



**2021 - 2022**

**BOARD OF DIRECTORS  
MANUAL**



**MIDWESTERN  
SWIMMING**

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**WELCOME TO THE BOARD OF DIRECTORS OF MIDWESTERN SWIMMING!** Your willingness to serve as a volunteer for MWS is greatly appreciated by everyone within the LSC (Local Swimming Committee – i.e. Midwestern Swimming). The primary beneficiaries of your time and effort are the athletes. Your commitment to the sport of swimming will have a life-time impact on athletes' lives helping to shape their values, work ethic, and personalities as well as contributing to a healthy lifestyle.

**MIDWESTERN SWIMMING** is one of the 59 LSCs of USA Swimming. The geographic area includes all of Nebraska except the Panhandle region and includes the western two tiers of counties in Iowa. Midwestern is part of the Central Zone and is a member of Region VIII (section).

**MISSION:** Midwestern Swimming strives to maximize opportunities for growth and success through competitive swimming.

**VISION:** Midwestern Swimming...inspired by passion to achieve excellence.

**CORE VALUES:** Integrity, Leadership, Excellence, Passion.

**MEMBERS OF THE BOARD:** Voting members of the Board for 2021-2022 include the General Chair, Administrative Vice-Chair, Senior Vice-Chair, Age Group Vice-Chair, Finance Chair, Treasurer, two (2) elected Athlete Representatives, one (1) At-large Athlete Representative, Coach Representative, Diversity, Equity and Inclusion Chair, Safe Sport Coordinator and two (2) At-large Board Members. The Secretary (staff-Executive Secretary), immediate past General Chair, Governance Committee Chair, Technical Planning Chair, Officials Chair, Membership/Registration Coordinator, and Operational Risk Chair are ex-officio members with voice but no vote in BOD meetings but vote in HOD meetings.

**ORIENTATION:** Midwestern Swimming will hold an orientation meeting for all members of the Board of Directors at which time they will be introduced to Midwestern Swimming's mission, vision, values, goals, as well as current initiatives. Duties and responsibilities of members of the Board will be discussed as well as the meeting protocols. This orientation will occur at the first Board meeting in September.

**MEETINGS:** The Board of Directors typically meets every other month and when meetings are deemed necessary. Meetings are usually held in the evening via conference call at 8:30pm. The expected schedule of meetings for the year is distributed annually in July. Announcements and reminders of scheduled meetings will be made via email and will be posted on the MWS website. Board meeting documents are emailed to members at least 4 days in advance of the meeting. All meeting minutes and documents are posted on the MWS website ([www.mwswim.org](http://www.mwswim.org)) under MW Info, drop-down menu MW BOD/HOD Info. The Board of Directors meetings use a consent agenda for routine business items. Reports in the consent agenda do not need any discussion before a vote, unless a board member requests a report is pulled prior to the vote. If a report is pulled, it is moved to new business for discussion. Robert's Rules of Order are used during the Board meetings. This provides for an orderly discussion and offers the opportunity for everyone to be heard.

**HOUSE OF DELEGATES:** All members of the Board of Directors are voting members of the Midwestern Swimming House of Delegates as well as the non-voting members of the BOD with the exception of the Executive Secretary. Meetings of the House of Delegates are held twice a year, once in the fall, and once in the spring; location, dates, and times are determined by the availability of site and delegates. The House of Delegates approves the annual budget, hears reports from the members of the Board, adopts and/or amends any policies in the Midwestern Swimming Bylaws and/or Policy and Procedures, elects members of the Administrative Board of Review, and officers (General Chair, Administrative Vice-Chair, Senior Vice-Chair, Age Group Vice Chair,

Finance Vice-Chair, Secretary (staff), Treasurer, Safety Chair, Technical Planning Chair, Officials Chair, Operational Risk Chair, and At-Large members), and conducts any other business as necessary. The election of Officers and Administrative Board of Review are held at the spring meeting.

**EXPECTATIONS:** Members of the Board of Directors are expected to attend the Board and House of Delegates meetings and any meetings held by committees which they are members. Officer/Committee reports should be submitted for each meeting. When unable to attend a meeting, members are expected to notify the General Chair, MW Office, or Committee Chair. Members are encouraged to attend the annual workshop of USA Swimming (in place of Convention) which is held in the Spring of every year. Targeted constituency is strongly encouraged to attend. Those given votes in the USA Swimming Annual Business Meeting in the Fall are also encouraged to exercise their voice and attend and vote (may be virtual meeting).

**REQUIREMENTS:** Members of the Board of Directors must be current members in good standing of Midwestern Swimming and USA Swimming (with current BG and APT). Each member must read the Conflict of Interest Policy and sign a document annually agreeing to conform to the policy.

**DIRECTORS AND OFFICERS INSURANCE:** Board members are covered under a policy provided by USA Swimming.

**RESOURCES:** Many resources are available to members of the Board. The Midwestern Swimming Bylaws, the Midwestern Swimming Policy and Procedures Manual, and Midwestern forms (Redbook), current USA Swimming Rules and Regulations are available on the Midwestern Swimming website. ([www.mwswim.org](http://www.mwswim.org) under the MW Info tab) Access to necessary forms and applications as well as to LSC schedules and other information can also be found on the website.

Past and present members of the Board are available for consultation whenever needed. USA Swimming offers many resources. Most can be accessed through the USA Swimming website ([www.usaswimming.org](http://www.usaswimming.org)). USA Swimming staff members, including Jay Chambers, (Manager, Central Zone Team Performance & Business Operations), can also provide helpful information for members. The USA Swimming phone number is 719-866-4578.

## 2021-2022 BOARD OF DIRECTORS

### Voting Members

**Betsy Purcell** (2022)  
General Chair

**Toby Rees** (2022)  
Admin Vice-Chair

**Jimmy Parmenter** (2022)  
Senior Vice- Chair

**Emma McEntarffer** (2023)  
Age Group Vice-Chair

**Stefanie Martinez** (2023)  
Treasurer

**Tony Storer** (2023)  
Finance Chair

**Aidan Cho** (2023)  
Safe Sport Chair

**Carol Olson** (2022)  
DEI Chair

**Katherine Anglin** (2022)  
Coaches' Rep

**Diana Brailita** (2022)  
Sr Athlete Representative

**Drayton Beber** (2023)  
Junior Athlete Rep

**Michael Sambula** (2022)  
At Large Athlete Rep

**Jeff Nelson** (2022)  
Delegate At-Large

**Docker Hartfield** (2023)  
Delegate At-Large

### Non-voting members

**Debra Pearson** (2023)  
Officials Chair

**Erica Storms** (2023)  
Technical Chair

**Scot Sorensen** (2023)  
Registration Chair

**Lori Howard** (2023)  
Operational Risk Chair

**Niki Schlegelmilch** (2022)  
Governance Chair

### Ex-Officio members

**Betty Kooy** (staff)  
Secretary

**Carol Olson** (2022)  
Past General Chair

## Board of Directors General Mission

All members of the Board of Directors serve as a team for the purpose of developing and implementing the best programming and providing optimum service for the members of MWS. MWS is organized into seven divisions: administrative, age group, senior, technical, finance, athletes, and coaches. Cooperation is essential for good governance. Division heads and committee chairs should always remember that it is best to involve others in the fulfillment of their respective responsibilities. This lightens the burden of the officer, trains future leaders, and enhances the program through the introduction of fresh ideas and additional perspectives. When appointing anyone to head up a task, it is essential to define the task, state deadlines and expectations, provide necessary background information, state any guidelines or parameters, and provide a budget. Do not abandon any committee or task force – monitor their progress and provide support as needed. Do not be shy about thanking anyone for helping – verbal and written thank you and acknowledgement goes a long way towards maintaining a solid and active volunteer base.

The following information reflects Midwestern Swimming's revised bylaws which influenced the composition of the Board of Directors beginning with Spring 2020 election and to be fully implemented after the 2021 elections. DEI chair is added to the BOD as a result of USA Swimming legislative changes in 2021.

### Board of Directors

- General Chair
- Administrative Vice Chair
- Senior Chair
- Age Group Chair
- Finance Vice Chair
- Safe Sport Chair (appointed)
- Diversity, Equity and Inclusion Chair (appointed)
- Treasurer
- Secretary (staff – ex officio)
- Coach Representative
- Athlete Representative (3)
- Delegates At Large (2)

### House of Delegates

- Officials Chair
- Registration Chair (appointed)
- Operational Risk Chair
- Technical Planning Chair
- Governance Chair (appointed)

### Standing Committees – Membership and Duties outlined in MWS Bylaws

- Athletes Committee
- Finance Committee
- Governance Committee (appointed)
- Operational Risk Committee
- Executive Committee

### Other Committees

- Sanction/Meet Scheduling Committee – Membership and Duties outlined in MWS Policies and Procedures
- Officials Committee – Membership and Duties outlined in Officials Committee Policies

# General Chair Job Description

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## **Position Specifications:**

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC General Chair
- 2-year term, elected in even years, limited to 2 consecutive terms; re-election to same position requires a lapse of two years
- Position may not be combined with any other office
- Voting Member of the House of Delegates and Board of Directors

## **Position Requirements:**

- USA Swimming Membership
- Midwestern Membership
- Previous Midwestern Board of Directors service

## **Job Summary:**

- The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of MWS, and general supervision over its officers and agents.

## **Duties and Responsibilities:**

- Call meetings BOD and HOD when and where necessary
- Preside at all BOD and HOD meetings
- Appoint committee chairs and members with advice and consent of BOD
- Report to BOD all matters within his/her knowledge in the interest of MWS
- Assure the fulfillment of any LSC obligations to the Central Zone and USA Swimming
- Serve in the following:
  - Chair of the Board of Directors
  - Chair of the Executive Committee
  - Chair of the House of Delegates
  - Chair of the Hall of Fame Committee
  - Chair of the Sanction Committee
  - Chair of the Personnel Committee
  - Member of the Finance Committee and Swimmer Awards Committee
- May attend the USA Swimming Annual Business Meeting as a MWS voting representative



# Administrative Vice Chair Job Description

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## **Position Specifications:**

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Administrative Vice Chair
- 2-year term, elected in even years, limited to 2 consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the House of Delegates and Board of Directors

## **Position Requirements:**

- USA Swimming Membership
- Midwestern Membership

## **Job Summary:**

- The Administrative Vice-Chair shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all the powers of the General Chair (MWS Bylaws 6.9).

## **Duties and Responsibilities:**

- Attend BOD meetings and HOD meetings
- Chair and have charge of the business and affairs and property of the Administrative Division
- Aid in development of policy and coordination of the activities of the officers and committees within the division
- Responsible for creation and maintenance of MWS's Policies and Procedures Manual
- Direct responsibility for the following
  - Awards Banquet
  - Bylaws/Legislation/Rules/Policies and Procedures Manual
  - Club Development
  - Computer/Office Equipment
  - Elections
  - Insurance
  - Legal (General Counsel, if applicable)
  - Membership/Registration
  - SWIMS
  - Personnel
  - Public Relations/Publications/Newsletters
  - Records/Top 10 Tabulation
  - Safe Sport
  - Swim Guide/Parents Manual
  - Secretary
  - Special Events
- Member of Executive Committee and Finance/Budget Committee
- May attend the USA Swimming Annual Business Meeting as a MWS voting representative

# Senior Vice Chair Job Description

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## **Position Specifications:**

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Senior Vice Chair
- 2-year term, elected in even years, limited to 2 consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the House of Delegates and Board of Directors

## **Position Requirements:**

- USA Swimming Membership
- Midwestern Membership

## **Job Summary:**

- The Senior Vice Chair shall chair and have charge of the affairs and property of the division that develops and conducts the senior swimming program, including development of long-range plans for swimming programs

## **Duties and Responsibilities:**

- Attend BOD meetings and HOD meetings
- Chair and have charge of the business and affairs and property of the Senior Division
- Aid in development of policy and coordination of the activities of the officers and committees within the division
- Serve as liaison to Athlete Representatives and Athletes Committee
- Assure that Athlete Representatives elections are held in accordance with the bylaws
- Monitor participation in national and sectional meets for reimbursement purposes
- Direct responsibility for the following
  - Awards
  - Camps/Clinics
  - Diversity
  - Meet Evaluation
  - Meet Management
  - Meet Sanctions
  - Meet Sponsorship
  - Officials
  - Safety
- Member of following committees
  - Executive Committee
  - Budget (Finance) Committee
  - Sanction Committee
  - Athlete Representative Slate Selection Committee
  - Swimmer Awards Committee
- May attend the USA Swimming Annual Business Meeting as a MWS voting representative

# Age Group Vice Chair Job Description

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## **Position Specifications:**

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Age Group Vice Chair
- 2-year term, elected in odd years, limited to 2 consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the House of Delegates and Board of Directors

## **Position Requirements:**

- USA Swimming Membership
- Midwestern Membership

## **Job Summary:**

- The Age Group Vice Chair shall chair and have charge of the affairs and property of the division that develops and conducts the age group swimming program of MWS

## **Duties and Responsibilities:**

- Attend BOD meetings and HOD meetings
- Chair and have charge of the business and affairs and property of the Age Group Division
- Aid in development of policy and coordination of the activities of the officers and committees within the division
- Chair of Program Development Committee
- Direct responsibility for the following
  - Annual MWS IMX and MWS Scholastic Awards
  - Disability Swimming
  - Age Group
  - Camps/Clinics
  - Open Water
  - Program Development
  - Technical Planning
  - Time Standards
  - All Star and Zone Teams
- Member of following committees
  - Executive Committee
  - Budget (Finance) Committee
  - Sanction Committee
  - Athlete Representative Slate Selection Committee
  - Swimmer Awards Committee
- May attend the USA Swimming Annual Business Meeting as a MWS voting representative

# Finance Vice Chair Job Description

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## Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC General Chair
- 2-year term, elected in even years, limited to 2 consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the House of Delegates and Board of Directors

## Position Requirements:

- USA Swimming Membership
- Midwestern Membership

## Job Summary:

- The Finance Vice Chair shall be the chief financial officer of MWS who chairs and has charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for MWS's working capital, funded reserved and endowment funds, and the development and implementation of a marketing and fund-raising plan for MWS

## Duties and Responsibilities:

- Attend BOD meetings and HOD meetings
- Chair and have charge of the Finance Division of MWS
- Prepare, with the assistance of the Finance/Budget committee, an annual budget and present for approval by BOD and HOD
- Cause to be conducted the annual audit by either an internal Audit Committee or and external audit firm; review audit and present for acceptance by the BOD
- Responsible for system of internal financial and accounting control
- Direct responsibility for the following
  - Audit
  - Budget
  - Finance
  - Marketing/Sponsorship
  - Swim-a-thon
  - Tax
  - Treasurer
  - Ultimate responsibility (with Treasurer) for MWS's compliance of public availability of information as per bylaws.
- Member of following committees
  - Chairman of Finance/Budget Committee
  - Chairman of Audit Committee
  - Member of Executive Committee and Personnel Committee

# Treasurer Job Description

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## Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Treasurer
- 2-year term, elected in odd years, no term limits
- Voting Member of the House of Delegates and Board of Directors

## Position Requirements:

- USA Swimming Membership
- Midwestern Membership

## Job Summary:

- The Treasurer shall be designated as the principal receiving and disbursing officer of MWS

## Duties and Responsibilities

- Attend BOD meetings and HOD meetings
- Oversee all moneys, incomes, fees and other receipts (except as otherwise directed by the Finance Vice-Chair or the Board of Directors)
- Pay all bills, salaries, expenses, and other disbursements approved by authorized officer, chair, BOD, HOD, or required to be paid as established by specific Bylaws articles.
- Perform all duties incident to the corporate treasury function
- Current procedures are as follows:
  - An accounting firm may be employed to handle the day-to-day accounting and disbursements of Midwestern Swimming.
  - Income for registration shall be received, journaled, and deposited by the Registration Chair. Statements are sent monthly to the current accounting firm.
  - Income for MWS meets, splash fees, sanction fees, etc shall be received by the MWS Office, journaled, and deposited by the Office with statements of deposit sent to the current accounting firm.
  - Requests for payments including athlete reimbursement, expenses incurred by officers and chairs, etc, shall be forwarded to the MW Office and uploaded by Office to bill.com for payment by accounting firm.
  - Treasurer will verify and sign off on all bi-weekly payments. Two signatures (Treasurer and General Chair) will be required for payments over \$500.00
  - Reports including monthly balance sheet, income and expenditures, monthly profit and loss, budget, etc will be generated from MW's online QuickBooks for presentation at Board of Directors and House of Delegates meetings.

# Secretary Job Description

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## **Position Specifications:**

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Secretary
- Position to be filled by Staff
- Non-Voting Member of the House of Delegates and Board of Directors

## **Position Requirements:**

- USA Swimming Membership
- Midwestern Membership

## **Job Summary:**

- The Secretary shall perform secretarial duties for the HOD and BOD

## **Duties and Responsibilities:**

- Attend BOD meetings and HOD meetings
- Keep records (minutes) of all meetings of the HOD and BOD
- Conduct official correspondence, including meeting and other notices
- Make required reports to USA Swimming (HOD and BOD minutes, copies of the annual closing Balance Sheet, Statement of Income and Expense for preceding fiscal year following completion of audit, audit report, copy of 990)
- Perform any duties incidental to the office
- Attest the execution of all duly authorized instruments
- Be the custodian of MWS records (copies of minutes, official correspondence, meeting and other notices, and any other records of MWS and the corporate seal)
- Have custody of the minute books and other records as fiduciary for MWS and shall end when the Secretary leaves office and passes records on to the successor Secretary

# Coach Representative Job Description

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## **Position Specifications:**

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Coach Representative
- 2-year term, elected in even years by coach constituency as outlined in MWS bylaws, limited to 2 consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the House of Delegates and Board of Directors

## **Position Requirements:**

- USA Swimming COACH Membership
- Midwestern COACH Membership

## **Job Summary:**

- The Coach Representative shall serve as the liaison between coaches who are members of MWS and the BOD and HOD

## **Duties and Responsibilities**

- Attend BOD meetings and HOD meetings
- Facilitate nominations and elections of MWS Age Group Coach of the Year and Senior Coach of the Year (online with MWS Office support)
- Facilitate election of the Coach Representative (online with MWS Office support)
- Undertake activities in the best interest of coach members and the sport of swimming
- Member of the following committees:
  - Executive Committee
  - Audit Committee
  - Finance/Budget Committee
  - Program Development Committee
  - Swimmer Awards Committee
  - Athlete Representative Slate Selection Committee
- Attends the USA Swimming Convention as a MWS voting representative

# Athlete Representative Job Description

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## Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Athlete Representative
- 2-year term, one elected in even years, one elected in odd years by athlete constituency as outlined in MWS bylaws
  - Athlete in first year of elected term will be the Junior Athlete Representative
  - Athlete in second year of elected term will be the Senior Athlete Representative
- 2-year term (or as needed) for appointed Athlete at Large
- Voting Member of the House of Delegates and Board of Directors

## Position Requirements:

- USA Swimming Athlete Membership
- Midwestern Athlete Membership

## Job Summary:

- The Athlete Representatives shall serve as the liaison between athletes who are members of MWS and the BOD and HOD

## Duties and Responsibilities

- Attend BOD meetings and HOD meetings
- Senior Athlete Representative will chair the Athletes Committee
  - Member of Executive Committee
  - Member of Finance/Budget Committee
  - Member of Athlete Representative Slate Selection Committee
  - Member of various standing committees as appointed by the General Chair
  - Attends the USA Swimming Convention as a MWS voting representative
- Junior Athlete Representative
  - Support the Athletes Committee
  - Member of various standing committees as appointed by the General Chair
  - Attends the USA Swimming Convention
- Athlete At-Large
  - Support the Athletes Committee
  - Member of various standing committees as appointed by the General Chair
  - Attends the USA Swimming Convention when budget funds available



# Safe Sport Chair Job Description

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## **Position Specifications:**

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Safe Sport Chair
- 2-year term, appointed in odd years, limited to 2 consecutive terms; re-appointment to same position requires a lapse of two years
- Voting Member of the House of Delegates and Board of Directors

## **Position Requirements:**

- USA Swimming Membership
- Midwestern Membership

## **Job Summary:**

- The Safe Sport Chair shall chair the Safe Sport Committee and shall be responsible for the implementation and coordination of, and serve as the MWS liaison for the USA Swimming Safe Sport Program

## **Duties and Responsibilities**

- Attend BOD meetings and HOD meetings
- Shall work with the USA Swimming Safe Sport staff and Committee to implement pertinent aspects of the national Safe Sport program with MWS
  - Work with LSC webmaster to post Safe Sport materials and links to USA Swimming Safe Sport
  - Understand complaint and reporting structure and immediately refer all reports to USA Safe Sport
  - Ensure confidentiality and share only on 'need to know' basis
- Will serve as primary contact for MWS to coordinate and implement educational programs within MWS
- Be trained regarding complaint reporting and refer all reports of violation to local club, General Chair, USA Swimming Safe Sport staff, and any/or other appropriate authority
- Participate in USA Swimming workshops promoting Safe Sport and disseminate information to LSC clubs
- Serve as information resource for LSC clubs and membership
- Receive and provide feedback to clubs and USA Swimming
- Foster and encourage safe, healthy, positive environments for all members
- Chair the Safe Sport Committee

# Diversity, Equity and Inclusion Chair

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## **Position Specifications:**

- Supported by the LSC and guidelines set by USA Swimming Diversity Goals and Objectives
- 2-year term, appointed by General Chair with advice and consent of the BOD, limited to 2 consecutive terms; re-appointment to same position requires a lapse of two years
- Voting Member of the House of Delegates and Board of Directors

## **Position Requirements:**

- USA Swimming Membership
- Midwestern Membership

## **Job Summary:**

- The Diversity/Equity/Inclusion Chair shall help develop and implement strategies, policies and programs that will create a diverse, equitable, and inclusive environment for swimmers in MWS, and build on the population of underrepresented coaches, athletes, administrators, and sports officials within MWS and USA Swimming
- Serve as a voice for MWS's under-represented populations including but not limited to African American, Hispanic American, Asian American, and Native American ethnic groups as well as those swimmers from challenging socio-economic backgrounds

## **Duties and Responsibilities:**

- Attend HOD meetings and BOD meetings
- Create and coordinate community related activities that help to promote swimming in MWS and community at large (Diversity meets, forums, summits, camps)
- Develop short and long term projects specifically to community areas of need in MWS
- Support and assist with USA Swimming Diversity Select Camp goals and objectives including promotion of the Camp's selection process within MWS
- Develop opportunities for minority swimmers to compete as a MWS team at the Central Zone's Multicultural meet
- Work with teams that target diversity and inclusion within MWS
- Communicate information about diversity and inclusion programs and activities
- Track results of diversity and inclusion programs within MWS

# At-Large Delegates Job Description

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## **Position Specifications:**

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC At Large Delegate
- 2-year term, one elected in even years, one elected in odd years, limited to 2 consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the House of Delegates and Board of Directors

## **Position Requirements:**

- USA Swimming Membership
- Midwestern Membership

## **Job Summary:**

- The Delegates At Large shall serve with inherent powers and duties as members of the Board of Directors and House of Delegates

## **Duties and Responsibilities**

- Attend BOD meetings and HOD meetings
- May have powers and duties as may be delegated to them by the MWS Policies and Procedures Manual, the General Chair the Board of Directors of the House of Delegates

# Officials Chair

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## **Position Specifications:**

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Officials Chair
- 2-year term, elected in odd years, limited to 2 consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the House of Delegates; non-voting member of the Board of Directors

## **Position Requirements:**

- USA Swimming Membership
- Midwestern Membership
- Certified Referee within MWS

## **Job Summary:**

- The Officials Chair shall serve in a leadership role for all officials within MWS.

## **Duties and Responsibilities:**

- Attend HOD meetings and BOD meetings
- Along with the Officials Committee, take responsibility for recruiting, training, certifying, and supervising officials with MWS
- Assign key officials for the MWS championship meets
- Coordinate the assigning of observers for the high school state, conference and other observed meets
- Member of the following committees:
  - Chair of the Officials Committee
  - Serve on other committees as delegated by the General Chair or BOD

# Membership/Registration Coordinator

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## **Position Specifications:**

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Membership/Registration Coordinator
- 2-year term, appointed in odd years, no term limitation
- Voting Member of the House of Delegates; non-voting member of the Board of Directors

## **Position Requirements:**

- USA Swimming Membership
- Midwestern Membership

## **Job Summary:**

- The Membership/Registration Coordinator is responsible for processing all registrations and transfers for athletes, non-athletes, and clubs within the Midwestern LSC through the SWIMS database.

## **Duties and Responsibilities:**

- Attend HOD meetings and BOD meetings
- Prepare MWS Registration Manual annually for club registrars prior to beginning of registration year
- Process all registrations within one week of receipt
- Deposit all registration funds received in a timely manner
- Reconcile registration payment and processing on a monthly basis
- Provide accounting firm with accurate financial summary of all registrations on a monthly basis
- Make periodic summary reports to the BOD and HOD
- Aid in the development of MWS policy and procedures pertaining to registration
- Provide information about USA Swimming and MWS to prospective individual and group members through MWS website and information/registration packets
- Attend USA Swimming Registration Workshop if possible when offered
- Provide coach membership lists to meet hosts when needed

# Technical Planning Chair

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## **Position Specifications:**

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Technical Planning Chair
- 2-year term, elected in odd years, limited to 2 consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the House of Delegates; non-voting member of the Board of Directors

## **Position Requirements:**

- USA Swimming Membership
- Midwestern Membership

## **Job Summary:**

- The Technical Planning Chair is responsible for guiding the long-range planning regarding the swimming programs conducted by MWS

## **Duties and Responsibilities:**

- Attend HOD meetings and BOD meetings
- Will continually review and develop MWS philosophy
- Advise other committees and divisions regarding implementation of that philosophy in the context of MWS's swimming programs
- Member of the following committees
  - Chair of the Technical Planning Committee
  - Serve on other committees as delegated by the General Chair or BOD

# Operational Risk Chair

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## **Position Specifications:**

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Operational Risk Chair
- 2-year term, elected in odd years, limited to 2 consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the House of Delegates; non-voting member of the Board of Directors

## **Position Requirements:**

- USA Swimming Membership
- Midwestern Membership

## **Job Summary:**

- The Operational Risk Chair is responsible to promote safety throughout the MWS swimming community.

## **Duties and Responsibilities:**

- Attend HOD meetings and BOD meetings
- Serve as liaison between USA Swimming/MWS and Club Operational Risk Coordinators
- Provide reports of injuries within MWS at BOD and HOD meetings as requested
- Provide input and periodically review MWS warm-up guidelines
- Arrange and/or conduct water safety training opportunities as needed in MWS
- Communicate regularly with Club Operational Risk Coordinators
- Contact USA Swimming, with knowledge of the General Chair unless otherwise agreed to, with safety questions and concerns
- Disseminate safety information and required forms to all member clubs, coaches and officials within MWS
- Provide information for compliance with USA Swimming rules and MWS rules
- Review and refine MWS safety programs and club level programs
- Review completed Report of Occurrence forms, making suggestions on how to prevent re-occurrence
- Promote safety as a topic to be discussed at coaches and officials pre-meet meetings
- Prepare and distribute facility checklists, safety checklists and emergency action plans to be used by clubs
- Member of the following committees
  - Chair the Operational Risk Committee
  - Serve on other committees as delegated by the General Chair or BOD

# Governance Chair

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## **Position Specifications:**

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Governance Chair
- 3-year term, appointed by General Chair with advice and consent of the BOD, elected by Governance Committee, limited to 2 consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the House of Delegates; non-voting member of the Board of Directors

## **Position Requirements:**

- USA Swimming Membership
- Midwestern Membership

## **Job Summary:**

- The Governance Chair is responsible for guiding the Governance Committee in its stated duties in the MWS Bylaws to include evaluation of the governing of MWS and the nomination of candidates for HOD elected positions within MWS

## **Duties and Responsibilities:**

- Attend HOD meetings and BOD meetings
- Attend to duties of the Governance Committee as outlined in the MWS Bylaws
- Lead in evaluation of mission, vision and value statements
- Lead in periodic evaluation of general operating policies of MWS
- Nominate candidates for the positions elected by the HOD



# GENERAL LSC GENERAL TIMELINE CONSIDERATIONS

## January

1. All Star Meet
2. Meet flyers and sanction applications due for Long Course Meets
3. Sanction Committee to finalize summer meets for publication
4. Distribute updated By-laws and Policies and Procedures (publication on MW website)

## February

1. High school meets observed
2. Prepare for LSC championship meet

## March

1. Short Course Championships
2. Athlete Representative elections (by athletes)
3. Officials Chair elections (by officials)
4. Coach Representative elections (by coaches)
5. Preliminary budget process begins

## April

1. Complete audit and file necessary reports with USA Swimming
2. HOD notice including any proposed legislation and nominations
3. Publish Top 8 and records for Short Course
4. Email sanction reminders for upcoming short course
5. Email bid packets for next long course and short course
6. Annual USA Swimming Workshops (attendees depend on targeted audience)

## May

1. Spring (April, May, June?) House of Delegates (elections; preliminary budget)
2. Sanction Committee to finalize fall/winter meets for publication
3. Requests for meets for next year's long course and the following short course due
4. 990 due
5. Coaches nominate and select Head Zone Coach
6. Athlete reimbursement requests for short course meets due

## June

1. Publish Zone Team application

## July

1. Long Course Championships (may be 1<sup>st</sup> weekend in August – depending on Zone meet date)
2. Deadline for Zone Team sign-up
3. Updated Registration Manual and forms put online

## August

1. Zone Meet
2. Process begins for coaches to nominate and vote for Age Group and Senior Coach of Year
3. Publish MW qualifying time standards for upcoming year (in September of Quadrennial year)
4. Publish Top 8 and records for long course

## September/October

1. Annual Business Meeting of USA Swimming (4 voting delegates)
2. Final annual operating budget (and updated quadrennial budget) presented to the BOD
3. Officials Clinics
4. HOD meeting notice, including any proposed legislation, final budget, etc
5. Coaches nominate and select Head All Star Coach
6. Athlete reimbursement requests for long course meets due
7. Fall House of Delegates (approve annual operating budget, etc)
8. Annual Awards Banquet
9. Update Bylaws to reflect any legislation changes; prepare for publication
10. Publish All Star application

## November

1. Finalize short course championship meet

## December

1. All Star applications due
2. All Star team selected

## **STATEMENT OF PRINCIPLES ON ETHICAL BEHAVIOR AND CONFLICT OF INTEREST**

Those who choose to serve Midwestern Swimming, whether as volunteers or paid professionals, are held to a high standard of conduct. Those who serve 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 avoid any real or perceived conflict of interest.

While no set of guidelines can completely define acceptable behavior, the principles that guide behavior in this area, is disclosure, non-participation in the decision making process where personal or family gain is a possibility, and a commitment to honor the confidentiality of organizational information. All conduct is founded on the individual's own sense of integrity. Any individual accepting the honor of serving Midwestern Swimming must accept the burdens of public disclosure and public scrutiny.

In our complex society, the mix of volunteer work, business interests, governmental activity, and family relationships often creates potentially conflicting interests. What is required is disclosure of potential conflicting interests when they arise, and strict nonparticipation in any evaluation process relating to the matter in question.

The following seven items reflect specific expectations by MWS of people signing this agreement. These items cannot and do not however completely define what is acceptable. They are intended rather as guidelines and not a precise road map to what is acceptable conduct. Each individual must find his or her own way within this guidance.

1. A good faith effort must be exercised by those signing this statement to conduct the business of Midwestern Swimming in observance of both the spirit and letter of applicable federal and state laws.
2. Midwestern Swimming properties, services, opportunities, authority and influence are not to be used for private benefit.
3. All individuals who participate with Midwestern Swimming will disclose the nature and extent of an actual or potential conflict of interest when it occurs in the evaluation of an issue and will avoid evaluating or voting on the matter involved. This includes the award of contracts, the purchase of goods and services, the award of contracts for professional services, and the allocation of Midwestern Swimming resources for individual use.
4. Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given (except with full approval of the Board of Directors) nor received, except those of nominal value exchanged in the normal course of business. Gifts and favors of more than one hundred dollars (\$100.00) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told the gift is being accepted on behalf of and will be delivered to Midwestern Swimming.
5. Expenses incurred in the furtherance of Midwestern Swimming business are to be reasonable, necessary and (if twenty-five dollars or more) substantiated.
6. All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with Midwestern Swimming and with each other.
7. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.

**Document signed by all Board of Directors and House of Delegates members annually**

## CRISIS MANAGEMENT PLAN

This policy shall be implemented when any incident requires communication with the public on behalf of Midwestern Swimming. Only the individuals listed in this policy and acting within the scope and procedure below, are authorized to make any statements. All other individuals shall refer the media to the General Chair.

1. Crisis Communication Team:

- 1<sup>st</sup> Team  
General Chair  
Legal Counsel  
USA Swimming
- Back Ups:  
Administrative Vice Chair  
Back-up Legal Counsel
- Situational-General Chair may include other individuals/specialists as appropriate for given situation

2. Stakeholders to be notified:

Board of Directors – contact emails and phone numbers through MWS website  
Clubs – contact emails and phone numbers through MWS website  
Coaches –contact emails through MWS website  
MWS Membership – use MWS website  
Media/Public – contact local newspaper and television networks as appropriate

3. Process:

- General Chair gathers and confirms all the information from relevant sources
  - a. Determine what happened, when and where
  - b. Determine who is affected
  - c. Identify cause
  - d. Determine reaction to incident and possible repercussions
  - e. Determine when there will be more information/update
  - f. General Chair convenes Crisis Communication Team via conference. Team will be alerted by phone call to home number and cell number.
- Team determines appropriate response to crisis and develops plan and timetable
  - a. Determine what needs to be done and when it needs to be done
  - b. Determine what to say, who will say it, to whom it will be said, when it will be said, and by what means it will be said, as well as determining whether to take a proactive or reactive approach
  - c. Spokesperson makes any necessary statements to news media, membership or others as appropriate.
  - d. Team monitors situation and reacts accordingly.
- Spokespersons informs appropriate stakeholders of situation and response
  - a. Description/background of situation and the response are communicated to stakeholders by established timetable
  - b. Stakeholders are given contact information for Spokesperson as well as other contact information that may apply in the situation
  - c. Spokesperson makes any necessary public statements to news media, direct meetings of membership, or others as appropriate.

## **MWS COPPA POLICY**

The Children's Online Privacy Protection Act, effective April 21, 2000, applies to the online collection of personal information from children under 13. The new rules spell out what a Web site operator must include in a privacy policy, when and how to seek verifiable consent from a parent and what responsibilities an operator has to protect children's privacy and safety online.

The Children's Online Privacy Protection Act and Rule apply to individually identifiable information about a child that is collected online, such as full name, home address, email address, telephone number or any other information that would allow someone to identify or contact the child. The Act and Rule also cover other types of information -- for example, hobbies, interests and information collected through cookies or other types of tracking mechanisms -- when they are tied to individually identifiable information.

Midwestern Swimming (MWS) adheres to the Children's Online Privacy Protection Act (COPPA) through the following web site policy:

- Limited advertising is permitted on the MWS web site, subject to General Chair and Board approval
- There is no collection of personal information on the MWS web site (other than registration for All Star and Zone teams through the secure Team Unify registration site) which includes full name, home address, email address, telephone number or any other information that would allow someone to identify or contact the child.
- There is no tracking information associated with the MWS web site
- Limited pictures of children on the MWS website will be allowed with a signed release from the parent/guardian.

## **PHOTOGRAPHY ON DECK POLICY**

Any person on deck at a Midwestern Swimming sanctioned/approved competition taking photos (including still and video photography) must be a registered USA Swimming non-athlete member with a completed Level I Background Check and must have passed the Athlete Protection Training (APT) through USA Swimming.

- The individual photographer must have permission of the Meet Director to be on deck.
- The Meet Director and/or Meet Referee may limit the number of photographers on deck during a swim meet so as not to interfere with meet operations.
- Photography will not be allowed behind the blocks while swimmers ready for the start of a race.
- Photographers will check in with the Meet Referee prior to the start of the meet.
- Photographers will take pictures only of those swimmers from whom permission has been granted by swimmer/parent.
- The MW policy for photography on deck will apply to professional and/or photographers representing a swim club or LSC.

## **CRITERIA FOR OUTREACH MEMBERSHIP AND POLICY FOR MEET FEES FOR OUTREACH ATHLETES**

Outreach Athlete membership is available to qualified athletes in accordance with USA Swimming guidelines. The purpose is to make year-round membership available to athletes who might otherwise not be able to afford the standard athlete membership fee. If the athlete participates in a reduced or free school lunch program and can provide documentation to Midwestern Swimming, the USA Swimming/Midwestern Swimming athlete membership becomes \$5.00. Documentation is as simple as a one-page form on the school's letterhead indicating that the athlete member is on a free or reduced lunch program.

- Meet event entry fees for Outreach athletes will be twenty five percent (25%) of the published entry fee. Funding for reduced entry fees will be only for individual events and event fees of any USA Swimming sanctioned competition regardless of the host LSC. Reduced relay event fees and facility surcharges will not be allowed.
- Only year-round USA Swimming Outreach athletes will be eligible for reduced swim meet fees.
- Entering club will file with the MW Office within 21 days of meet conclusion a request for reimbursement of the 75% for splash fees, entry fees for events swum, and facility fees. The MW Office will verify the qualification of the swimmer, the number of swims, facility fees, and the fees to be reimbursed. Form will be forwarded to the MW accounting firm (without names of qualified individuals) for reimbursement to requesting club.

### **OBSERVATION OF NEBRASKA HIGH SCHOOL MEETS**

MW observers will observe all swims (blanket observation) at the Nebraska High School Conference meets and the State High School Meet. Invitationals may be requested to be observed. The MW Times Officer will determine if meet does meet observation criteria.

Observers shall serve in a volunteer capacity for the meets. All swims shall be observed. USA Swimming disqualifications shall be sent to the MWS Office. A back-up of the meet shall be sent to the MWS Office. Times for all valid swims will be entered in the MWS Top Times database and in the USA SWIMS database, providing the swimmer is registered at the time of the swim. The MWS Office will oversee the input of USA ID numbers in order to expedite loading of the times into SWIMS. No splash fee will be assessed for this service.

# **BOARD OF DIRECTORS ADDITIONAL RESOURCES (EMAILED UPON REQUEST)**

- **2019-2020 ADOPTED BUDGET**
- **2020-2021 PROPOSED BUDGET**
- **BOARD DEVELOPMENT**
- **WHISTLE BLOWER PROTECTION**
- **LEAP REQUIREMENTS**
- **THE A-B-C'S OF PARLIAMENTARY PROCEDURE**
- **MEET SANCTIONING PROCESS**