



**OKLAHOMA
SWIMMING**

Welcome to the Board!

October 2018

2018 Board of Directors

Deanna Oliphant <i>General Chair</i>	Craig Hansen <i>Officials Chair</i>	Carole Lee <i>Safe Sport Chair</i>	
Denis Mink <i>Admin Vice-Chair</i>	Allan Meier <i>Safety Chair</i>	Allan Meier <i>Treasurer</i>	
Chad Englehart <i>Senior Vice-Chair</i>	Carole Lee <i>Membership Coord.</i>	Annie Kramer <i>Sr. Athlete Rep.</i>	
Michele Brown <i>Finance Vice-Chair</i>	Kathy Mendez <i>Diversity Chair</i>	Dylan McClain <i>Sr. Athlete Rep.</i>	
Tracey Garrett <i>Secretary</i>	Carole Lee <i>Registration Coord.</i>	Kayley Henderson <i>Jr. Athlete Rep.</i>	
Ali Baker <i>Age Group Vice-Chair</i>	John Brown <i>Coaches' Rep.</i>	Rachel Brown <i>Jr. Athlete Rep.</i>	

Oklahoma Swimming

- LSC's, or *Local Swimming Committees*, are the 59 local governing bodies, responsible for organizing, supporting and governing USA Swimming's 2,800-plus swim clubs in their individual regions.
- Oklahoma Swimming was incorporated in **Oklahoma**
- Oklahoma Swimming is a member of Central Zone, Region VIII (section)
- There are 15 LSC's in Central Zone

Oklahoma Swimming

● **Mission:**

To develop excellence, character, and growth in swimming for all.

● **Vision:**

To advance our core values of selflessness, excellence, leadership, integrity, inclusion, and development by increasing competitive swimming opportunities and developing relationships that promotes excellence and growth.

● **Core Values:**

Selflessness, Excellence, Leadership, Integrity, Inclusion, and Development

Meetings 2018-19

● **Board of Directors**

- Friday, October 12th (afternoon/evening) Glenpool
- Friday, April 5th (afternoon/evening) TBD
- Saturday, April 6th (morning) TBD
- Friday, September 27th (afternoon/evening) TBD
- Saturday, September 28th (morning) TBD

● **House of Delegates**

- Fall Meeting 2018: Saturday, October 13th 1:30 pm Glenpool Convention Center. Elections held at this meeting.
- Fall Meeting 2019: Saturday, September 28th Time & Location TBD. Elections held at this meeting.



Meetings

- All BOD members (voting and non-voting) are expected to attend the BOD meetings.
 - Complete meeting schedule available in advance, notify General Chair if unable to attend
 - Reminder notices with reports due date will be sent.
 - All Officers/Chairs submit reports for the meeting
- Robert's Rules of Order

Duty of Care* Duty of Loyalty*

Duty of Obedience *Duty of Transparency

According to non-profit corporation law, a board member MUST meet certain standards of conduct and attention to his or her responsibilities to the organization. These are referred to as the Duty of Care, the Duty of Loyalty, the Duty of Obedience, and the Duty of Transparency.

Duty of Care

Use your best judgment and exercise reasonable caution in making decisions.

Duty of Loyalty

Put your personal and professional interests aside for the good of the organization.

Duty of Obedience

Be true to the MWS mission and vision and follow all the laws and regulations that may apply to non-profits.

Duty of Transparency

Establish a system of operation that allows outsiders to see how the organization operates, makes decisions, and uses resources; an important aspect to ensure the public trust in an organization

Conflict of Interest Policy & Whistleblower Policy

- OKS requires that all members of the Board of Directors review and sign the Conflict of Interest Policy.
- Whistle Blower Protection Policy USA Swimming forbids any form of retaliation against individuals for providing truthful information to a law enforcement official relating to actual or potential unlawful conduct. Such actions can result in immediate termination.

Divisions, Committees & Coordinators

DIVISIONS

ADMINISTRATOR Administrative Vice-Chair	AGE-GROUP Age Group Vice-Chair	SENIOR Senior Vice-Chair	FINANCE Finance Vice-Chair	GENERAL CHAIR	COACHES Senior Coach Representative
Admin Review Board OKS Webmaster Club Development Diversity Safety Membership/Reg. National Times Safe Sport	Adaptive Swim Technical Planning Camps Coord. Open Water Program Development Technical Planning Disability Swim	Athlete Meet Sanctions Officials Technical Planning Top 16 Records Coord	Audit Budget Finance	Personnel Committee	Coaches Committee

Divisions, Committees & Coordinators

● **STANDING COMMITTEES** (duties in By-laws 607.3)

● *Budget and Finance Committees have been combined

- Athletes Committee: The Athletes Committee shall consist of the Athlete Representatives, the Athlete At-Large Board Members and the Athlete At-Large House Members. The Senior Athlete Representative shall be the chair of the committee.
- Audit Committee: The members of the Audit Committee shall be the Finance Vice Chair, who shall serve as chair, the Administrative Vice Chair and the Coach Representative and one of the Senior Athlete Representatives designated by the General Chair.
- Budget Committee: The members of the Budget Committee shall be the General Chair, the Finance Vice Chair, who shall serve as chair, the Treasurer, the Administrative Vice Chair, the Age Group Vice Chair, the Senior Vice Chair, 2 Senior Athlete Representative, and the Coach Representative.
- Coaches Committee: The members of the Coaches Committee shall consist of the Coach Representatives and such additional Coach Members as may be determined by the Coach Representatives. The Coach Representative shall be the chair of the committee.
- Finance Committee: - The members of the Finance Committee shall be the General Chair, the Finance Vice Chair, who shall serve as chair, the Administrative Vice Chair and the Treasurer.
- Officials Committee: - The members of the Officials Committee shall be the Officials Chair, who shall serve as chair, and at least two other members each of whom shall be a certified official of OKS.

Divisions, Committees & Coordinators

● **STANDING COMMITTEES** (duties in By-laws 607.3)

- Personnel Committee: The members of the Personnel Committee shall be the General Chair, who shall serve as chair, the Administrative Vice Chair and the Finance Vice Chair.
- Safe Sport Committee: Members are the Safe Sport Committee Chair who is the chair and at least 4 additional members at least one shall be a Coach member, at least 2 shall be at-large non-athlete members and at least one shall be an athlete member.
- Program Development Committee: Members are the Age-Group Vice Chair who is the chair, General Chair, Senior Vice-Chair, Technical Planning Chair, Coach Representative and the Senior Athlete Representative.
- Safety Committee: The members of the Safety Committee shall be the Safe Committee Chair, who shall serve as the chair, and five additional members; one shall be an OKS certified official, one shall be a Coach member, and one shall be an Athlete Member and two shall be non-athlete members.
- Technical Planning Committee: The members of the Technical Planning Committee shall be the Technical Planning Committee Chair, who shall serve as chair, an Athlete Member, and at least six (6) additional members of whom at least fifty percent (50%) shall be Coach Members. The Athlete Member and the additional members shall be appointed by the General Chair with the advice and consent of the Board of Directors.



Divisions, Committees & Coordinators

● **ELECTED COMMITTEES**

Nomination Committee:

The Chair of the Nominating Committee shall be elected annually by a majority vote of the members of the Nominating Committee present at a meeting called promptly after the members are elected or appointed. A slate of candidates for election as the officers, Athlete Representatives, At-Large Board Members, or committee chairs or coordinators and the regular and alternate members of the Zone Board of Review to be elected at the next annual meeting shall be prepared by the Nominating Committee. The Nominating Committee may in its discretion nominate a slate of one person for each position to be filled or may nominate more than one candidate for one or more of the positions. The Nominating Committee shall also nominate a slate of candidates for the Nominating Committee to be elected at the last regularly scheduled meeting before the next annual meeting of the House of Delegates

Administrative Review Board:

The House of Delegates biennially elect regular and alternate members of the Administrative Review Board. The term of office shall be two (2) years. Each member and alternate member shall assume office upon election and shall serve until a successor takes office. Each regular and alternate member of the Administrative Review Board shall be an Individual Member of OKS and USA Swimming. In no case shall elected members of the Board of Directors serve on the Administrative Review Board.

Strategic Planning Framework

In August 2017, board members and team representatives met for a workshop to establish a Strategic Framework. From this, four focus areas were determined with goals established for each area. This year, would like to focus on reviewing the plan and taking action steps to revise and meet each the goals.

PARTNERSHIPS

- Improve partnerships with Clubs in our LSC

VOLUNTEERISM

- Recruit board members
- Create a culture of volunteerism in OKS
- Recruit officials
- Create a volunteer recognition program

PERFORMANCE

- Other ideas: IMX Recognition, Athlete-Scholar Recognition, Camps/Clinics

EDUCATION

- Develop Coach Education Programming
- Develop Parent Education Programming
- Develop Athlete Education Programming
- Develop Club Education Programming

LSC Evaluation & Achievement Program (LEAP)

- Improving LSC effectiveness is one of the key priorities of the USA Swimming 2016 Quad Business Plan. The goal is to have LSCs that are more effective and efficient in providing programs and services to the athletes, coaches, officials and clubs. OKS has achieved LEAP Level 1 in a three-step process.
- LEAP assessment tool provides a roadmap to LSC effectiveness and success in four key areas:
 - Business and Organizational Success
 - Volunteer Development
 - Club and Coach Development
 - Athlete Development
- LEAP is divided into three levels with LEAP Level 1 required of all LSC's once per quad. The intent of LEAP Level 1 is to help self-evaluate, be sure LSC is in compliance with USA Swimming Rules and Regulations and the legal requirements of non-profit governance and ensure continuity in LSC governance even as leadership changes.
- LEAP 2 and 3 are voluntary. In summer 2017, OKS started the requirements for LEAP 2. LEAP 2 will need to be recertified every four years to maintain.

Orientation Sources:

- www.usaswimming.org website
- www.oks.org website
- OKS By-Laws, Policies & Procedures, Rules & Regulations
- OKS Board of Directors, Officers, Coordinators, and Chairs
- www.boardsource.org website