



**Ohio Swimming Inc.**  
**Board of Directors**  
**Policy Manual & Handbook**

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### **OSI Mission Statement**

*Ohio Swimming provides leadership and support to coaches, volunteers and swim programs that maximize every swimmer's potential for excellence*

### **OSI Vision Statement**

*A.D.M.I.R.E. Ohio: Leading the country in developing fast swimmers*

### **OSI Core Values**

*Athlete Centric, Diversity, Mutual Respect, Integrity, Responsible, Excellence (A.D.M.I.R.E.)*

## 1. **Board of Directors Overview**

### A. Welcome Statement

Welcome to the Board of Directors of Ohio Swimming! Your willingness to serve as a volunteer for the organization is greatly appreciated by everyone within the LSC. The athletes are the primary beneficiaries of your time and effort. Without you and the other many volunteers throughout Ohio Swimming, the athletes would certainly notice an absence of programming, opportunities, and resources that they currently enjoy. Your commitment to youth sports will have a significant impact on the Ohio Swimming athletes, which include helping to shape their values, build work ethic, provide future opportunities, as well as contribute to a healthy lifestyle.

### B. Orientation

Ohio Swimming will hold an orientation meeting for all new members of the Board of Directors at which time they will be brought up to speed on OSI's mission, vision, values, goals, and current initiatives. Duties and responsibilities of members of the Board will be discussed as well as the various protocols. This orientation will take place after the newly elected Board and/or newly appointed committee members have taken office.

All members of the BOD will e-sign and submit annually, for filing with the Permanent Office, acknowledgement of receipt of the OSI Board of Directors Orientation Manual & Handbook and the OSI Policies & Procedures Manual.

### C. Members of the Board

Members of the Board include the General Chair, Administrative Vice-Chair, Senior Vice-Chair, Age Group Vice-Chair, Finance Vice-Chair, Treasurer, Secretary, Coach Chair, Senior Athlete Representative, Junior Athlete Representative, At-Large Athlete Representative, Officials Chair and Safe Sport Chair. The immediate past General Chair and the office staff are ex-officio members with voice but no vote. Method of selection of the members and their terms are described in the Ohio Swimming Code of Regulations.

### D. Meetings

The Board of Directors meetings are monthly. Check the Ohio Swimming Calendar for the listing of BOD meetings. Meetings are held in the evening and generally last anywhere from one to two hours. The start time is usually 8:30 p.m. and will be via teleconference. All meetings (with times, dates and locations) will be published on the Ohio Swimming website calendar and an emailed reminder will be sent from the Permanent Office or Secretary. All meetings are public and open to any member of the LSC to attend.

### E. House of Delegates

All members of the Board are voting members of the Ohio House of Delegates. Meetings of the House of Delegates are held twice a year, once in the fall (typically the first weekend in October, unless there are schedule conflicts), and once in the spring (typically late April to early May, depending on LSC schedules/events). The House of Delegates hears reports from the members of the Board, adopts and/or amends provisions in the OSI Code of Regulations, approves meet schedules, elects members of the Administrative Review Board, Board of Directors, approves the annual budget and conducts any other business as necessary.

### F. Requirements

Members of the Board must be current members of Ohio Swimming (USA Swimming). Each member of the Board of Directors must read the Conflict of Interest Policy in the Ohio Swimming Policy and Procedures Manual and annually e-sign and submit, for filing with the Permanent Office, a copy of the OSI Conflict of Interest Form, agreeing to conform to the policy. Failure to meet the requirements of the Conflict of Interest Policy may result in actions for removal from office in accordance with the OSI Bylaws or referral to the Zone Board of Review depending on the nature and seriousness of the offense.

In addition, all BOD members are expected to complete the LSC online Leadership Course offered by USA Swimming to learn about Governance upon initial election or appointment. Link to the course: [Click Here](#). Certificates should be sent to the Permanent Office to keep on file. This leadership course should be completed once every 2 years as a refresher but required once every quad.



## 2. Board Membership - General Duties & Responsibilities

The Board of Directors (BOD) has overall responsibility for the conduct of the organization. The BOD represents the interests and viewpoints of the membership by providing leadership, strategic direction, vision, unconflicted loyalty and fostering diversity. There are some broadly accepted standards about the operation of a board; many state laws governing nonprofit organizations include further requirements or standards that vary from state to state.

Diversity is defined by the Board of Directors to include, but not limited to, culture, national origin, age, gender, position within the organization, race, physical ability, and geographical location.

### A. Principles of Successful Board Operation and Standards of Conduct:

The *first principle* is that the OSI board operates as a unified team, not as individuals. The inability to work as a team will accomplish nothing. The individuals who serve on a board have no special powers unless they are also officers, or the board has voted to give ("delegate") responsibility for some task or area of work.

The *second principle* is that board members must act and make decisions within the scope of their authority, with care ("duty of care") and in good faith ("duty of faith") and in the organization's best interest without regard to their own best interests ("duty of loyalty"). In the event that a BOD member's interest inevitably conflicts with the best interests of Ohio Swimming, that BOD member agrees to disclose the conflict of interest to the disinterested BOD members and avoids taking any part in the decision (stepping back in this way is often called "recusal"). IRS rules impose penalties on directors and others who work with nonprofits who receive inurement/private benefits.

### B. Transparency and Accountability:

The OSI Board of Directors has a legal and ethical obligation to the organization to conduct their activities with accountability and transparency. The OSI BOD should regularly and openly convey information to the membership to establish external visibility and build trust in the organization. The OSI BOD can also be held accountable by government officials (the state Attorney General and the IRS, among others) and can be sued for failing to meet their responsibilities with care, faith or loyalty. OSI purchases supplemental Directors and Officers ("D&O") Insurance to reduce the risk of personal loss for the individual board members if that should happen.

### C. OSI Owned Email Accounts & Distribution Lists:

OSI owned and controlled email accounts (name@swimohio.com) and distribution lists are to be used solely for the purpose of conducting OSI or USA Swimming business. Any other use is strictly forbidden. In addition, any mass email "blast" of items not directly related to the business operations of OSI shall be approved and/or signed off on by the OSI Permanent Office and/or the OSI Administrative Vice-Chair prior to distribution. Only duly elected or appointed Officers or Standing Committee Chairs are authorized to use OSI distribution lists for the dissemination of OSI related information. The purpose of this policy is not to deny the exercise of anyone's First Amendment right to Freedom of Speech; rather it is to protect the integrity and name (brand) of Ohio Swimming, Inc., and by extension, USA Swimming, Inc.; and to ensure that official emails and distribution lists are not used in any way that could be construed as advocating for a person, cause, party, belief, or outside organization unaffiliated with or supported by OSI or USA Swimming.

### D. Expectations:

Members of the Board are expected to attend monthly Board Meetings (minimum 50% annual attendance) and House of Delegates meetings and provide an update of activities in the form of a written report (for record-keeping) at each meeting. When unable to attend, they are expected to notify the General Chair and provide a summary of activities to be distributed at the meeting. Subsequent to the occurrence of the meeting, a member unable to attend is expected, at his or her earliest opportunity, to contact the General Chair or Secretary to obtain any information regarding Board Action taken that would directly or indirectly impact the execution of the member's direct responsibilities and duties. If the Board or Committee member has no activity to report since the last meeting, they are also expected to submit a report stating no activity.

OSI BOD members (specifically the voting delegates to the USA Swimming HOD) are strongly encouraged to attend the USAS Convention held every year in September. Those attending the USAS Convention are expected to be active members of the BOD and have attended no less than 50% of the scheduled BOD meetings in the previous year. The following will also be an expectation:

- Attendance at the convention is expected through the USA Swimming HOD Rules meeting;
- Where possible, lodging will be double occupancy to respect fiscal responsibility to the organization. Single room requests will be reviewed on a case by case basis at the discretion of the General Chair.

Loyalty is expected from every member. Support and enforcement of all Board decisions, whether one personally agrees or not, is a must. Many healthy debates will occur at Board meetings, but when all is said and done, all will be expected to support the final decision. Respect of other Board members and their right to disagree with one's point of view is essential. One should not take personal affront when someone disagrees with him/her. Board members are expected to fulfill their duties in a timely fashion. If a member becomes overwhelmed with other things in his/her life such that s/he is unable to tend to his/her Board duties, that member should submit his/her resignation or take a temporary leave so that others can be empowered and authorized to step in and carry on necessary LSC business. Each member is held to a high ethical standard.



## E. Resources

Many resources are available to members of the Board. Each should have a copy of this Orientation Manual and Handbook, the Ohio Swimming Code of Regulations, the OSI Policies & Procedures Manual; and the USA Swimming Rules & Regulations. Supplies and equipment will be provided as necessary by the LSC. Members are reimbursed for using personal equipment for LSC business with prior approval from the General Chair and Treasurer. All approved expenses will be reimbursed upon proper completion of the appropriate form and submission of receipts. 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)) Access to necessary forms and applications as well as to LSC schedules and other information can be found on the Ohio Swimming website ([www.swimohio.com](http://www.swimohio.com)).

## F. Directors and Officers Insurance

Board members are covered under a General Liability policy provided as a benefit of USA Swimming membership. OSI purchases supplemental Directors and Officers ("D&O") Insurance to reduce the risk of personal loss for the individual board members.

## 3. OSI Board of Directors Job Descriptions

All members of the Board of Directors (BOD) serve as a team for the purpose of developing and implementing the best programming and providing optimum service for the members of OSI. Cooperation among all officers, chairs, and standing committee members is essential for good governance. Officers 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's and acknowledgments go a long way towards maintaining an enthusiastic volunteer base. A brief summary of each Board member's responsibilities follows. A timeline that provides a general framework follows the job descriptions and may help to keep everyone on target.

Where 'Committee' is utilized in this Manual, it shall mean a group of members organized to serve a defined purpose, overseen by an elected/appointed member of the OSI BOD. Committee membership shall be approved by the General Chair with Advice and Consent of the BOD. It shall be the responsibility of the elected/appointed member of the BOD overseeing a committee to provide nominations for committee membership. Committee membership is a privilege and not a right, and members of committees may be removed for or without cause by a vote of the BOD.

When issues associated with a BOD member's area of responsibilities arise, timely resolution of these issues is required, typically within 24-48 hours. Where issues may have a broader impact on the LSC, the Committee Chair shall promptly inform the General Chair or, in his/her absence, the Administrative Vice Chair.

### A. GENERAL CHAIR

- Oversee the management, business, operations, affairs, and property of OSI.
- Supervise OSI's Officers & Agents.
- Call meetings.
- Preside at meetings.
- Appoint non-elected Committee Chairs & Members with Advice & Consent of BOD.
- Report to BOD all matters within his/her knowledge in the interest of OSI.
- Assure the fulfillment of any LSC obligations to the Central Zone.
- Ex-Officio member of all Committees.
- Direct responsibility for LEAP, Executive Committee, Diversity, Adaptive, Outreach and Safe Sport.
- Together with the Administrative Vice Chair and Treasurer, direct responsibility for the Permanent Office Staff.

### B. ADMINISTRATIVE VICE CHAIR

- Conduct meetings in the absence of the General Chair.
- Perform duties of General Chair upon his/her request or in the event of disability of the General Chair.
- Chair and have charge of the business, affairs and property of the Administrative Division per the Code of Regulations.
- Serve as liaison to Athlete Representatives and Athletes Committee
- Assure that Athlete Representatives elections are held in accordance with Bylaws
- Aid in development of policy and the coordination of the activities of the officers and committees within the division
- Responsible for creation and maintenance of OSI's Policies & Procedures Manual
- Direct responsibility for Bylaws, Club Development, Handbook, Insurance, Legal Matters, Legislation, Membership/Registration, Public Relations Matters, Publications/Newsletter, Records, SWIMS, Safety, Website
- Track and maintain a list of all OSI volunteers and oversee their annual recognition
- Together with the General Chair and Treasurer, direct responsibility for the Permanent Office Staff

### C. SENIOR VICE-CHAIR



- Chair and have charge of the affairs and property of the standing committee that develops and conducts the senior swimming program, including development of long-range plans for swimming programs.
- Implement Travel Funding Policy for Athletes attending select meets.
- Develop, implement, and oversee camps and clinics in collaboration with Age Group Vice-Chair and Coaches Representative.
- Develop, implement, and oversee Open Water meet opportunities in collaboration with Open Water Coordinator.
- Shall have direct responsibility for the OSI Scholastic All-American (SAA) program and senior recognition.
- Shall possess collaborative responsibility (with Age Group Vice-Chair, Technical Planning Chair, Sanctioning Coordinator and Coaches Representative) for SC and LC Season Meet Schedules and the general conduct and items associated with Meets. .

#### D. AGE GROUP VICE-CHAIR

- Chair and have charge of the affairs and property of the Standing Committee that develops and conducts the age group swimming program of OSI.
- Direct responsibility (with input from Senior Vice-Chair, Technical Planning Chair, Sanctioning Coordinator and Coaches Representative) of SC and LC Season Meet Schedules and the general conduct and items associated with Meets.
- Direct responsibility for OSI Zone Teams, OSI All-Star Teams
- Collaborative responsibility (with Diversity & Inclusion Chair) for Athlete Recruitment and Retention program development.
- Develop, implement, and oversee camps and clinics in collaboration with Senior Vice-Chair and Coaches Representative.

#### E. SECRETARY

- Keep a record of all meetings of HOD and BOD with the OSI Permanent Office. Ensure that the minutes, once approved, are posted to the OSI website.
- Conduct official correspondence, including meeting and other notices.
- Attest the execution of all duly authorized instruments.
- Perform any duties incidental to the office.

#### F. FINANCE VICE-CHAIR

- Chief Financial Officer of OSI who chairs and has charge of the affairs and property of the Standing Committee that includes the Treasury function, the development and implementation of an investment program, and the development and implementation of a marketing and fund-raising plan.
- Prepare an Annual Budget and present for approval by BOD and HOD.
- Serve as member of Finance Committee.
- Responsible for long-range financial planning including a quadrennial budget.

#### G. TREASURER

- Principal receiving & disbursing officer
- Receive all moneys, incomes, fees, and other receipts
- Pay all bills, expenses, and other disbursements approved by authorized officer, chair, BOD, HOD, or required to be paid for legal fees as established in 610.3.12
- Serve as member of Finance Committee
- Issue quarterly report listing current budget variances by line item, all receipts, all expenditures, and the current fund and account balances for the preceding month and for fiscal year to date
- Have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of OSI, appropriately depositing all funds to OSI, segregating and accounting for special funds, obtaining and preserving vouchers for all money disbursed, safekeeping all books of account and other financial transactions.
- Cause the preparation and timely filing of all required federal, state, and local tax reports
- Forward a copy of the annual financial statement and audit report and 990 for submission to BOD and USA Swimming
- Make all reports and non-tax filings required by state of Ohio, including payment of applicable fees
- Cause to be conducted the annual audit and cause the Finance Committee to review and recommend acceptance and appropriate action.
- Responsible for the system of internal financial and accounting control.
- Oversee all financial and accounting duties and responsibilities performed by Permanent Office personnel.
- Together with the General Chair and Administrative Vice Chair, direct responsibility for the Permanent Office Staff.

#### H. COACHES CHAIR

- Serve as liaison between coaches and the BOD and HOD.
- Coach Chair chairs the Coaches Committee.
- Coordinate and implement policies regarding Coach of the Year Awards (Age Group and Senior).
- Publish Coaches Newsletter.
- Undertake activities advancing Coach Education in OSI.
- Develop, implement, and oversee camps and clinics in collaboration with Age Group Vice-Chair and Senior Vice-Chair.
- Shall possess collaborative responsibility (with Age Group Vice-Chair, Senior Vice-Chair, Sanctioning Coordinator and Technical Planning Chair) of SC and LC Season Meet Schedules and the general conduct and items associated with Meets.



- Direct responsibility for Coaches' Committee and Swimposium.
- Facilitate elections of Coach Vice-Chair and Coach of Year (Age Group and Senior)

**I. SENIOR ATHLETE REPRESENTATIVE**

- Serve as liaison between athletes and BOD and HOD
- Chair of Athletes' Committee
- Voting member of the BOD
- Direct oversight for publication of Athletes' Newsletter
- Direct responsibility for awarding of Annual Athletes Award
- Vets applications for members of the Athlete Committee
- Undertake activities in best interest of athletes and sport of swimming

**J. JUNIOR ATHLETE REPRESENTATIVE**

- Serve as liaison between athletes and BOD and HOD
- Voting member of the BOD
- Attends BOD meetings and serves on the Budget committee
- Assists the Athlete Chair in leading Athlete Committee meetings
- Assists in vetting applications for members of the Athlete Committee
- Undertake activities in best interest of athletes and sport of swimming
- Assume role and all duties of Senior Athlete Chair during second consecutive year of Board service.

**K. OFFICIALS CHAIR**

- Chair the Officials Committee which is responsible for recruiting, training, certifying, and supervising officials of OSI
- Perform duties assigned by Officials Committee or OSI, including assigning officials to work at meets
- Designate individuals to attend USA-S officials clinics
- Apply for national qualifying meet status where appropriate

**L. SAFE SPORT CHAIR**

- Serve as the primary contact for OSI to coordinate and oversee the implementation of effective safe sport educational programs for all athlete members, their parents, coaches, volunteers and clubs, as provided by USA Swimming and the US Center for Safe Sport;
- Be trained regarding the complaint reporting structure and refer all reports of a violation of the Athlete Protection policies directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority;
- Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices;
- Serve as an information resource for OSI clubs and membership, and will help to identify and connect them with local educational partners and resources;
- Receive feedback and suggestions on the Safe Sport policies and programs from the OSI clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff; and perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members.
- Collaborate with General Chair, USA Swimming Safe Sport Dept., ZBOR, NBOR and any other necessary personnel with regard to Safe Sport allegations.

**4. OSI Standing Committees/Coordinators (non-BOD members)**

**A. DIVERSITY, EQUITY AND INCLUSION CHAIR**

- Chair and have charge of the affairs and property of the standing committee that develops and promotes programs to enhance Diversity and Inclusion within OSI.
- Serve as the Chair of the Diversity & Inclusion Committee
- Responsible for creating and implementing strategies, policies and programs that will create a diverse and inclusive environment for swimmers in Ohio Swimming, and build on the population of underrepresented coaches, athletes, administrators and sports officials within the LSC/USA Swimming membership
- Disseminate USA Swimming Diversity / Inclusion education and promotion information.
- Promote participation by OSI eligible athletes at USA Swimming Diversity Summit Camps.
- Collaborative responsibility (with Age Group Vice-Chair) for Athlete Recruitment and Retention Program Development
- Establish programs for socio-economic diverse members and develop retention among that population:
  - Establish partnerships with swimwear companies to donate/receive swim equipment at discounted prices for the athletes.
  - Establish a financial policy for Outreach athletes attending Ohio Swimming sanctioned meets.
  - Collaborate with the Diversity/Inclusion Chair to develop programs for recruitment and retention of socio-economic diverse athletes.

**B. RISK MANAGEMENT COORDINATOR**

- Coordinate safety enhancement and training opportunities



- Disseminate USA Swimming safety education information
- Develop safety education programs and policies
- Report to BOD and HOD a summary of reports of occurrence and any appropriate corrective actions.

C. **SANCTIONING COORDINATOR**

- Shall possess collaborative responsibility (with Age Group Vice-Chair, Senior Vice-Chair, Coaches Chair and Technical Planning Chair) of SC and LC Season Meet Schedules and the general conduct and items associated with Meets.
- Oversees policies and procedures for Observed and Approved Meets.
- Direct responsibility for policies and procedures related to sanctioning and scheduling of swimming competition in Ohio Swimming.

D. **DISABILITY SWIMMING CHAIR**

- Coordinates activities and disseminates information related to Disability Swimming.
- Responsible for developing and implementing strategies, policies and programs that create an inclusive environment for athletes with disabilities in Ohio Swimming.

E. **TECHNICAL PLANNING VICE CHAIR**

- Chair the division which is responsible for long-range planning regarding the swimming programs conducted by OSI
- Continually review and develop OSI philosophy, advising other committees and divisions regarding the implementation of that philosophy in the context of OSI's swimming programs
- Oversees Time Standards, Records/Top 10 Tabulation, Reportable Times, Technical Planning, Meet Information and Forms for Championship Meets, Sanctioning and Scheduling
- Shall possess collaborative responsibility (with Age Group Vice-Chair, Senior Vice-Chair, Coaches Chair and Sanctioning Coordinator) of SC and LC Season Meet Schedules and the general conduct and items associated with Meets.
- Where issues arise in advance of meets, collaborate with the necessary Committee Chairs (Age Group, Senior, Coaches, Officials and Sanctioning), affected Meet Host staff, and others as necessary to promptly and fully resolve the issue(s).

F. **OPEN WATER COORDINATOR**

- Supervise and oversee the Ohio Open Water Swimming Programs in conjunction with the Senior Vice-Chair.
- Establish and maintain a liaison with all committees in any and all matters related to Open Water Swimming.

G. **ZONE TEAM COORDINATOR**

- Zone Team Coordinator manages selection of the Ohio Swimming All-Star Team, makes travel and accommodation arrangements, and assists the coaching staff with the meet logistics.

H. **HIGH SCHOOL COORDINATOR**

- High School Coordinator acts as the liaison between Ohio High School Athletic Association and Ohio Swimming Inc.

I. **CAMPS/CLINICS COORDINATOR**

- Responsible for identifying and disseminating information about athlete camps/clinics to the LSC.
- Coordinate and organize LSC select camps/clinics in collaboration with the Age Group Vice-Chair, Senior Vice-Chair and Coach Representative.

5. OSI Divisions and Oversight responsibilities:

A. GENERAL CHAIR DIVISION – General Chair

Club Development  
Disability Swimming  
Diversity, Equity & Inclusion  
LEAP  
Membership/Registration  
Permanent Office Staff  
Safe Sport  
Special Events  
Website

B. ADMINISTRATIVE DIVISION - Administrative Vice Chair

Code of Regulations /Legislation/Rules  
Elections  
Insurance  
Legal (General Counsel, if applicable)  
Operational Risk  
Policies and Procedures Manual  
Public Relations  
Publications/Newsletter  
Secretary





- C. AGE GROUP DIVISION - Age Group Vice Chair
  - Awards for Age Group Program
  - Age Group
  - Camps/Clinics
  - Meet Evaluation for Age-Group Program
  - Meet Site Selection for Age-Group Program
  - Program Development
  - Zone Team
- D. SENIOR DIVISION - Senior Vice Chair
  - Awards for Senior Program
  - Camps/Clinics
  - Meet Evaluation for Senior Program
  - Meet Site Selection for Senior Program
  - Meet Sponsorship
  - Open Water
- E. FINANCE DIVISION – Finance Vice Chair
  - Audit
  - Budget
  - Finance
  - Marketing/Sponsorship
  - Tax filings and reporting
- F. ATHLETES DIVISION – OSI Senior Athlete Chair
  - Athlete Representatives
  - Athlete Committee
- G. COACHES DIVISION - Coach Chair
  - Coach Representatives
  - Supervision, certification, and education of coaches in OSI
- H. OFFICIALS DIVISION – Officials Chair
  - Officials for all four Commission of OSI
  - Certifications of officials
  - Clinics for officials
- I. TECHNICAL PLANNING DIVISION – Officials Chair
  - Sanctioning
  - Bidding for championship meets
  - Receipt and approval of meet sanctions
  - LSC meet schedule
  - Meet information and forms for championship meets
  - Time Standards

## 6. Members of Standing Committees

The General Chair with the advice of the OSI Senior Athlete Chair shall appoint athlete members to each committee. Athlete membership is required on all committees. Athlete membership shall amount to at least twenty percent (20%) of the voting membership of the committee. The athlete committee members shall, at the time of appointment, (a) be an Athlete Member or a Seasonal Athlete Member in good standing; (b) be at least **Fourteen (14) years of age**; (c) be currently competing, or have competed during the three (3) immediately preceding years, in the program of swimming conducted by OSI or another LSC; and (d) have their place of permanent residence in the Territory and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education). The division Vice Chair shall be an ex-officio member (with voice and vote) of each standing committee within the respective division. The ex-officio members and other designated members of certain standing committees shall be as set forth below:

1. ATHLETES COMMITTEE - The Athletes Committee shall consist of the OSI Senior Athlete Representative who shall serve as chair, the OSI Junior Athlete Representative, the immediate past Senior Athlete Chair, the appointed athlete committee members and any At-Large Athlete Representatives.



2. BUDGET COMMITTEE - The members of the Budget Committee shall be the Finance Vice Chair, who shall serve as chair, the Treasurer, General Chair, Administrative Vice Chair and the Senior Athlete Representative and additional athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee.
3. COACHES COMMITTEE - The members of the Coaches Committee shall consist of the Coach Chairs and such additional Coach Members as may be determined by the Coach Chairs and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee. The Coach Chair shall be the chair of the committee.
4. FINANCE COMMITTEE - The members of the Finance Committee shall be the Finance Vice Chair, who shall serve as chair, the Treasurer, General Chair and the Administrative Vice Chair and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee.
5. DISABILITY COMMITTEE - The members of the Disability Committee shall be the OSI Disability Chair, who shall serve as chair, and a minimum of two (2) others. At least one (1) member being a Coach Member and one (1) a parent of a disabled athlete, and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the committee.
6. OFFICIALS COMMITTEE - The members of the Officials Committee shall be the Officials Chair, who shall serve as chair, and the officials selected by the Officials Chair from the four Commissions to assist in the certification and training of officials throughout the LSC and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee.
7. PERSONNEL COMMITTEE - The members of the Personnel Committee shall be the General Chair, who shall serve as chair, the Administrative Vice Chair, the Treasurer and the Senior Athlete Representative.
8. SAFE SPORT COMMITTEE - The members of the Safe Sport Committee shall be the OSI Safe Sport Chair, who shall serve as chair, at least one (1) representative from each of the four (4) Commissions with at least one (1) of them being a Coach Member, and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the committee.
9. TECHNICAL PLANNING COMMITTEE - The members of the Technical Planning Committee shall be the Technical Planning Committee Chair, who shall serve as chair, the Sanctioning Coordinator, and at least four (4) additional members of whom at least fifty percent (50%) shall be Coach Members and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee. The Athlete Members and the additional members shall be appointed by the General Chair with the advice and consent of the Board of Directors.
10. DIVERSITY, EQUITY AND INCLUSION COMMITTEE - The members of the DEI Committee will include the DEI Chair, who will serve as chair, and athletes, coaches and non-athlete representatives from each geographical region within Ohio Swimming. There should be a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee. The Athlete Members and the additional members shall be appointed by the General Chair with the advice and consent of the Board of Directors.

The General Chair or the respective division Vice Chair may appoint the specified additional members and any other members deemed appropriate or necessary for any of the foregoing standing committees, except the Athletes, Coaches and Personnel Committees. Committee members appointed pursuant to the preceding sentence shall hold their appointments at the pleasure of the appointing officer or successor.

## 7. Duties and Powers of Standing Committees and Coordinators

- A. ATHLETES COMMITTEE - The Athletes Committee shall be responsible for the electronic communication for athletes and shall undertake such other activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the Committee as being in the best interests of the Athlete Members, OSI, USA Swimming and the sport of swimming.
- B. BUDGET COMMITTEE - The Budget Committee is authorized and obligated to consult with the officers, committee chairs and coordinators and prepare and present a proposed budget for consideration and approval by the Board of Directors and the House of Delegates. The officers, committee chairs and coordinators shall provide promptly such financial information (current and projected) and budget proposals as the Budget Committee may request. The proposed budget may contain alternatives.
- C. CAMPS/CLINICS COORDINATOR - The athlete camps/clinics coordinator is responsible for identifying and disseminating information about camps/clinics to the LSC and also coordinating and organizing LSC select camps/clinics.
- D. DIVERSITY, EQUITY & INCLUSION COMMITTEE - The Diversity, Equity & Inclusion Committee is authorized and obligated to develop programs and other activities to increase multicultural, ethnic, and socioeconomic diversity and to foster an inclusive environment at all levels of the sport of competitive swimming. It is intended that this program will reach out to underrepresented groups in the overall community.
- E. FINANCE COMMITTEE - The Finance Committee is authorized and obligated to develop, establish where so authorized or recommend to the Board of Directors and supervise the execution of policy regarding the investment of OSI's working capital, funded reserves and endowment funds, within the guidelines, if any, established by the Board of Directors or the House of Delegates. The Finance Committee shall also regularly review OSI's equipment needs (both operational and office) and the various methods available to finance the acquisition of any needed equipment, make a determination of the best financing method for OSI and make recommendations to the Budget Committee and the Board of Directors.



- F. OFFICIALS COMMITTEE - The Officials Committee is authorized and obligated to recruit, train, test, certify, evaluate, retest, re-certify and supervise officials for OSI and such other activities as may be necessary or helpful in maintaining a roster of qualified, well-trained and experienced officials of the highest caliber.
- G. OPEN WATER COORDINATOR – The Open Water Coordinator shall supervise and oversee the Ohio Swimming Open Water Programs and is the liaison to all committees in Ohio Swimming in any and all matters related to Open Water Swimming.
- H. PERSONNEL COMMITTEE - The Personnel Committee is authorized and obligated to negotiate and set wages, compensation and other terms of employment of OSI's staff (whether employees or independent contractors) within established budgetary guidelines and policies and to review and approve the scope of duties delegated to the staff.
- I. SAFE SPORT COMMITTEE - The Safe Sport Committee will:
- .1 Coordinate and oversee the implementation of effective safe sport educational programs for all athlete members, their parents, coaches, volunteers and clubs, as provided by USA Swimming;
  - .2 Be trained regarding the complaint reporting structure and refer all reports of a violation of the Athlete Protection policies directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority;
  - .3 Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSCs are doing to promote Safe Sport policies, and disseminate information on LSC best practices;
  - .4 Serve as an information resource for OSI clubs and membership, and will help to identify and connect them with local educational partners and resources;
  - .5 Receive feedback and suggestions on the Safe Sport policies and programs from the OSI clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff; and
  - .6 Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members.
- J. OPERATIONAL RISK COORDINATOR - The Operational Risk Coordinator shall be responsible for coordinating operational risk enhancement and training opportunities as needed and for the dissemination of USA Swimming operational risk education information to all Group and Individual Members of OSI. The Operational Risk Coordinator shall develop operational risk education programs and policies for OSI and make recommendations regarding same, and the implementation thereof, to the Administrative Vice Chair and the Board of Directors. The Operational Risk Coordinator shall make the following required reports:
- .1 INCIDENT/OCCURRENCE REPORTS - An occurrence report providing all of the information requested by applicable USA Swimming form should be completed at the time of the occurrence by the meet director, officer, coach or club officer with copies to USA Swimming national headquarters, the Operational Risk Coordinator, the Administrative Vice Chair and the OSI office.
  - .2 REPORTS OF INJURIES - The Operational Risk Coordinator shall present a report concerning swimming-related injuries within the Territory at each House of Delegates and Board of Directors meeting.
    - a. HOUSE OF DELEGATES REPORTS - The report to the House of Delegates shall be written and shall provide in summary form the pertinent information including whether the injured party is a member of OSI and USA Swimming, the location of the occurrence and a brief description of the incident, the resulting injury and the emergency-care steps taken, together with any recommendation for action by OSI and its members to reduce the likelihood of a re-occurrence and the status of that recommendation. The written report shall include a review of the pertinent statistical information provided by USA Swimming national headquarters. A copy of each House of Delegates report shall also be sent to the USA Swimming national headquarters.
    - b. BOARD OF DIRECTORS REPORTS - The regular report to the Board of Directors may be a summary addressing primarily any recommendation for action by OSI and its members.
  - .3 OPERATIONAL RISK EDUCATION - The Operational Risk Coordinator shall be responsible for disseminating operational risk information flowing from USA Swimming Headquarters and exploring operational risk education opportunities and developing an operational risk education program tailored to OSI and its members and Territory.
- K. TECHNICAL PLANNING COMMITTEE - The Technical Planning Committee shall be responsible for long-range planning for the swimming programs conducted by OSI and for advice regarding the technical aspects of those programs and of the sport of swimming generally. For each upcoming season, the Technical Planning Committee shall devise a proposed meet schedule in consultation with the Age Group Vice Chair, Senior Vice Chair, Coaches Chair appointed Athlete Committee Representative and Sanctioning Chair. After review, the Committee shall publish the proposed schedule. After reviewing the bids received, the Committee shall make recommendations to the House of Delegates for the adoption of a firm schedule and award of hosting rights to Club Members. The Technical Planning Chair shall coordinate the evaluation, revision and approval of championship meet announcements in consultation with the Age Group Vice Chair, Senior Vice Chair, Coaches Chair, Sanctioning Chair, appointed Athlete Committee Representative and other appropriate OSI officers, chairs and coordinators, and shall make recommendations regarding the issuance of sanctions for these meets by the Administrative Vice Chair. The Technical Planning Committee shall in coordination with the Age Group Vice Chair, Senior Vice Chair, Coaches Chair and appointed Athlete Committee Representative, establish proposed time standards for championship meets.



- L. ZONE TEAM COORDINATOR – The Zone Team Coordinator manages selection of the Ohio Swimming All-Star Team, makes travel and accommodation arrangement, and assists the coaching staff with the meet logistics.

8. USA Swimming Convention

Ohio Swimming Delegates to the USA Swimming House of Delegates:

- a. OFFICER and REPRESENTATIVE DELEGATES - It shall be the duty and privilege of the General Chair, the Administrative Vice Chair, the Age Group Vice Chair, the Senior Vice Chair, the OSI Senior Athlete Chair and the Coach Chair to attend the USA Swimming annual meeting as representatives of OSI and voting delegates to the USA Swimming House of Delegates.
- b. OTHER OFFICER AND REPRESENTATIVE DELEGATES – It shall be the duty and privilege of the Officials Chair, Finance Vice Chair or Treasurer, OSI Junior Athlete Representative and Permanent Office Staff to attend the USA Swimming annual meeting as representative of OSI and non-voting delegates to the USA Swimming House of Delegates.
- c. OHIO SWIMMING NON-ATHLETE MEMBERS CURRENTLY SERVING ON USA SWIMMING ZONE OR NATIONAL COMMITTEES – The General Chair with the advice of the Board of Directors, may allow additional active OSI members attend the USA Swimming annual meeting and House of Delegates who currently serve on Zone or National Committees. Approval will be based on available funding and active participation within Ohio Swimming.
- d. OFFICER DELEGATE ALTERNATES - If any of the officer delegates is unable to attend, their elected alternates, if any, shall attend in their places. In the event that there are no elected alternates, or the elected alternates are unable to attend, then the General Chair, with the advice and consent of the Board of Directors, shall appoint alternates who shall attend the USA Swimming annual meeting as delegates representing OSI.
- e. ATHLETE REPRESENTATIVE ALTERNATES - If any of the athlete delegates is unable to attend, the General Chair, with the advice and consent of the Senior Athlete Leadership and Board of Directors, shall designate one or more Athlete Committee Members to attend as a representative of OSI.
- f. COACH REPRESENTATIVE ALTERNATES - If the Coach Chair is unable to attend the USA Swimming annual meeting, then the Coach Vice Chair shall attend, and if neither Coach Chair is able to attend, then the General Chair, with the advice and consent of the Board of Directors, shall designate a Coach Member to attend as a representative of OSI.

9. General LSC Timeline

January	February	March
Finalize Registration	Post LC Meet Announcements/Event Files	Update Records
SC Zone Information Update	SC Meet Bids due	Add LC Meets to OTS for Officials Tracking
Update Records	Prepare legislation for Spring HOD meeting	SC Meet schedule in review with TPC
Start planning for Fall HOD	Update Records	Planning for Diversity Meet/Camp
Conoco Phillips nominations accepted	Regional and High School Championships	Athlete elections
Issue W-2's and 1099's	Conoco Phillips winner selected	Review for LC Championship meet books
Athlete election preparation	Nominating Committee to seek slate of candidates for April HOD	LC Championship meet books posted
Update Banquet web page		Process SC Jr/Nat Funding
		Mail Banquet Invitations
April	May	June
Registrations	Post LC Zone Information	Update Records
LC Zone website updated	Secure Hotel & Buses for LC Zones	Post link to USA Swimming SAA Application
Update Voting Delegate Lists for HOD Elections	LC Zones Budget Approved	Program and Schedule for September HOD Meeting/Convention
Update Records	Update Records	OSI Proposed Budget Review
Post nominations for Elections 20 days before HOD meeting	Secure Hotel Rooms for USAS Convention in September	Dissemination of Proposed Budget Registration Fees to Clubs for their Fall Planning Purposes
Process SC Meet Funding	OSI Election	Deadline for P&P updates
OSI Banquet	Tax Returns/Extension, if necessary	Secure Flights for USAS Convention in September
July	August	September
Update Records	Long Course Zone Meet	Update Club Directory
OSI Proposed Budget Approved by BOD	SC Calendar Posted	Obtain Signed Conflict of Interest forms from BOD, Committee Chairs
Prepare Registration Materials for Clubs	Update Records	Update Records
LC Zone Team Selected	SC Meet Announcements and Event Files Posted	LC Meet schedule in review with TPC



LC Zone Team Arrangements Finalized	Update Officer Listing on Website and Committee Chairs/Members	USAS Swimming Convention
P&P review	Distribute Registration Materials to Clubs	Add SC Meets to OTS for Official Tracking
Coach of the Year nomination process	Hold Registration Workshop	Post OSI Scholastic All- Americans
LSC Championships	Process LC Meet Funding	Update E-Mail distribution Lists
	LC Meet bids due	Coach of the Year Selected
		SC Senior Championship book posted



October	November	December
Update Code of Regulations Based on Registration Passed at USA Swimming Convention	Secure Locations for BOD Meetings for the following year	Secure Location for September HOD Meeting/Convention
Review and Update Rules & Procedures as needed	Championship meet books posted for Spring meets. Calendar events created with officials applications.	Club applications due Dec 1
Update Records	Update Records	Announce Zone Coaches for LC Zone Meets.
	Secure Date & Location for OSI Banquet	
	Post Quad Meet Information	
	Send out reminders for Club applications	

10. Current OSI Budget [\[Click here\]](#)
11. Website Location of BOD Minutes [\[Click here\]](#)
12. Website Location of OSI Code of Regulations [\[Click here\]](#)
13. Website Location of OSI Policy & Procedures Manual [\[Click here\]](#)
14. OSI Board of Directors Orientation Manual & Handbook Acknowledgment of Receipt and Understanding – Appendix 1
15. OSI Conflict of Interest Acknowledgement of Receipt and Understanding – Appendix 2



## STATEMENT OF ACKNOWLEDGEMENT

I hereby acknowledge that I have read and understand the Duties and Responsibilities expected of me as a member of the Ohio Swimming Board of Directors. An electronic signature of receipt will be maintained with the OSI Permanent Office. Please click on the link below to indicate your receipt and acknowledgement of the Ohio Swimming Board of Directors Manual & Handbook. Failure to sign the acknowledgement may result in revocation of BOD/Committee Chair Membership.

[CLICK HERE FOR LINK TO BOD ORIENTATION MANUAL & HANDBOOK ACKNOWLEDGEMENT E-SIGNATURE FORM](#)

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Print Name

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Signature

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Date

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Ohio Swimming Position



**Ohio Swimming, Inc.  
STATEMENT OF PRINCIPLES  
ON ETHICAL BEHAVIOR AND CONFLICT OF INTEREST**

Those who choose to serve Ohio Swimming Inc. 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, are 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 Ohio Swimming must accept the burdens of public disclosure and public scrutiny.

The following guidelines reflect Ohio Swimming's minimum expectations of people signing this agreement. These items cannot and do not completely define what is acceptable. Each individual must find his own internal sense of fairness, honesty and integrity within the scope of this guidance.

1. A good faith effort must be exercised by those signing this statement to conduct the business of Ohio Swimming in observance of both the spirit and letter of applicable federal and state laws.
2. In the event that any office, or member of the Board of Directors, Executive Committee, or any other Committee has a financial interest in any contract or transaction involving the LSC, such individual shall not participate in the LSC's evaluation or approval of such contract or transaction unless the material facts of the relationship or interest are disclosed to the Directors or Committee, and the conflict of interest is waived by same.
3. Ohio Swimming properties, services, opportunities, authority and influence are not to be used for personal benefit.
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, Ohio Swimming.
5. All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with Ohio Swimming and with each other.
6. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.
7. Each Officer, member of the Board of Directors, Executive Committee, other Committees and each key employee or contractor of Ohio Swimming, will execute a Statement of Principles on Ethical Behavior and Conflict of Interest each year.
8. Any member of the Board, any Committee, Staff, and certain Consultants shall refrain from obtaining any list of clients for personal or private solicitation purposes, at any time during the term of their affiliation.

**ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING**

I acknowledge receipt and understanding of Ohio Swimming's Statement of Principles on Ethical Behavior and Conflict of Interest, and I have read and understand the OSI Conflict of Interest Policy outlined in the OSI Policy & Procedures manual. I pledge my full support of the spirit and the letter of the requirements contained therein.

[LINK TO THE ACKNOWLEDGEMENT AND UNDERSTANDING E-SIGNATURE FORM](#)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ohio Swimming Position