

Guidelines for Updating USAAS Code/Admin Rules/Tech Rules/Appendices

Context for these Guidelines

This document aims to help our members submit proposals to update the USAAS Code/Administrative Rules/Technical Rules/Appendices in a way that aligns with the recommendations listed in the Code.

There are four important things to keep in mind when creating proposals:

1. **Start early** - aim for submitting at least **60 days** in advance of convention in a non-legislative year, and **120 days** before convention in a legislative year
2. **Separate out items** - keep the proposals as small and consolidated as possible, numbering each item separately
3. **Format correctly** - ~~strike out~~ deleted language and **bold/underline** language to be added
4. **Find examples to copy from** - don't reinvent the wheel!

Keep reading to learn more about these guidelines and see some examples!

1. Start Early!

Official Rules

The official rules state that FINAL rulebook change proposals have to be submitted with the correct formatting (see #3 below) 90 days in advance of convention in a legislative year (the year following the Olympic Games). There is no requirement for non-legislative years, but the recommendation is 30 days in advance of convention for a final change proposal.

Recommended Timing

It's important to have some buffer before these final submission dates, so save time for receiving feedback and iterating on the proposal topics and language as well as the formatting. Aim to submit proposals for a first pass to the committee you're submitting to at least **60 days** before convention begins in a non-legislative year, and **120 days** in advance of convention in a legislative year. Legislative years are always the year following the Olympic Games.

2. Separate each item

Instead of having all proposals submitted in one document/proposal, aim to have a separate item proposal for each topic/suggested change.

See the [2020 AEC Code Proposals](#) for an example of how many small changes can be separated into different items based on the topic of the change.

If there are items that are dependent on each other or build on top of each other, you can include the highlighted section from the rulebook (see example [here](#)).

3. Format correctly

There are two rules to follow when it comes to formatting:

- Strike out any language that you propose to delete (**example**)
- Bold and Underline any language that you propose to add (**example**)

These formatting rules apply to all sections of the rulebook and appendices. If you have any questions about how to apply the proper formatting, Betty Hazle (bettyhazle@yahoo.com), Scotti Nichols (scottinichols10@gmail.com) and Patricia Jones (mailforpj@aol.com) can help review documents in advance of the deadlines.

Example:

That number of Athlete Representatives, appointed by the AEC President, necessary to assure that at least ~~twenty (20%)~~ **thirty-three and three tenths percent (33.3%)** of the Rules Committee are athletes.

4. Find examples to copy from

When possible, don't reinvent the wheel! Try to find a section of the rulebook that has similar language that you want to use so the proposal language will be consistent.

One example is if we wanted to add term limits to any athlete positions - instead of trying to write our own language from scratch, we should look at what is done for the Board of Directors athlete positions and try to use that language as much as possible.

FAQ

- Are there different submission guidelines for different committees?
 - No, the submission process is the same.
- Who should I send the code proposals to?
 - Send it to the appropriate committee chair as [listed on the website](#). The Code also spells out the person to submit legislation to (Article 10.02) and if not listed there, each appendix tells you at the top of the document.
- Where can I find the most up-to-date version of the Code, Administrative Rules, Tech Rules and/or Appendices?
 - The up-to-date version of all sections of the rulebook can be found on the USAAS website: <https://www.usaartisticswim.org/rule-book>