent)	Blossom Invitational	Washington

*The West Zone Championship is included on the OAAS competition and event schedule because the Association is hosting this meet. OAAS officials and volunteers will be needed for this Zone event.

The OAAS and Region A Competition and Event Schedule is subject to change. Please check with your Club Representative and/or Head Coach for the most up-to-date information.

Meet Roles

The OAAS relies on a number of professionals and volunteers in order to conduct competitions in accordance with AQUA and USAAS standards and rules.

Judges

OAAS Judges are officials trained by USAAS to evaluate athletes during competitions in figures and routines. They are drawn from coaches, athletes, parents, and other people dedicated to the sport of artistic swimming.

USAAS-qualified judges are required to undergo online and/or in-person training, pass a written or electronic test, and complete practice judging at the required level. Refer to USAAS Rulebook Appendix G for more information.

Level	Requirements	Qualifications
1F: Association Figure Judge	• USAAS Instructor, Professional, Competitive Athlete, Athlete, Life, or Officials 1 & 2 Membership • USAAS training • At least 15 years of age	• Novice, Intermediate, and 12U AG figures • Association figures competitions
1: Association Judge	• USAAS Instructor, Professional, Competitive Athlete, Athlete, Life, or Officials 1 & 2 Membership • USAAS training • Level 1F certification attained • At least 15 years of age	• Novice and Intermediate routines with Technical Required Elements (TREs) • Association competitions
2: Association and Regional Junior Olympic Judge	• USAAS Instructor, Professional, Competitive Athlete, Athlete, Life, or Officials 1 & 2 Membership • USAAS training • Level 1 certification attained or in progress • At least 15 years of age	• Youth AG figures • AG Free, Technical, and Acrobatic routines • Association and Regional Junior Olympic competitions

Technical Controllers

Technical Controllers are responsible for evaluating the technical aspects of routines. They are broken into two categories: **Difficulty Technical Controllers (DTCs)** and **Synchronization Technical Controllers (STCs)**.

DTCs are responsible for verifying elements in technical and free routines in real time, as well as annotating any technical errors. **STCs** are responsible for annotating synchronization errors in routines with two or more athletes.

Level	Requirements	Qualifications
1: Association and Regional Technical Controller (DTC and STC)	• USAAS Instructor, Professional, Competitive Athlete, Athlete, Life, or Officials 1 & 2 Membership • USAAS training • At least 15 years of age	• Association and Regional competitions
2: Zone and National Technical Controller (DTC and STC)	• USAAS Instructor, Professional, Competitive Athlete, Athlete, Life, or Officials 1 & 2 Membership • USAAS training • Level 1 certification attained At least 15 years of age	• Zone and National competitions

Parent Volunteers

Parent volunteers are the lifeblood of OAAS competitions. They fill season-long roles such as Meet Managers and Announcers, and day-of roles such as Data Recorders and Clerks of Course. For all season-long roles, the OAAS strives to have at least one volunteer from each member club, with one volunteer as lead and the other(s) as assistant(s).

SafeSport Training is required for all adult volunteers who have meaningful contact with and/or influence over minor competitors. Please contact your Club Representative and/or Head Coach for access to SafeSport training.

Meet Manager

The Meet Manager is responsible for the physical conduct of competitions. This includes, but is not limited to, ordering and setting up tables and chairs in conjunction with the venue; communicating with venue staff, the Meet Referee, and key volunteers; and ensuring that the physical space is ready for competition.

Sound Center Manager

The Sound Center Manager is responsible for securing and properly presenting the music for each routine. This includes, but is not limited to, transporting and setting up the OAAS sound equipment for competitions; collecting, organizing, and playing back music submitted to the OAAS for competitions; testing and maintaining sound equipment; suggesting and obtaining equipment improvements, additions, or replacements to the Technical Chair; and measuring decibel levels so as not to exceed OSHA recommendations and standards. Duties may also include pre-timing music and preparing a report for the Meet Referee and/or Event Referee.

Announcer

The Announcer is responsible for making announcements as directed by the Meet Referee and/or Meet Manager. In routine competitions, announcements include the event and routine number prior to competitive performance and the name(s), affiliations, and sometimes preliminary scores of the competitors after a competitive performance.

Scoring Manager

The Scoring Manager is responsible for the acquisition and maintenance of the scoring system components for the OAAS; for preparing draws of competitors for events; for inputting and recording competitors' scores at competitions; and for creating and distributing competition results to the appropriate parties.

Forms Manager

The Forms Manager is responsible for creating, printing, preparing, distributing, and collecting all forms related to competitions. This includes, but is not limited to, meet schedules, orders of draw, judging and technical control panels, data recording forms, technical control slips, and readiness indicators.

Awards Manager

The Awards Manager is responsible for all aspects of awards for competitions. They work in conjunction with the Scoring Manager to prepare medals and ribbons for distribution to competitors.

Volunteer Coordinator

The Volunteer Coordinator is responsible for securing volunteers prior to competition and managing them on deck during competition. This includes preparing a volunteer needs list for dissemination to clubs, checking in volunteers upon arrival, instructing volunteers in their roles where needed, and submitting last-minute volunteer needs to the Meet Manager and/or Meet Referee.

Deck Marshalls

The Deck Marshalls are responsible for monitoring order in the competition area at the direction of the Meet Manager and/or Meet Referee. This includes, but is not limited to, clearing walkways around the pool, monitoring noise levels in the competition and spectator areas, and managing the flow of competitors in the warm-up/cool-down lanes.

Hospitality Room Coordinator

The Hospitality Room Coordinator is responsible for all aspects of the hospitality room for large competitions. This includes, but is not limited to, securing an appropriate space for a hospitality room in conjunction with the venue and the Meet Manager; stocking the hospitality room with appropriate food, drinks, and other amenities; and maintaining the physical security of

the hospitality room. Hospitality rooms are generally limited to coaches, officials, and season-long volunteers.

Clerks of Course

The Clerks of Course are responsible for maintaining the order of competitors for each event. This includes obtaining an order of draw, ascertaining that all competitors are present, ensuring that competitors are competing in order, and reporting any discrepancies to the Event Referee.

Readers

In Figures competitions, Readers are responsible for announcing judges' scores to the judges and data recorders. They must speak loudly and clearly.

Data Recorders

In Figures competitions, Data Recorders are responsible for writing down judges' scores as read aloud by the Reader. They must listen well and write quickly and legibly.

Runners

Runners are responsible for picking up scores and other assessments from each panel and delivering them to Scoring for input into the scoring system. They must be in a physical condition that allows them to walk quickly and safely around competitors on a potentially wet pool deck.

Videographers

Videographers are responsible for capturing video of competitors in both figures and routine competitions to be used for review by officials if needed. They must be able to operate iPads or other available video equipment.

Member Clubs

The OAAS has three member clubs with programs ranging from introductory to Masters. Access to these teams varies based on memberships outside of the USAAS system and/or residential requirements.

For information on how to start an artistic swimming club in Oregon, please contact the OAAS Education or Administrative Chair.

MAC Synchro Club

MAC Synchro Club is the oldest competitive artistic swimming program in Oregon. Started in 1957, MAC Synchro is currently led by Head Coach Lucie Svrcinova, a former Olympian on the Czech Artistic Swimming team.

MAC Synchro has programs at the Novice, Intermediate, Junior Olympic, Youth, Junior, Senior, and Masters levels. Membership in the Multnomah Athletic Club is required to join MAC Synchro.

Sunset Athletic Club

Sunset Athletic Club is a Masters-only club headquartered at Sunset Athletic Club in Portland, OR. Membership in the Sunset Athletic Club is required to participate in their artistic swimming program.

Tualatin Hills Synchro Club

Tualatin Hills Synchro Club is a Board-run club affiliated with the Tualatin Hills Park and Recreation Department (THPRD) in Beaverton, OR. Formed in 1979, Tualatin Hills Synchro is currently led by Head Coach Carolina Espinoza de Soto.

Tualatin Hills Synchro has introductory, Novice, Intermediate, Junior Olympic, Youth, Junior, and Masters programs. A primary residence within the THPRD boundaries and/or the Beaverton School District is recommended to participate in their programs.

Grievance Policy

The OAAS follows the Grievance Policy as outlined in Appendix K of the USAAS Rulebook. Grievances may be filed by any member of USAAS in regards to administrative, disciplinary, or right to participate issues. Excluded grievances include those related to anti-doping violations, U.S. Center for SafeSport matters, and nonpayment of member dues.

The OAAS Review Board adjudicates grievances within its geographic boundaries. Issues unable to be resolved within the OAAS shall be forwarded to the West Zone Review Board and/or the USAAS Executive Director. Grievances must first be filed with the USAAS Executive Director.

The decisions of the OAAS Review Board shall be final, except where the OAAS Review Board recommends to the USAAS Ethics Committee suspension or revocation of a person's membership in USAAS.

For the full and legally binding text of the OAAS Grievance Policy, please refer to Appendix K of the USAAS Rulebook and USAAS Administrative Rules, Article 24, Sections 24.02 A and B.

Resources

There are many rules and guidelines governing artistic swimming on all levels. Included here is a small library of resources to answer any questions about artistic swimming, USAAS, and OAAS. Further questions may be answered by contacting your club's Head Coach or Club Representative, or an OAAS Governor.

USAAS

- **USAAS Rulebook:** https://www.usaartisticswim.org/rule-book
    - This link includes the USAAS Stay & Play policy; current Tech Talk; Code; Technical, Administrative, and Figure rules; and all Appendices
- **USAAS Membership:** https://www.usaartisticswim.org/membership-information
    - This link includes a description of membership types and a list of direct club assignments in order to purchase, change, or upgrade your membership or club assignment
- **USAAS "Resources to Starting Your Own Club":** https://teamusa-org-migration.s3.amazonaws.com/USA%20Artistic%20Swimming/Migration/Documents/2020%20Starting%20a%20club.pdf
- **USAAS "Welcome to the Sport":** https://teamusa-org-migration.s3.amazonaws.com/USA%20Artistic%20Swimming/Migration/Documents/FINAL%20_Welcome%20to%20the%20Sport_Artistic%20Swimming.pdf
- **USAAS SafeSport Resources:** https://www.usaartisticswim.org/safe-sport-resources

- This link includes access to SafeSport training; the USAAS Minor Athlete Abuse Prevention Policies (MAAPP); information on background checks; and links to report SafeSport and MAAPP violations

- **USAAS Appendix K:** https://assets.contentstack.io/v3/assets/blteb7d012fc7ebef7f/bltbe9ce924bd14defb/66327859ba17b0bd28cb79d4/2024_APPENDIX_K_FINAL_with_hyperlinks_5-1.pdf

  - Attachment A of USAAS Appendix K is the official grievance form used by USAAS and the OAAS. All grievances must first be filed with the USAAS Executive Director and President.

OAAS

- **OAAS Bylaws:** the Bylaws of the Oregon Association of Artistic Swimming are appended to the end of this handbook.

Appendix A: Bylaws of the Oregon Association of Artistic Swimming

The Oregon Association of Artistic Swimming is governed by bylaws adopted on December 10, 2023. The basis for OAAS bylaws is Appendix A of the USAAS Rulebook.

ARTICLE 1
OBJECTIVES, TERRITORY AND JURISDICTION

1.01 Objectives: The objectives shall be to promote and develop artistic swimming, including the education and teaching of athletes of all ages to improve their capabilities, all in accordance with the standards and under the rules prescribed by World Aquatics ("AQUA", formerly known as the Federation Internationale de Natation Amateur "FINA"), USA Artistic Swimming, Inc. ("USAAS"), and the following rules. The Oregon Association of Artistic Swimming ("OAAS") shall be operated exclusively within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954, as amended (or corresponding provisions of any future United States Internal Revenue Law).

1.02 Territory: The territory of the OAAS shall be the geographical boundaries determined by USAAS and set forth in Section 6.03 of the USAAS Code.

1.03 Jurisdiction: The OAAS has jurisdiction over the sport of artistic swimming in its territory in accordance with USAAS Rules.

1.04 Conditions of Competition:

A. General: The conditions of competition of any artistic swimming event, and rules governing it, shall be those established by USAAS or by the OAAS where its rules and regulations are not contrary to USAAS Rules.

B. Championships: Artistic Swimming Championships shall be held in accordance with the USAAS Rules for conduct of Championships as described in the USAAS Rules. Other events may be held within the program of the OAAS for the development of the sport.

ARTICLE 2
MEMBERSHIP

2.01 Membership in the OAAS shall be open to groups, athletes and individuals who are not athletes, as set forth in Article 1 of the USAAS Code.

2.02 Fees: The cost of each category of membership shall be determined by USAAS. The OAAS Board of Governors may add a surcharge to all membership fees.

ARTICLE 3
OAAS BOARD OF GOVERNORS

3.01 Composition: The OAAS Board of Governors shall consist of one (1) representative from each group member of the OAAS, the elected officers of the OAAS, a representative of the coaches in the OAAS, and representatives of the athletes which shall equal at least thirty-three and three tenths percent (33.3%) of the total number of members of the OAAS Board of Governors (including athletes), and such other individuals that the OAAS may desire.

A. **Athlete Representatives:** In accordance with Section 7.01 A of the USAAS Code, Athlete Representatives shall be elected to the Board of Governors to serve terms of two (2) years or until the successor is chosen. Elections shall be conducted according to the procedures in Section 7.04 of the USAAS Code.

1. **Youth Athlete Representatives:** Three (3) Youth Athlete Representatives shall be elected annually to serve two (2)-year terms. The most recent three (3) elected shall be Youth Athlete Representatives in Training, and the three senior Youth Athlete Representatives shall be the voting members of the Board of Governors.
2. **Masters Athlete Representatives:** One (1) Masters Athlete Representative shall be elected by their club in even numbered years to serve a two (2)-year term and appointed to the Board of Governors. The Masters Athlete Representatives shall be voting members of the Board of Governors, and may hold additional, concurrent roles on the Board of Governors.
3. **Youth Athlete Representative Elections:** Elections for Youth Athlete Representatives shall take place at the first sanctioned competition of the OAAS fiscal year or at the discretion of the Athlete Representative Chair.

3.02 Authority: In addition to the duties and powers prescribed in the USAAS Code or in these By-Laws, the OAAS Board of Governors shall have power:

A. To elect the officers of the OAAS;
B. To establish program and policy and to lend direction thereto;
C. To establish the OAAS Review Board;
D. To review and adopt the annual budget of the OAAS;
E. To appoint alternate delegates to the USAAS Board of Governors, in accordance with Article 2 of the USAAS Code;
F. To amend the By-Laws of the OAAS (within limits prescribed by this Appendix A).

3.03 Meetings: The Annual Meeting of the OAAS shall be held no later than November 1st of each year. Additional meetings may be called by the

Administrative Chair or upon request of any three (3) OAAS group members.

3.04 Notice: The Secretary/Treasurer shall give not less than fifteen (15) days' notice for any OAAS Board of Governors meeting. The notice shall contain the time, date and site of the meeting and, except at the Annual Meeting of the OAAS, its purpose. The notice shall be sent to the address last given to the Secretary/Treasurer by each group member of the OAAS.

3.05 Quorum: A quorum at all meetings shall consist of those present and eligible to vote.

3.06 Rules of Order: At all meetings, the current *Robert's Rules of Order* are the procedural rules.

3.07 Voting: Representatives of the athletes of the OAAS must equal 33.3% of the voting body of the OAAS Board of Governors. In order to meet the 33.3% threshold, members of the Board of Governors who are also athletes may be counted as such. If the 33.3% threshold is still unmet, then the Board of Governors may elect to hold that vote electronically via email or may limit voting rights at the meeting in session in the following order:

A. OAAS group representatives
B. Coaches' representative
C. Diversity, Equality, and Inclusion Chair
D. Education Chair
E. Officials Chair
F. Technical Chair

ARTICLE 4
OAAS BOARD OF DIRECTORS

4.01 Composition: The OAAS Board of Directors shall consist of the elected Officers and representatives of the athletes which shall equal at least thirty-three and three tenths percent (33.3%) of the total number of members of the OAAS Board of Directors (including athletes), and such other individuals that the OAAS may desire. Directors shall hold office for two (2) years, or until their successors are elected.

4.02 Duties and Powers: The OAAS Board of Directors shall have the authority to act for the OAAS between meetings of the OAAS Board of Governors.

4.03 Meetings: Meetings may be called by the Chair or any three (3) OAAS Directors.

4.04 Notice: At least fifteen (15) days' notice shall be given by the Secretary/Treasurer for any meeting of the OAAS Board of Directors. Such notice shall contain the time, date and site of the meeting, and shall be sent to the address last given to the Secretary/Treasurer of each member of the OAAS Board of Directors.

4.05 Quorum: A quorum at all meetings shall consist of those present and eligible to vote.

4.06 Voting: Representatives of the athletes of the OAAS must equal 33.33% of the voting body of the OAAS Board of Directors. In order to meet the 33.33% threshold, members of the Board of Directors who are also athletes may be counted as such. If the 33.33% threshold is still unmet, the Board of Directors may elect to hold that vote electronically via email or may limit voting rights at the meeting in session in the following order:

A. Diversity, Equality, and Inclusion Chair
B. Education Chair
C. Officials Chair
D. Technical Chair

ARTICLE 5
OFFICERS

5.01 Titles: The OAAS Board of Governors shall elect the following Officers at the Annual Meeting of the OAAS in even numbered years: Administrative Chair and Secretary/Treasurer. The Athletes Representative Chair shall be elected by the athletes in accordance with Section 7.01 A of the USAAS Code. The Administrative Chair shall chair the OAAS Board of Governors and the OAAS Board of Directors.

5.02 Eligibility: Only current individual members of USAAS are eligible to hold office.

5.03 Term of Office: The term of each office shall be two (2) years or until the successor is chosen, and shall begin immediately following the Annual Meeting of the OAAS, in the year of their election. Officers may be reelected to a second term, but may serve no more than four (4) consecutive years in any one (1) office.

- An Officer who is replaced or who has reached their maximum term limit must wait as many consecutive years as have been served consecutively, with a maximum of two (2) years off the OAAS Board of Directors before being eligible for reelection to the same 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.

5.04 Vacancies: Any vacancies that may occur in the OAAS Board of Directors caused by death, resignation, or otherwise, shall be filled for the duration of the term by the group responsible for electing the position initially. In the case of the elected Officers, the OAAS Board of Directors may fill a vacancy until the next meeting of the OAAS Board of Governors, at which time an election shall be held.

5.05 Nominating Committee: The slate of Officers to stand for election by the OAAS Board of Governors shall be prepared by a Nominating Committee, with a minimum of three (3) serving. The Nominating Committee shall be selected by the OAAS Board of Governors at the Annual Meeting of the OAAS in the year prior to the elections for Officers. Nominations shall be published fifteen (15) days in advance of the election, and additional nominations may come from the floor.

5.06 Elections: Candidates for office should be consenting and need not be present to be elected.

5.07 Duties: The duties of the Officers are as hereafter set forth, and such others as may be designated by the OAAS Board of Governors or OAAS Board of Directors from time to time:

A. Administrative Chair:

1. To represent the OAAS on the USAAS and West Zone Artistic Swimming Committee ("West Zone") Board of Governors.
2. To oversee the administrative needs of the OAAS.
3. To supervise sanctions, and financial and annual reports.

B. Secretary/Treasurer:

1. To represent the OAAS on the West Zone Board of Governors.
2. To record the minutes of all meetings of the OAAS and the OAAS Board of Directors.
3. To be the custodian of the funds of the OAAS.

4. To receive and disburse funds in accordance with the directions of the OAAS.
5. To maintain the membership list of the OAAS.
6. To maintain records of athlete eligibility.
7. To send notice of meetings as mandated by the By-Laws or other mailings as instructed by the OAAS.
8. To prepare the financial records and reports as required by the OAAS and USAAS.
9. To forward to the USAAS Executive Director ("Executive Director") such reports as required by USAAS.
    - Exception: The OAAS may choose to separate the Secretary/Treasurer duties as appropriate.

C. Athletes Representative Chair:

1. To represent the OAAS on the USAAS Athletes Committee and the West Zone Board of Governors.
2. To serve as Chair of all OAAS Athlete meetings.
3. To assure communication among athletes both within the OAAS and within USAAS.

5.08 Additional OAAS Chairs: If the OAAS so desires, additional Chairs may be appointed/elected/combined to accomplish the following duties and such others as may be designated by the OAAS Board of Governors or the OAAS Board of Directors from time to time. The duties of these Chairs may be delegated to additional members of OAAS as deemed necessary by the Chair.

A. Diversity, Equity and Inclusion Chair:

1. To coordinate the programs of the OAAS aimed at increasing diversity, equity and inclusion at all levels of the OAAS.
2. To assist the National Office staff in implementing programs to increase membership of the underrepresented populations in the OAAS.

B. Education Chair:

1. To oversee the development of all artistic swimming programs (Senior, Junior, Junior Olympic, Collegiate, and Masters) in the OAAS.
2. To oversee the development and training of athletes, including organizing training camps for athletes and coaches.
3. To maintain records of coaches' certification.
4. To provide information to assist in the formation of new clubs.
5. To oversee Media and Public Relations for OAAS, to include webmaster, social media management, and other public relations activities as deemed necessary.

C. Officials Chair:

1. To train, test and evaluate judges at the local level.
2. To determine the panels for judging at the OAAS competitions.
3. To maintain records of judges' certification and ratings.
4. Where possible, the OAAS Officials Chair shall hold a judges' rating of Retaining Level 2, Association and Junior Olympic Regional Judge or higher.

D. Technical Chair:

1. To oversee the technical conduct of all association competitions, including scoring, sound, equipment, and forms
2. To interpret rules, waive rules and act as the Meet Referee in association competitions until the Event Referees are selected.

5.09 Terms of Service:

A. **Attendance:** When a Board of Directors member has been absent from two (2) consecutive meetings without reasons acceptable to the Administrative Chair, the Administrative Chair 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 5.08 C of these

Bylaws. The Board of Directors may then fill the vacancy according to Section 5.04 above.

B. **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 5.04 C above. 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 (USAAS Rulebook Appendix P).

ARTICLE 6
REPORTS AND REMITTANCES

6.01 Minutes: The Secretary/Treasurer of the OAAS shall, within ten (10) days after each meeting of the OAAS, forward to the Executive Director and the applicable West Zone Chair a copy of the minutes of said meeting.

6.02 Notices: The Secretary/Treasurer shall forward to the Executive Director and the applicable West Zone Chair copies of all official notices issued by theOAAS, at the time of such issue, including all those sent to the members of the OAAS Board of Governors and to the OAAS Board of Directors, as well as to members of the OAAS.

6.03 Annual Reports: The Secretary/Treasurer shall, within one hundred and twenty (120) days of the end of the fiscal year, forward to the Executive Director and the applicable West Zone Chair a copy of the

audit of the accounts of the OAAS. The audit of accounts is to be signed by either a certified public accountant, or at least three (3) members of the OAAS Board of Directors. The Secretary/Treasurer shall forward to the Executive Director a copy of the Form 990 when filed.

6.04 General: The OAAS shall make such other reports and remittances to USAAS as specified in its Code or by the USAAS Board of Directors. The Administrative Chair and Secretary/Treasurer are responsible for seeing that all required reports and remittances are made.

6.05 Income: Any income derived from the promotion of artistic swimming by members of USAAS must be used for the further promotion of artistic swimming for the general welfare of the OAAS as a whole.

ARTICLE 7
DISCIPLINE, OAAS REVIEW BOARD, HEARINGS AND APPEALS

7.01 Discipline: The OAAS Review Board may censure, suspend for a definite or indefinite period of time, or expel from participating in the activities of the OAAS, or impose other appropriate sanctions upon any member of the OAAS, including any athlete, coach, trainer, manager, administrator, official, member of any committee, or person participating in any capacity whatsoever in the affairs of the OAAS, subject to a hearing before a panel of an OAAS Review Board, who has acted contrary to any of the Rules of USAAS or the OAAS, or who has acted in a manner which brings disrepute upon USAAS, the OAAS, or upon the sport of artistic swimming.

A. A group member may be held responsible for infractions of rules and regulations committed by an athlete who is representing the group member.
B. The OAAS Review Board may recommend to the USAAS Ethics Committee that a person's membership in USAAS be suspended or

revoked, but the OAAS Review Board shall have no authority to suspend or revoke such membership.

1. A recommendation to the USAAS Ethics Committee regarding suspension or revocation of membership in the USAAS Corporation must be filed with the Executive Director within five (5) business days following the final decision of the OAAS Review Board. Refer to USAAS Grievance Procedures (Appendix K).

7.02 OAAS Review Board: The OAAS Board of Governors shall annually elect an OAAS Review Board comprised of no less than five (5) members, including that number of Athlete Representatives necessary to assure that at least thirty-three and three tenths percent (33.3%) of the OAAS Review Board are athletes. Its hearings may be conducted by an attorney-at-law retained by the OAAS Review Board for that purpose but who shall have no vote. The Chair of the OAAS Review Board shall be appointed by the Administrative Chair and have one (1) vote. A quorum for any hearing conducted by the OAAS Review Board shall be fifty percent (50%) of its membership, but in any event no less than three (3), one of whom shall be an Athlete Representative.

7.03 Jurisdiction of the OAAS Review Board: The OAAS Review Board may conduct hearings on any matter affecting, with the exception of violations of USAAS's Code of Ethics (Appendix P) or Whistleblower and Anti-Retaliation Policy (Appendix S), the OAAS and involving only a member or members of the OAAS. Refer to USAAS Administrative Rules, Article 24, Section 24.02.

7.04 Procedure of the OAAS Review Board:

A. The filing and resolution of any grievance shall follow the procedures in Appendix K.
    1. Any grievance may be filed with the Executive Director and USAAS President. When the OAAS Administrative Chair and Executive Director determine that a grievance cannot be fairly

adjudicated at the OAAS level, it shall be forwarded to the West Zone Review Board or Executive Director for resolution.

7.05 Appeals: The decision of the OAAS Review Board shall be final in all cases, subject only to appeal by a real party in interest to the National Board of Review, except where the OAAS Review Board recommends to the USAAS Ethics Committee suspension or revocation of a person's membership in USAAS. Refer to USAAS Administrative Rules, Article 24, Sections 24.02 A and B.

ARTICLE 8
MISCELLANEOUS

8.01 Amendments: Any provisions of these OAAS By-Laws not required by USAAS pursuant to Section 6.02 of the USAAS Code may be amended at any meeting of the OAAS Board of Governors by a two-thirds (2/3) vote of the members voting. At least thirty (30) days' notice must be given to every member of the OAAS Board of Governors of this proposed amendment.

8.02 Fiscal Period: The fiscal period of the OAAS shall begin on the first day of October in each year.

8.03 Mailing Address: The OAAS must submit a permanent mailing address to the Executive Director.

8.04 Dissolution: Upon dissolution, the net assets of the OAAS shall not inure to benefit any private individual or corporation, but shall be distributed to USAAS, to be used exclusively for charitable purposes, or if USAAS is not then in existence, or is not then a corporation which is exempt under 501(c)(3) of the Internal Revenue Code and to which contributions, bequests and gifts are deductible under Sections

170(c)(2), 2055(a)(2), and 2522(a)(2), thereof, or any successor law, such assets shall be distributed to such a corporation, to be used exclusively for charitable purposes.