



## Board of Directors Manual

### OSI Mission Statement

To grow and develop the swimming community through education and programs.

### OSI Vision Statement

To inspire a lifelong passion for the sport of swimming

### OSI Core Values

Leadership, Integrity, Commitment, Respect

### **I. Overview:**

Welcome to the Ozark Swimming Board of Directors! Your willingness to serv as a volunteer on the Board of Directors is essential to the success of the LSC and all its members. The athletes are the primary beneficiaries of your time and effort. The BOD, committees, and many other volunteers ensure athletes are receiving quality programming, opportunities, and other resources.

As the regional governing body for swimming under USA Swimming, the Ozark Swimming Board of Directors (BOD) is responsible for the conduct and administration of swimming in the Ozark LSC. In this capacity, the BOD formulates and implements the organization’s policies and procedures, proposes rules and regulations, conducts LSC meetings, formulates and implements budgets, and collects and disseminates information to the LSC membership.

#### **A. Members**

Members of the Board of Directors include the General Chair, Administrative Vice-Chair, Finance Vice-Chair, Coaches Representative, Treasurer, Secretary, Age Group Chair, Senior Chair, DEI Chair, Safe Sport Chair, Athlete Representatives, and any necessary At-Large Athletes. The Immediate past General Chair is an ex-officio member with voice but no vote.

No more than three members of any Group Member shall serve as voting members on the BOD at any time. This limitation shall be applied separately as to Athlete Members and other Individual Members.

#### B. Executive Committee

The members of the Executive Committee include the General Chair, Administrative Vice-Chair, Finance Chair, Senior Chair, Age Group Chair, Coaches Rep, and both Athlete Representatives.

#### C. Standing Committees

Finance Committee, Governance Committee, Athletes Committee, and Operational Risk Committee

#### D. General Structure and Duties of Committees, BOD, and HOD

Ozark Swimming members have the right and responsibility to make recommendations to the BOD through each respective division/committee. The committees consider all recommendations and proposals, as well as a budget. The division/committee chairs are responsible for bringing all recommendations and proposals to the BOD for consideration and approval. All newly adopted proposals will be communicated to the HOD during committee reports.

The HOD is responsible for three key areas:

- Election of officers
- Approving the final annual budget
- Adopting bylaw changes

#### E. Meetings

Board of Directors-The Board of Directors meetings are called as necessary. Meetings are usually held in the evening and generally last anywhere from one to two hours. The start time is usually between 7:00-8:00 PM and may be in-person or via Zoom or other teleconference methods. All meetings will be published on the Ozark Swimming website, and an emailed reminder will be sent along with notice of meeting posted to the news section of the Ozark website.

House of Delegates-All members of the Board are voting members of the Ozark House of Delegates. Meetings of the House of Delegates are usually held in September (approval of Budget), February, and May (Elections) annually. The House of Delegates hears reports from members of the Board, adopts and/or amends provisions of certain OSI Policies & Procedures and Rules & Regulations, ultimately approves the Budget, approves meet schedules, elects members of the Board and various Committees, and conducts any other business as necessary.

## II. Requirements and Expectations

### A. Requirements

- a. USA Membership

Members of the Board must be current members of Ozark Swimming (USA Swimming) in good standing. Standards of Practice

- b. Confidentiality Statement

Ozark Swimming appreciates the contributions of its volunteers. Part of our business is handling sensitive information. To ensure privacy is maintained for all members of Ozark Swimming, Board Members will be bound by the strictest confidentiality with regard to any information gathered or shared in activities of board membership.

1. Board members will not disclose to any third party or make use of any information other than the purpose for which it was provided, unless legally required to do so.
2. All members are required to adhere to the COPPA/Website Policy, along with all other policies of Ozark Swimming.
3. All USA Swimming policies including Safe Sport Policies should be adhered to.
4. All violations of policy that a member is aware of should immediately be reported to the General Chair, and all other applicable parties according to specific policies (i.e. Governance Chair, Safe Sport Chair, USA Swimming Safe Sport, Board of Review, local authorities, etc.)

c. Conflict of Interest Policy

Each member of the Board of Directors is required to acknowledge by signature that they have reviewed and agree to abide by Ozark Swimming's Conflict of Interest Policy. A copy of the Policy and signature form is available on [ozarkswimming.com](http://ozarkswimming.com) and are available upon request. 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.

1. Below are some examples of what the Conflict of Interest Policy applies to:
  - If a board member's spouse or other immediate relative have a financial or managerial connection to a project or organization for which Ozark Swimming funds are either being sought or have been granted individually or as part of a business or professional firm are involved in business transactions or current professional services, that relationship must be disclosed before any proposal concerning that project or organization is reviewed. This individual may not participate or remain in the room during any discussion of the project or organization in question.
  - A board member or paid consultant shall not accept any fees or other remuneration from any organization or institution in conjunction with a project or program for which Ozark Swimming funds are being sought or have been granted.
  - Relatives of board members or paid consultants or immediate relatives of those individuals shall not receive preferential treatment of services from Ozark Swimming. Immediate relatives include parents, siblings and children; people in those categories with a "step" or "in-law" relationship; and any other family member

of the employee, board member, or paid consultant's immediate household.

- Board members or paid consultants shall strive to avoid conflicts of interest, as well as the appearance of such conflict.
- Board members will represent all clubs, coaches, athletes, and volunteers served by Ozark Swimming and not favor special interests inside or outside of Ozark Swimming.
- Board members will not use Ozark Swimming or any service on the board for their own personal advantage or for the advantage of friends, relatives, or supporters
- Approach all board issues with an open mind, nonjudgmental attitude and respect for diverse opinions, and prepare to make the best decisions for the good of Ozark Swimming
- Respect and support the majority decisions of the Board
- Observe the procedures of Ozark Swimming and display courteous conduct in all board and committee meetings
- Do nothing to violate the trust of those who elected or appointed those to the Board or those who individual members serve
- Only exercise authority as a board member when acting in a meeting with the full Board or as delegated by the Board
- Maintain confidentiality and avoid all conflicts of interest
- Consider self to be a trustee of Ozark Swimming and do their best to ensure that it is well maintained, financially secure, and always operating in the best interests of those Ozark Swimming serves

d. General Requirements

Board members must also be committed to being familiar with the bylaws, as well as the Policies and Procedures, Rules and Regulations, and abiding by them, as well as being committed to fulfilling certain expectations of board membership and general and specific duties for their elected office.

e. Legal Requirements

Board members are legally responsible for the actions of the LSC, including:

- Duty of Care-reasonably informed, collective decision-making, good faith and care of an ordinary person; ensuring use of assets and funds promotes the good of the LSC and those who benefit from its services
- Duty of Loyalty-exercise power in the interest of the LSC, acknowledging and disclosing any conflicts of interest, as well as making decisions that benefit the LSC as a whole rather than a single board member or club or group
- Duty of Obedience-ensure LSC adheres to all applicable laws and regulations while operating under the mission and bylaws that form its foundation; support board decisions even when you are in the minority

f. OSI Owned Email Accounts & Distribution Lists:

OSI owned and controlled email accounts ([name@ozarkswimming.com](mailto:name@ozarkswimming.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 business operations of OSI shall be approved and/or signed off on by 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 exercise of anyone's First Amendment right to Freedom of Speech; rather it is to protect the integrity and brand of Ozark Swimming, Inc. and by extension USA Swimming, Inc; and to ensure 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.

B. Key Expectations

The Board governs the LSC through active oversight of the following:

- Mission and vision development and long-range planning
- Enforcing the mission and purpose of the LSC
- Supporting sanctioning of events and hosting championship events
- Educating members
- Financial stability and financial management
- Assessing the allocation of funds
- Resource development and fundraising
- Board education and development
- Ensuring the LSC follows legal and ethical practices
- Generating a positive public image
- Acknowledging and addressing conflicts of interest
- Conduct activities with accountability and transparency

Board members are expected to meet the following general expectations:

- Provide continuing directions for planning, operation, and evaluation of Ozark Swimming programs and activities
- Fulfill duties in a timely manner; if overwhelmed with things such as personal work that renders members unable to fulfill Board duties, members are expected to submit resignation or take temporary leave of absence so that others may step in and fulfill their duties
- Attend Board meetings and HOD meetings (including committee meetings, if applicable) and functions such as special events
- Provide reports of activities and status at meetings or upon request, in writing as part of the Consent Agenda
- Vote on decisions in the best interest of the LSC and its mission
- Avoid conflict of interest or perceived conflict of interest by acknowledging potential conflicts up front which may mean potential forfeiting a vote

- If unable to attend a meeting, notify General Chair and provide a written report to be distributed as part of the Consent Agenda
- Following a missed meeting, 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 there has been no activity to report, submit a report stating no activity
- Actively serve on Board committees, as established or as necessary and offer to take on special assignments
- Provide financial oversight of the LSC budget and respective committee budgets
- Remain informed about the LSC's mission, services, policies, and programs
- Review agenda and supporting materials prior to meetings
- Make a meaningful volunteer commitment to Ozark Swimming within his or her ability
- Participate in developing fundraising sources
- Actively participate in making viable introduction to individuals, corporations, foundations, and other organizations-and to attend meetings as needed-to connect Ozark Swimming to donated funds and needed in-kind goods, services, education, and expertise
- Suggest possible nominees to the Board who will make significant contributions to the work of the Board and Ozark Swimming
- Keep up to date on the developments in Ozark Swimming
- Attend the USA Swimming Annual Business Meeting
- Attend other clinics and workshops as requested or necessary
- Follow all policies and procedures of Ozark Swimming, including conflict of interest and confidentiality

#### C. Resources

Many resources are available to Board members. In addition to this Board Manual, each member should have access to the Ozark Swimming's Bylaws, Policies and Procedures, Rules and Regulations Manual, and USA Swimming Rules and Regulations. Supplies and equipment will be provided as necessary by the LSC. Members may be reimbursed for using personal equipment for LSC business with prior authorization, according to Policies and Procedures and budgetary limitations. All approved expenses will be reimbursed upon proper completion of the appropriate forms and submission and adherence to current OSI Policies and Procedures. Past and present members of the Board should be available for consultation whenever needed. USA Swimming offers many additional resources. Most can be accessed through the USA Swimming website. Access to necessary forms and applications as well as to LSC schedules and other information can be found on the [Ozark Swimming website](#).

#### D. Directors and Officers Insurance

Board members are covered under a General Liability policy provided as a benefit of USA Swimming.

### **III. Board Officer Duties & Responsibilities:**

All members of the BOD serve as a team for the purpose of developing and implementing the best programming and providing optimum service for OSI members. Cooperation among all officers, chairs, and standing committee members is essential for good governance. 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.

When issues associated with a BOD member's area of responsibility 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 Admin Vice-Chair.

#### **A. General Chair**

The General Chair is a member of the Board of Directors and the Executive Committee, elected by the House of Delegates in an even year for a two-year term beginning immediately following the May House of Delegates meeting. He or she may serve in this capacity for two consecutive terms, as long as the individual is in good standing.

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

Additional duties of the General Chair include but are not limited to the following:

- Oversee management, business, operations, affairs, and property of OSI.
- Supervise OSI's Officers, Committee Chairs, & Agents
- Develop the direction of Ozark Swimming's programs and initiatives to promote the vision and mission of the LSC
- Call meetings when and where deemed necessary
- Preside at the Executive Committee, Board of Directors, and House of Delegates meetings
- Except as otherwise provided in the Bylaws and with the advice and consent of the BOD, appoint committee chairs and members for standing and special committees or coordinators as may be necessary
- Report to BOD all matters within General Chair's knowledge that BOD should consider in the best interest of the LSC
- Assure fulfillment of any LSC obligations to the Central Zone
- Ex-Officio member of all Committees
- See that all duties and responsibilities of the coordinators, committees, or sub-committees in his or her charge are properly and promptly carried out
- Along with the Membership/Registration Coordinator, the Secretary, the Finance Vice-Chair and the Treasurer, shall be collectively responsible for ensuring that all required reports and remittances are made to USA Swimming National Headquarters
- Execute deeds, mortgages, bonds, contracts, agreements, or other instruments duly authorized
- Sign checks, drafts, or other orders for the payment or transfer of money
- Serve as a member of the Finance Committee and Executive Committee

- With the advice and consent of the Board of Directors, appoint additional delegates to the USA Swimming HOD, if votes are available
- Prepare and submit to the Treasurer no later than May 31 of each year an Executive Budget which includes anticipated travel expenses for officers, athlete, members to the USA National Workshop.
- Appoint any At-Large Delegates to the LSC House of Delegates, as outlined in the bylaws
- Receive a resignation from a committee chair or member of the Board of Directors
- Fill a vacancy on the Board of Directors, a committee chair or committee member with the advice and consent of the Board of Directors and, where applicable, the respective Vice-Chair
- Receive complaints from members of Ozark Swimming and forward the appropriate matters to the Central Zone Board of Review for consideration. The General Chair will receive a copy of decisions rendered by the Board of Review.

## **B. Administrative Vice-Chair**

The Administrative Vice-Chair is a member of the Board of Directors and the Executive Committee, elected by the House of Delegates in an even year for a two-year term beginning immediately following the May House of Delegates meeting. He or she may serve in this capacity for two consecutive terms, as long as the member is in good standing.

The Administrative Vice-Chair shall chair and have general charge of the business, affairs, and property of the division that administers OSI business and affairs, the Administrative Division

In the event of a vacancy in the Office of the General Chair, or at the request of the General Chair or in the event of the disability of the General Chair, the Administrative Vice-Chair shall become the Acting General Chair until an election can be held at the next meeting of the House of Delegates to fill the remaining term, if any, of the former General Chair, or until the General Chair ceases to suffer from any temporary incapacity.

While serving as Acting General Chair, the Administrative Vice-Chair shall vacate the office of Administrative Vice-Chair, except in the case of the General Chair's temporary incapacity.

Duties of the Administrative Vice-Chair include but are not limited to the following:

- Conduct meetings in the absence of the General Chair
- Perform all duties of the General Chair, with the powers of the General Chair, in the event of absence or illness
- Shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, committees, and coordinators
- Shall be responsible for ensuring the maintenance of OSI's Policies and Procedures, Rules and Regulations, and bylaws
- Assure the Coach Representative elections are held in accordance with the Bylaws
- Is a member of the Finance Committee
- Ensure bylaws, legislations, and rules are updated as needed

### **C. Senior Vice-Chair**

The Senior Vice-Chair is a member of the Board of Directors and the Executive Committee, elected by the House of Delegates in an odd year for a two-year term beginning immediately following the May House of Delegates meeting. He or she may serve in this capacity for two consecutive terms, as long as the member is in good standing.

The Senior Vice-Chair shall chair and have general charge of the affairs and property of the Division or Committee that develops and conducts the senior swimming program of OSI, including meet management of all senior swimming meets sponsored by OSI and development of long-range plans for swimming programs

Duties of the Senior Vice-Chair include but are not limited to the following:

- Serve as liaison to the Athlete Representatives and Athlete Committee and shall be responsible for seeing that the Athlete Reps elections are held in accordance with the bylaws
- Select a committee (including 20% athlete participation) with Board of Director's approval
- Receive safety recommendations from the Operational Risk Chair
- Implement Travel Reimbursement Policy
- Develop, implement, and oversee camps and clinics in collaboration with Age Group Vice-Chair and Coaches Rep
- Make recommendations for LSC run Senior Meets, including working with meet hosts regarding meet information and with the Officials Committee regarding meet referees; work off of established information format and make changes as deemed necessary by the committee
- Develop, implement, and oversee Open Water meet opportunities in collaboration with Open Water Chair
- Develop, implement, and oversee recognition programs for senior swimmers
- Collaborate with the Age Group Vice-Chair, Technical Planning Chair, Sanction Chair, and Coaches Rep for SC and LC Season Meet Schedules and the general conduct and items associated with Meets
- Work with the Senior Committee and the LSC Treasurer to budget National Meet Reimbursements for Athletes and other senior swimming programs
- Serve as a delegate (or recommend replacement) for Ozark Swimming at the USAS Annual Business Meeting and attend and provide reports on any and all meetings involving Senior Swimming

### **D. Age Group Vice-Chair**

The Age Group Vice-Chair is a member of the Board of Directors and the Executive Committee, elected by the House of Delegates in an odd year for a two-year term beginning immediately following the May House of Delegates meeting. He or she may serve in this capacity for two consecutive terms, as long as the member is in good standing.

The Age Group Vice-Chair shall chair and have general charge of the affairs and property of the Division or Committee that develops and conducts the age group swimming program of OSI,

including meet management for all age group swimming meets sponsored by OSI and time standards

Duties of the Age Group Vice-Chair include but are not limited to the following:

- Collaborate with the Senior Vice-Chair, Technical Planning Chair, Sanction Chair, and Coaches Rep for SC and LC Meet Schedules and the general conduct and items associated with Meets
- Select a committee (including 20% athlete participation), with Board of Directors approval
- Receive safety recommendations from the Operational Risk Chair
- Work with potential meet hosts regarding the meet information and with the Officials Committee regarding meet referees for Ozark Swimming Age Group Championship Meets; work off of established information format and make changes as deemed necessary by the committee
- Assume responsibility for Budgets for LSC run Age Group meets and the Zone Team
- Responsible for the organization and coordination of the Age Group Zone Team, serving as the Zone Team Manager; Responsibilities include but are not limited to:
  - Work with the Age Group Committee and LSC Treasurer to budget the Age Group Zone Team
  - Assist in the selection of the Zone Team Head Coach, the assistant coaching staff, and the selection of athletes and their events; responsible for making all of the arrangements for the Zone Team
  - Assist in distributing information, payment arrangements, etc. for the Zone Meet
- Approve all Ozark Age Group Champs announcements
- Collaborates with the DEI Chair for Athlete Recruitment and Retention of athletes
- Develop, implement, and oversee camps and clinics in collaboration with Senior Vice-Chair and Coaches Rep
- Serve as a delegate (or recommend replacement) for Ozark Swimming at the USAS Annual Business Meeting and attend and provide reports on any and all meetings involving Age Group swimming

#### **E. Secretary**

The Secretary is a member of the Board of Directors and the Executive Committee, elected by the House of Delegates in an even year for a two-year term beginning immediately following the May House of Delegates meeting. He or she may serve in this capacity with no term limit, as long as the member is in good standing.

Duties of the Secretary include but are not limited to the following:

- Keep accurate records and minutes of all meetings of HOD and BOD
- Within 15 days of each HOD and BOD meeting, transmit a copy of the minutes of the meetings to the respective Board of Directors members
- Ensure minutes are posted to the OSI website
- Conduct official correspondence, as requested by the General Chair, including meeting and other notices.

- Along with the General Chair, the Membership/Registration Coordinator, the Finance Vice-Chair and the Treasurer, shall be collectively responsible for ensuring that all required reports and remittances are made to USA Swimming
- Provide written notice when a member of the Board of Directors or a Committee Chair has resigned or is to be removed from office for deficiency of office
- Distribute and receive ballots for voting
- Along with the LSC Treasurer and LSC Registrar, manage and oversee permanent records and articles of incorporation for Ozark Swimming
- Along with the LSC Registrar, receive written appointments from Clubs designating their HOD representatives

#### **F. Finance Vice-Chair**

The Finance Vice-Chair is a member of the Board of Directors and is elected by the House of Delegates in an odd year for a two-year term beginning immediately following the May House of Delegates meeting. He or she may serve in this capacity for two consecutive terms, as long as the member is in good standing.

The Finance Vice-Chair is the chief financial officer of OSI. The Finance Vice-Chair shall chair and have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for OSI's working capital, funded reserves and endowment funds and the development and implementation of a marketing and fundraising plan for OSI.

Duties of the Finance Vice-Chair include but are not limited to the following:

- Along with the Treasurer and other members of the Finance Committee, prepare an Annual Budget for OSI's operations and present the budget for approval by the Board of Directors and the House of Delegates
- Serve as member of Finance Committee and be its chair
- Review the annual audit report and recommend acceptance and appropriate action, if any, with regard thereto by the Board of Directors and the House of Delegates
- Along with the Treasurer, responsible for the adequacy of OSI's system of internal financial and accounting controls
- Along with the Treasurer, responsible for long-range financial planning including a quadrennial budget
- Has Signature authority as approved by the Board of Directors
- Designates the banks, trust companies or custodians, investment companies or investment management companies for OSI's funds
- Reviews OSI's bank accounts and bank statements
- Reviews OSI's annual tax returns
- Develop and implement a fundraising and/or sponsorship plan for Ozark Swimming

#### **G. Treasurer**

The Treasurer is a member of the Board of Directors and the Executive Committee, elected by the House of Delegates in an odd year for a two-year term beginning immediately following the May House of Delegates meeting. He or she may serve in this capacity with no term limit, as long as the member is in good standing.

Duties of the Treasurer include but are not limited to the following:

- Principal receiving and disbursing officer of Ozark Swimming
- Receive all monies, incomes, fees, and other receipts
- Pay all bills, expenses, and other disbursements approved by authorized officer, committee chair, coordinator, the Finance Committee, BOD, HOD, or required to be paid for legal fees, accounting, or administrative fees in the ongoing business of OSI
- Shall be a member of the Finance Committee but may not be its Chair.
- Issue financial reports as necessary or requested by the Finance Committee, the General Chair, or the Board of Directors, but at a minimum at each meeting, including reports listing the current budget variances by line item, all receipts, all expenditures, and the current fund and account balances for the month, the previous month, and for the fiscal year to date
- Shall provide current monthly bank statements to the General Chair or his or her designee
- Issues budget variances to Finance Committee and applicable committees as necessary, by line item
- Have charge of and supervision over and be responsible for the funds, monies, securities, and other financial instruments of OSI, appropriately depositing all funds in the name and credit of OSI, or to be invested as the Finance Committee or the Board of Directors may direct
- Cause to be appropriately segregated and accounted for any endowment funds, scholarship, or award funds and any similar special purpose funds or accounts
- Safekeeping all correct books of account and other financial records of all its affairs and transactions and such duplicate books of account as the Board of Directors, the Finance Committee, or the Treasurer shall determine. The Treasurer's custody of the books and records shall be as a fiduciary for OSI and custody and fiduciary state shall end when or if the Treasurer leaves office and passes them on to the successor Treasurer
- Upon request and at reasonable hours, cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the financial reports and the annual audited financial statement to be exhibited to any member of OSI or USA Swimming
- Cause the funds of OSI to be disbursed by checks or drafts, automatic debits or wire transfers upon the authorized depositories of OSI, and obtain and preserve proper vouchers for all monies disbursed
- Have the power to require from the officers, committee chairs, coordinators, or agents of OSI reports or statements giving such information as the Treasurer may determine to be appropriate or helpful with respect to any and all financial transactions of OSI
- Cause the preparation and timely filing of all required federal, state, and local tax reports, and other financial and tax reports with the applicable government official
- Forward copy of 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 Missouri, including payment of applicable fees
- Cause to be conducted the annual audit or Agreed Upon Procedures and cause the Finance Committee to review and recommend acceptance and appropriate action
- Make the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of OSI
- Responsible for the system of internal financial and accounting control
- Along with the Finance Vice-Chair, responsible for long-range financial planning including a quadrennial budget
- Any other necessary duties according to the Financial Procedures of OSI and the OSI Policies and Procedures

By August 1<sup>st</sup>, the Treasurer will go to the Missouri Department of State website and pay for the renewal of business registration, updating any necessary information

By February 1<sup>st</sup>, the Treasurer will mail all 1099 Forms and submit a 1096 Form to the IRS

By the end of September, the Treasurer will transmit accounting information to the assigned tax preparer. Upon receipt of tax documents, the Treasurer will sign and submit documents to the IRS.

By the end of January, the Treasurer will ensure that audit, year-end balance summary, 990, and year-end income summary is submitted to USA Swimming

#### **H. Coaches Representative**

The Coaches Representative is a member of the Board of Directors and Executive Committee and is elected by the House of Delegates in an even year for a two-year term beginning immediately following the May House of Delegates meeting. He or she may serve in this capacity for two consecutive terms, as long as the member is in good standing.

Duties of the Coach Representative include but are not limited to the following:

- Serve as liaison between coaches who are members of OSI and the Board of Directors and House of Delegates.
- Gather information and feedback from the coaches to bring to the BOD and HOD
- Communicate with the coaches within the LSC on a regular basis to disseminate information from the BOD and HOD
- Oversee and manage the Coaches Committee
- Undertake discussions and activities in the best interest of the LSC's coaches and the sport of swimming
- Assist Age Group Vice-Chair in coach selection for Zone Team
- Create and implement a Coach of the Year Award and coordinate and implement policies and facilitate elections regarding Coach of the Year Awards
- 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.

- Collaborate with the Age Group Vice-Chair, Senior Vice-Chair, Sanction Chair, and Technical Planning Chair of SC and LC Season Meet Schedules and general conduct and items associated with Meets

#### **I. Athlete Representatives**

The Athlete Representatives are members of the Board of Directors and the Executive Committee, nominated by the Athlete Representatives from the Athlete Committee and elected by the House of Delegates, one each year, to serve a two-year term beginning immediately following the May House of Delegates meeting.

The current Junior Athlete Rep becomes the new Senior Athlete rep when the Senior Athlete leaves the Board or when his/her term is up.

Duties of the Senior Athlete Representative include but are not limited to the following:

- Serve as liaisons between athlete members of Ozark Swimming and the BOD and HOD
- The Senior Athlete Rep is the Chair of the Athletes Committee
- The Junior Athlete Rep shall Chair the Athletes Committee in the absence of the Senior Athlete Rep
- Oversee the engagement of the Athlete Reps serving on the Athletes Committee
- Communicate with the athletes within the LSC on a regular basis to disseminate information from the BOD and HOD
- Undertake discussions and activities in the best interest of the Ozark Swimming athletes and the sport of swimming
- Promote LSC initiatives and create social programs for athlete members
- Support and mentor other athletes who may be interested in becoming the new Junior Athlete Rep
- Serve on any other standing committee or other committee the General Chair may appoint to
- Attend annual USA Swimming House of Delegate meeting
- Encourage athlete participation on all committees
- Recruit members of the Athletes Committee

#### **J. Safe Sport Chair**

The Safe Sport Chair is a member of the Board of Directors and is elected by the House of Delegates in an odd year for a two-year term beginning immediately following the May House of Delegates meeting. He or she may serve in this capacity with no term limit, as long as the member is in good standing.

The Safe Sport Chair shall be responsible for the implementation and coordination of and serve as the OSI liaison for the Safe Sport Program established by USA Swimming. The Safe Sport Chair shall work with USA Swimming Safe Sport Staff and the USA Swimming Safe Sport Committee to implement pertinent aspects of the national Safe Sport Program within OSI.

Duties of the Safe Sport Chair include but are not limited to the following:

- Serve as the primary contact for Ozark Swimming 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
- 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 Department, ZBOR, NBOR and any other necessary personnel with regard to Safe Sport allegations

#### **K. DEI Chair**

The DEI Chair is a member of the Board of Directors and is elected by the House of Delegates in an odd year for a two-year term beginning immediately following the May House of Delegates meeting. He or she may serve in this capacity with no term limit, as long as the member is in good standing.

The DEI Chair has charge of the affairs and property of the committee that develops and promotes programs to enhance Diversity, Equity, and Inclusion within OSI

Duties of the DEI Chair include but are not limited to the following:

- Serves as Chair of the DEI Committee
- Responsible for creating and implementing strategies, policies and programs that will create a diverse and inclusive environment for swimmers in Ozark Swimming, and build on the population of underrepresented coaches, athletes, administrators, and sports officials within the LSC/USA Swimming membership
- Disseminate USA Swimming Diversity, Equity, Inclusion education and promotion information
- Promote participation by OSI eligible athletes at USA Swimming Diversity Camps
- Collaborate with the Age Group Vice-Chair for Athlete Recruitment and Retention
- Establish programs for socio-economic diverse members and develop retention among that population

#### **IV. Elected OSI Committees Chairs (non-BOD members)**

The following committee Chairs, while not members of the Board of Directors, are elected by the House of Delegates in even or odd year as indicated below for a two-year term beginning immediately following the May House of Delegate meeting. He or she may serve in this capacity with no term limit, providing he or she is a member in good standing. The following have voting privileges for the House of Delegates. Descriptions and non-inclusive duties are as follows:

##### **A. Operational Risk Chair**

Elected by the House of Delegates in an even year for a two-year term beginning immediately following the May House of Delegates meeting.

- Responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA Swimming safety education information to all Group Members, athletes, coaches, and officials of Ozark Swimming
- Develop safety education programs and policies for the LSC and make recommendations regarding same and the implementation thereof to the Senior Vice-Chair and the Board of Directors
- Report to BOD and HOD a summary of reports of occurrence and any appropriate corrective actions
- Request reports from Club Safety Chairs
- Select a committee (including 20% of athlete participation and one official), with BOD approval
- Prepare a bi-annual Report of Occurrences for the HOD

##### **B. Disability Chair**

Elected by the House of Delegates in an even year for a two-year term beginning immediately following the May House of Delegates meeting

- 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 Ozark Swimming

##### **C. Membership/Registration Chair (Registrar)**

Elected by the House of Delegates in an odd year for a two-year term beginning immediately following the May House of Delegates meeting

- Registration of Group and Individual Members
- Coordinating with the Ozark Swimming Treasurer to ensure that members are reconciled with payments
- Issuing such reports as may be required by the BOD
- Supervising the transmission of registration information to and assist in the preparation of reports required by USA Swimming and assisting the other Divisions as needed
- Verify Coach and Official Certifications are valid, and if so, update membership records

- Communicate with Group members, etc. as necessary about registration and certification information
- Ensure registration information is updated on the website

#### **D. Officials Chair**

Elected by the House of Delegates in an odd year for a two-year term beginning immediately following the May House of Delegates meeting

- Oversee and manage the Officials Committee that develops and conducts the officials program of Ozark Swimming
- Select a committee (including 20% athlete participation), with the Board of Directors approval
- Chair of the Officials Committee which is responsible for recruiting, training, certifying, and supervising a roster of qualified and well-trained officials for Ozark Swimming
- Ensure that rules changes, rules interpretations, and official's procedural guidance are disseminated in a timely manner to provide consistency of officiating throughout the LSC
- Perform duties assigned by Officials Committee or the LSC, including assigning Meet Refs and Admin Refs to Ozark Champs meets
- Attend meetings, conferences, and workshops representing the interest of Ozark Swimming and its officials
- Designate individuals to attend USA-S officials' clinics
- Apply for national qualifying meet status where appropriate
- Direct the efforts of the committee to coordinate with the Treasurer to develop a budget for the Officials
- Be the point person for all Officials-related issues and will deal with matters in a timely matter
- Should be a referee certified by Ozark Swimming and each member of the Officials Committee shall be a certified official of Ozark Swimming

#### **E. Technical Planning Vice-Chair**

Elected by the House of Delegates in an even year for a two-year term beginning immediately following the May House of Delegates meeting

- Oversee and manage the long-range planning regarding the swimming programs conducted by the LSC, including the review and development of the Ozark Swimming philosophy
- Establish and maintain the Short Course and Long Course meet schedules for Ozark Swimming and administer the bidding process for meet hosting, including meet name, date, location, etc.
- Receive the Open Water schedule for inclusion in the LSC schedule
- Continually review and develop OSI philosophy, advising other committees and divisions regarding the implementation of that philosophy in the context of OSIs swimming programs
- Collaborates with the Age Group Vice-Chair, Senior Vice-Chair, Coaches Rep, and Sanction Chair of SC and LC Season Meet Schedules and the general conduct and items associated with Meets
- Review meet formats for all sanctioned meets
- Where issues arise in advance of meets, collaborate with the necessary Committee Chairs (Age Group, Senior, Coaches Rep, Officials, and Sanction), affected Meet Host staff, and others as necessary to promptly and fully resolve the issue(s)

**F. Open Water Chair**

Elected by the House of Delegates in an odd year for a two-year beginning immediately following the May House of Delegates meeting

- Supervise and oversee the Ozark Swimming 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
- Provide the Open Water schedule for inclusion in the LSC schedule

V. Ozark Swimming Organizational Structure and Oversight Responsibilities:

A. General Chair-

- Club Development
- Disability Swimming
- DEI
- Membership/Registration
- Safe Sport
- Hall of Fame and Special Events
- Web Content
- Sanction Chair

B. Administrative Division-Administrative Vice-Chair

- Rules and Regulations
- Elections
- Insurance
- Legal
- Operational Risk
- Policies and Procedures
- Public Relations
- By-Laws
- Publications/Newsletters
- Secretary
- LEAP
- Officials

C. Age Group Division-Age Group Vice-Chair

- Awards for Ozark Champs meets
- Awards/Recognition for Age Group Program
- Camps/Clinics

- Meet Evaluation
- Program Development
- Zone Team
- Time Standards
- Records Coordinator
- Times Coordinator
- Technical Planning

D. Senior Division-Senior Vice-Chair

- Athlete Committee liaison
- Awards/Recognition for Senior Program
- Camps/Clinics
- Meet Sponsorship
- Open Water
- Travel Assistance
- Technical Planning

E. Finance Division-Finance Vice-Chair

- Budgets
- Audits
- Finance
- Marketing/Sponsorship
- Tax filings and reporting
- Treasurer

F. Athletes Division-OSI Senior Athlete Representative/Chair

- Athlete Reps
- Athlete Committee

G. Coaches Division-Coaches Rep

- Supervision, certification, and education of coaches in OSI
- Consists of Coach Representative as the Chair and such additional Coach Members as may be determined by Coach Representative and a sufficient number of athletes appointed so as to constitute at least 20% of the voting membership of the Committee.

H. Officials Committee-Officials Chair

- Officials for OSI
- Certification of Officials

- Clinics for Officials
  - Policies and Procedures for Officials
- I. Technical Planning Committee-Technical Planning Chair
- Meet Bids
  - LSC Meet Schedule
  - Meet information and forms for championship meets
- J. Disability Committee-Disability Chair
- Disability Chair shall serve as Chair of Committee
  - At least one (1) Coach Member
  - At least one (1) parent of a disabled athlete
  - A sufficient number of athletes so as to constitute at least 20% of the voting membership of the Committee
- K. DEI Committee-DEI Chair
- DEI Chair serves as chair
  - Athletes, coaches and non-athlete reps from each geographical region within Ozark Swimming
  - Sufficient number of athletes appointed so as to constitute at least 20% of the voting membership of the Committee
  - Athlete members shall be appointed by General Chair with advice and consent of BOD
  - 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.
  - Intention of program to reach out to underrepresented groups in the overall community

## **6. Members of Standing Committees**

Athlete membership is required on all committees of at least 20% of the voting membership of the committee. The athlete committee members shall at the time of appointment (a) be an Athlete Member in good standing; (b) be at least 15 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-office member (with voice and vote) of each standing committee within the respective division. The ex-officio members and other designated members of certain standing committee shall be set forth below:

- A. Athletes Committee-shall consist of the OSI Senior Athlete Representative who shall serve as chair, the OSI Junior Athlete Representatives, At-Large Athlete Representatives,

Ex-Officio Athlete Representatives, and at least one athlete representative from each Group Member

- B. Operational Risk Committee-shall consist of the Operational Risk Chair, at least three other members, with a sufficient number of athletes so as to constitute at least 20% of the voting membership of the Committee
- C. Finance Committee-shall consist of the Finance Vice-Chair, who shall serve as chair, the Treasurer, General Chair, and the Administrative Vice-Chair, with a sufficient number of athletes so as to constitute at least 20% of the voting membership of the Committee
- D. Governance Committee-elected by the HOD and shall be comprised of at least five members, with a sufficient number of athletes so as to constitute at least 20% of the voting membership of the Committee, no more than half of the Committee shall be members of the BOD, members shall serve two-year terms, staggered so that one-half of members are elected each year; members may not serve for more than three consecutive terms; General Chair may not be a member but shall appoint members to fill vacancies, with the advice and consent of the BOD

## **7. USA Swimming Annual Business Meeting**

Ozark 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 Admin Vice-Chair, the Age Group Vice-Chair, the Senior Vice-Chair, the OSI Senior Athlete Chair and the Coach Representative to attend the USA Swimming Annual Business 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 members appointed by the General Chair to attend the USA Swimming annual business meeting as representatives of OSI and non-voting delegates to the USA Swimming House of Delegates.
- c. OFFICER DELEGATE ALTERNATES-If any of the officer delegates is unable to attend, then the General Chair, with the advice and consent of the BOD, shall appoint alternates who shall attend the USA Swimming annual meeting as delegates representing OSI.
- d. ATHLETE REPS 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.
- e. COACH REP ALTERNATES-If the Coach Rep is unable to attend, 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.

Statement of Acknowledgement

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

[CLICK HERE TO LINK TO BOD ORIENTATION MANUAL AND HANDBOOK ACKNOWLEDGMENT E-SIGNATURE FORM.](#)

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Print Name

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Signature

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Date

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Ozark Swimming Position

A brief summary of each Board member's responsibilities follows, along with a timeline that provides a general framework that follows the job descriptions.