



Board of Directors Manual

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The Board of Directors of Georgia Swimming, Inc.

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

Georgia Swimming (GA Swimming) business is conducted by its BOD, committees, and staff. Through its committees, proposals and recommendations for policy and procedures are presented to the BOD for approval. GA Swimming members have the right and responsibility to make recommendations to the BOD through each respective committee. Committee meetings are held throughout the year as needed, and during the bi-annual meetings in the spring and fall. BOD meetings are typically held monthly during short course season, and during the bi-annual meetings in the spring and fall. Proposals made by GA Swimming members are to be considered by the appropriate committee(s) before being considered by the BOD. Proposals brought before the House of Delegates (HOD) without first being considered by the appropriate committee are considered out of order.

There are three (3) HOD business items that the HOD members are responsible for: Election of officers; passing the annual budget; and, adopting bylaw changes. All other proposals are to be submitted to the appropriate committees either in advance of or during the regular committee business meetings for consideration.

The committee chairs are responsible for bringing all recommendations to the BOD meeting for consideration and approval. All newly adopted proposals will be communicated to the HOD during the committee reports. The Board of Directors shall consist of the following officers, committee chairpersons, coordinators and representatives of GA Swimming Inc., together with those additional members designated in the GA Swimming, Inc. Bylaws:

- General Chair
- Administrative Vice-Chair
- Treasurer
- Secretary
- Senior Vice-Chair
- Age Group Vice-Chair
- Coach Representative
- Officials Chair
- Technical Planning Chair
- Operational Risk Chair
- Safe Sport Coordinator

- Senior Athlete Representative
- Junior Athlete Representative
- Athlete-At-Large Representative
- At-Large Board Members

The BOD may consist of up to three (3) At-Large Board Members, one of which must be an Athlete. The HOD or BOD by resolution may reduce the number so long as there remains a 20% athlete compliance, but not increase the number by more than three (3). Any reduction in the number of At-Large Board Members shall not take effect until the terms of office of the incumbents expire or become vacant.

No more than three (3) members or coaches of any Club Member shall serve on the Board of Directors at any time. This limitation shall be applied separately as to Athlete Members and other Individual Members.

General Requirements for Board Members

Meeting Expectations

- Provide insight, suggestions, and concerns regarding LSC matters.
- Vote on decisions in the best interest of the Georgia Swimming LSC and its mission.
- Avoid conflict of interest or perceived conflict of interest by acknowledging potential conflicts upfront which may mean potentially forfeiting a vote.
- Abide by Robert's Rules of Order during meetings of the Board.
- Attend both Fall (September) and Spring (April) LSC Meetings, and any meetings, conference call or otherwise, throughout the year.

Committee Commitment

- Serve on at least one LSC committee.
- Schedule and hold regular meetings or conference calls with your committee to conduct necessary business.
- Provide an agenda in advance of your meeting to the LSC and brief minutes upon conclusion to be posted on the LSC website.

Fiscal Responsibility

- Provide financial oversight of the LSC budget, and respective committee budget.

Reference Georgia Swimming Bylaws Article 605 Board of Directors for more information on the role of the Board Director.

Committee Composition Recommendations

Below are suggested guidelines for committee chairs to consider when determining the composition of their respective committee:

- It is recommended that committee be composed by at least one coach from a small club (<80 registered swimmers), at least one coach from a medium club (81-200 registered swimmers), and at least one coach from a large club (>200 registered swimmers)
- It is recommended that committees be composed by at least one coach from each division (Northern, Northeastern, Metro, Southwestern, Southeastern).
- In fulfilling the club size and club division recommendations, one coach could simultaneously fill two different roles.
- It is recommended that committees be composed of no more than one coach from the same club.
- It is recommended that committees be composed by an odd number of members.

Appointment of New Members

- The Committee Chair is responsible for appointing new individual members to the committee.
- The Athlete Representatives are responsible for appointing athlete members to the committee, if applicable.
- The Officials Chair is responsible for appointing an official to be a member of the committee, if applicable.

Removal of Inactive Members

The committee chair is in charge of making sure all members of the committee are active participants, lending their voice to the populations of which they are to represent. Thus, it is recommended that any member who fails to attend (two) 2 consecutive meetings, or (three) 3 or more meetings over the course of a season, be removed from the committee and a replacement be appointed to ensure the committee composition suggestions are still met.

Office of the 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 odd-numbered year for a two-year term beginning at the conclusion of the April LSC meeting of the year in which the election takes place. As long as the member is in good standing, he or she may serve in this capacity for two consecutive terms.

Specific duties of the General Chair are as follows:

- A. Develop the direction of GA Swimming's programs and initiatives to promote the vision and mission of GA Swimming.
- B. Work with the Executive Director to arrange and announce the meeting dates and sites for the April and September LSC meetings.
- C. Report to the Board of Directors all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of GA Swimming.
- D. Preside at the Executive Committee, Board of Directors and House of Delegates meetings.
- E. See that all duties and responsibilities of the coordinators, committees or sub-committees in his or her charge are properly and promptly carried out.
- F. Along with the Membership/Registration Coordinator, the Secretary, the Finance Vice-Chair and the Treasurer, shall be collectively responsible for seeing that all required reports and remittances are made to USA Swimming National Headquarters.
- G. Execute deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized.
- H. Sign checks, drafts or other orders for the payment or transfer of money.
- I. Prepare and submit to the Treasurer no later than August 15th of each year an Executive Budget which includes anticipated travel expenses for officers, athletes, member to workshops and the annual USAS Convention.
- J. Serve as a member of the Budget Committee, the Finance Committee, the Program Development Committee and as the Chair of the Personnel Committee.
- K. Supervise and work with the staff of GA Swimming to lead the organization in the direction established by the Board of Directors.
- L. Call special meetings as deemed necessary.
- M. Appoint chairpersons of standing committees and other coordinators with the advice and consent of the Board of Directors and the respective division Vice-Chair.
- N. Appoint up to 10 members as At-Large Delegates to the LSC House of Delegates.
- O. Receive a resignation from a committee chair or a member of either the Board of Directors or the Board of Review.
- P. Fill a vacancy on the Board of Directors, the Board of Review, the Nominating Committee, a committee chair or a committee member with the advice and consent of the Board of Directors and, where applicable, the respective division Vice-Chair.
- Q. Receive complaints from members of GA Swimming and forward the appropriate matters to the Southern Zone Board of Review for consideration. The General Chair will receive a copy of decisions rendered by the Board of Review.

In the event of a vacancy in the Office of the General Chair, or of the General Chair's temporary or permanent incapacity, 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. If the General Chair is to be absent from the Territory, the General Chair may, but is not obligated to, designate the Administrative Vice-Chair as Acting General Chair for the duration of the absence.

The General Chair, Administrative Vice Chair, and Treasurer each may sign and execute in the name of GA Swimming deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized by the GA Swimming Policies and Procedures Manual, the Board of Directors or the House of Delegates, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors to another officer or agent, expressly requires two or more signatures or is required by law to be otherwise executed. Additional signing authority may be provided by standing resolutions of the Board of Directors or the House of Delegates.

Office of the 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-numbered year for a two-year term beginning at the conclusion of the April LSC meeting of the year in which the election takes place. As long as the member is in good standing, he or she may serve in this capacity for two consecutive terms.

Specific duties of the Administrative Vice-Chair are as follows:

- A. Conduct meetings in the absence of the General Chair.
- B. Perform all duties of the General Chair, with the powers of the General Chair, in the event of absence or illness.
- C. Oversee and have authority over the management, business, operations, affairs and property of Georgia Swimming.
- D. Aid in the development of policy and coordination of the activities of the officers and committees.
- E. Maintain updates of Georgia Swimming's Policies and Procedures Manual, Rules and Regulations, and Bylaws.
- F. The Administrative Vice Chair shall aid in the development of policy and the coordination of activities, or with the aid of the respective committees, as shown below:
 - a. All-Star Tabulation
 - b. Legal (General Counsel, if applicable)
 - c. Nominations & Elections
 - d. Officials
 - e. Operational Risk
 - f. Personnel
 - g. Safety
 - h. Sanctions
 - i. Technical Planning

The General Chair, Administrative Vice-Chair, and Treasurer each may sign and execute in the name of GA Swimming deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized by the GA Swimming Policies and Procedures Manual, the Board of Directors or the House of Delegates, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors to another officer or agent, expressly requires two or more signatures or is required by law to be otherwise executed. Additional signing authority may be provided by standing resolutions of the Board of Directors or the House of Delegates.

Office of the Treasurer

The Treasurer is a member of the Board of Directors and the Executive Committee elected by the House of Delegates in an even-numbered year for a two-year term beginning at the conclusion of the April LSC meeting of the year in which the election takes place. As long as the member is in good standing, he or she may serve in this capacity for two consecutive terms.

Specific duties of the Treasurer are as follows:

- A. Chief Financial Officer and primary receiving and disbursing officer of Georgia Swimming, except as otherwise directed by the Board of Directors.
- B. Receive all moneys, incomes, fees and other receipts of Georgia Swimming and make deposits on behalf of Georgia Swimming.
- C. Pay all bills, salaries, expenses and other disbursements approved by an authorized officer and keep proper record of all disbursements.
- D. Oversee and manage of financial affairs and the development and implementation of an investment program for Georgia Swimming's working capital, funded reserves and endowment funds.
- E. Work with the paid staff of Georgia Swimming to develop and implement a fundraising and/or sponsorship plan for Georgia Swimming.
- F. Prepare an annual budget, and quad budget for Georgia Swimming's operations and present the budget for approval by the Board of Directors and the House of Delegates.
- G. Prepare and provide necessary information for the annual audit and federal, state, and local tax returns of Georgia Swimming, and ensure compliance with all government entities.
- H. Submit necessary financial statements, tax information, and requested reports to USA Swimming.
- I. Conduct the year-end review of the financial documents.
- J. Keep correct books of account and other financial records of all its affairs and transactions with the ability to present this information upon request.
- K. Issue reports at each House of Delegates meeting and when requested by the General Chair listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the preceding period and for the fiscal year to date.
- L. The Treasurer is the Chair of the Budget Committees and a member of the Personnel Committee.
- M. The Treasurer, along with the Membership/Registration Coordinator, the Secretary, the Finance Vice-Chair and the General Chair, shall be collectively responsible for seeing that all required reports and remittances are made to USA Swimming national headquarters.
- N. Receive proper documentation of and issue reimbursements for expenditures for LSC activities according to the GA Swimming Bylaws and the Policies and Procedures Manual.
- O. Provide monthly Balance Summary and Profit and Loss versus budget reports, and

Reconciliation report to the General Chair and ensure that General Chair and another Board member appointed by General Chair other than LSC Treasurer have real time access for viewing activity on all checking accounts.

- P. For the LSC Spring and Fall Meetings the Treasurer will provide fiscal year-end balance summary and profit loss versus budget information for general distribution at the House of Delegates.

All checks exceeding \$2,000.00 dollars with the exception of those written to USA Swimming will be communicated to the General Chair.

Prepare the corporation's annual tax returns.

Significant Dates for Office of the Treasurer:

- October 15th: Transmit accounting information to the assigned tax preparer. Upon receipt of tax documents, the Treasurer will sign and submit documents to the IRS. A year-end review will be conducted by three members of the Board of Directors and a year-end balance summary, 990 form and letter of the year-end review will be submitted to USA Swimming by November 15th.
- By February 1st: Mail all 1099 Forms to contractors and submit a 1096 Form to the IRS.
- By April 1st: The Treasurer will go to the Georgia Department of State website and pay for the renewal of corporate license. If General Chair, Treasurer, or Secretary changes this renewal process has to occur again.

Office of the Secretary

The Secretary is a member of the Board of Directors elected by the House of Delegates in an odd-numbered year for a two-year term beginning at the conclusion of the April LSC meeting of the year in which the election takes place. As long as the member is in good standing, he or she may serve in this capacity for two consecutive terms.

Specific duties of the Secretary are as follows:

- A. Keep accurate records and minutes of all meetings of the House of Delegates and Board of Directors.
- B. Within 15 days of each HOD or BOD meeting, transmit a copy of the minutes of the meetings to the respective Board of Directors members.
- C. Conduct official meeting correspondence, provide notices and make required and requested reports to USA Swimming.
- D. With the paid staff of Georgia Swimming, manage and oversee records and the seal of Georgia Swimming.
- E. Receive written appointments from Clubs designating their HOD representatives.
- F. Provide written notice when a member of the Board of Directors, the Board of Review or a Committee Chair is to be removed for deficiency of performance.
- G. The Secretary along with the Membership/Registration Coordinator, the General Chair, the Finance Vice-Chair and the Treasurer, shall be collectively responsible for seeing that all required reports and remittances are made to USA Swimming national headquarters.

Office of the 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-numbered year for a two-year term beginning at the conclusion of the April LSC meeting of the year in which the election takes place. As long as the member is in good standing, he or she may serve in this capacity for two consecutive terms.

Specific duties of the Senior Vice-Chair are as follows:

- A. Oversee and manage the Senior Committee that develops and conducts the senior swimming program of Georgia Swimming, including but not limited to State Championship meets and time standards.
- B. Select a committee (including 20% athlete participation and 1 official), with Board of Directors approval.
- C. Receive safety recommendations from the Operational Risk Chair.
- D. Work with potential meet hosts regarding the meet information and meet referees for GA Swimming Senior Championship Meets. Work off of established information format and make changes as deemed necessary by the committee.
- E. Serve on the Technical Planning Committee, and specifically seek and provide input regarding meets for 15 and over swimmers - Senior championship meets, as well as other necessary meets for senior swimmers.
- F. Work with the Senior Committee and the LSC Treasurer to budget National Meet Reimbursements for Athletes and Coaches.
- G. Serve as a delegate (or recommend replacement) for GA Swimming at the USAS Convention and attend and provide reports on any and all meetings involving Senior swimming within two weeks of return.
- H. Serve on the Sanction Committee.

Office of the 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 even-numbered year for a two-year term beginning at the conclusion of the April LSC meeting of the year in which the election takes place. As long as the member is in good standing, he or she may serve in this capacity for two consecutive terms.

Specific duties of the Age Group Vice-Chair are as follows:

- A. Oversee and manage the Age Group Committee that develops and conducts the age group swimming program of Georgia Swimming, including but not limited to State Championship meets and time standards.
- B. Select a committee (including 20% athlete participation and 1 official), with Board of Directors approval.
- C. Receive safety recommendations from the Operational Risk Chair.
- D. Work with potential meet hosts regarding the meet information and meet referees for GA Swimming Age Group Championship Meets. Work off of established information format and make changes as deemed necessary by the committee.
- E. Serve on the Technical Planning Committee, and specifically seek and provide input regarding meets for 14 and under swimmers - Age Group championship meets, as well as other necessary meets for age group swimmers.
- F. Responsible for the organization and coordination of the Age Group Zone Team, along with the Zone Team Manager. Responsibilities include, but are not limited to:
 - a. Work with the Age Group Committee, Zone Team manager, and the LSC Treasurer to budget the Age Group Zone Team Trip for Athletes and Coaches.
 - b. Assist in the selection of the Zone Team Head Coach, the assistant coaching staff, and the selection of athletes and their events. In the event of the lack of a Zone Team Manager, the Age Group Chair is responsible for making all of the arrangements (e.g. reservations, travel, food, lodging, swimwear, etc.) for the Zone Team.
- G. Serve as a delegate (or recommend replacement) for GA Swimming at the USAS Convention and attend and provide reports on any and all meetings involving Age Group swimming within two weeks of return.
- H. Serve on the Sanction Committee.

Office of the Coaches Representative

The Coaches Representative is a member of the Board of Directors and the Executive Committee, elected by the coach members in good standing at a meeting during the LSC Coaches Committee Spring meeting in an even-numbered year, for a two year term beginning the Monday following the HOD meeting election. As long as the member is in good standing, he or she may serve in this capacity for two consecutive terms if re-elected.

Specific duties of the Coaches Representative are as follows:

- A. Oversee and manage the Coaches Committee.
- B. Gather information and feedback from the coaches to bring to the BOD and HOD.
- C. Communicate with the coaches within the Georgia Swimming LSC on a regular basis to disseminate information from the Board of Directors and House of Delegates.
- D. Undertake discussions and activities in the best interest of the Georgia Swimming coaches and the sport of swimming.
- E. Bring other coaches and professionals to the LSC for educational sessions geared toward athletes and coaches.
- F. Mentor and oversee the Athlete Representatives.
- G. Serve on the award committee.
- H. Determine each year's Age Group Coach of the Year and Senior Coach of the Year based off of previous year's data.
- I. Work with the Coaches Committee, Age Group Committee, and previous year's Georgia Zone Team Head Coach to choose the Georgia Zone Team coaches.
- J. The Coaches Representative also serves on the Technical Planning Committee.

Office of the Officials Chair

The Officials Chair is a member of the Board of Directors and shall be appointed by the General Chairman with the approval of the Board of Directors. The Officials Chair shall serve for a term beginning at the conclusion of the April LSC meeting of the year in which the election takes place.

Specific duties of the Officials Chair are as follows:

- A. Oversee and manage the Officials Committee that develops and conducts the officials program of Georgia Swimming.
- B. Select a committee (including 20% athlete participation), with Board of Directors approval.
- C. Recruit, train, certify, and supervise a roster of qualified and well-trained officials for Georgia Swimming, or delegate a member of the committee to perform these duties.
- D. He/she shall establish and maintain programs which provide assistance to coaches and swim clubs in matters related to recruiting and retention of officials.
- E. Insure that rules changes, rules interpretations and official's procedural guidance are disseminated in a timely manner to provide consistency of officiating throughout GA Swimming.
- F. Attend meetings, conferences, workshops and conventions, representing the interest of GA Swimming and its officials.
- G. Direct the efforts of the committee to coordinate with the Treasurer to develop a supportable program of reimbursement for officials traveling to OQM's for advanced certifications.
- H. Be the point person for all Officials-related issues and will deal with matters in a timely matter.
- I. Must be a referee certified by Georgia Swimming and each member of the Officials Committee shall be a certified official of Georgia Swimming.

Office of the Technical Planning Chair

The Technical Planning Chair is a member of the Board of Directors appointed by the General Chair with the approval of the Board of Directors in an odd-numbered year for a two-year term beginning at the conclusion of the April LSC meeting of the year in which the election takes place.

Specific duties of the Technical Planning Chair are as follows:

- A. Oversee and manage the long-range planning regarding the swimming programs conducted by Georgia Swimming, including the review and development of the Georgia Swimming philosophy.
- B. Establish and maintain the Short Course and Long Course meet schedules for GA Swimming and administer the bidding process for meet hosting. Including meet name, date, location, entry fees, pool surcharge (if applicable), awards, and maximum number of swimmers.
- C. Receive the Open Water schedule for inclusion in the LSC schedule.
- D. Review the Divisional structure every four years and oversee the process of determining if expansion or club reassignments are necessary.
- E. Work with Divisional representatives to assign new clubs to Divisions.
- F. Advise other committees established by Georgia Swimming regarding the implementation of the organization's philosophy in the context of Georgia Swimming programs (i.e. State Championship meets, invitationals, etc.).
- G. The Technical Planning committee will include the Technical Planning Chair, Age Group Vice-Chair, Senior Vice-Chair, Coaches Representative, Senior Athlete Representative, and at least three additional members including one (official).

Office of the Operational Risk Chair

The Operational Risk Chair is a member of the Board of Directors and shall be appointed by the General Chair with the approval of the Board of Directors. The Operational Risk Chair shall serve for a term beginning at the conclusion of the April LSC meeting of the year in which the election takes place.

Specific duties of the Operational Risk Chair are as follows:

- A. 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 GA Swimming.
- B. Develop safety education plans, programs and policies for the LSC.
- C. Select a committee (including 20% athlete participation and 1 official), with Board of Directors approval.
- D. Receive Reports of Occurrences and transmit the report to the Board of Directors on a monthly basis, or as the board meets.
- E. Prepare a bi-annual Report of Occurrences for the House of Delegates

Office of the Safe Sport Coordinator

The Safe Sport Coordinator is a member of the Board of Directors and shall be appointed by the General Chair with the approval of the Board of Directors. The Safe Sport Coordinator shall serve for a term beginning at the conclusion of the April LSC meeting of the year in which the election takes place.

Specific duties of the Safe Sport Coordinator are as follows:

- A. Work with the USA Swimming Safe Sport staff and committee and serve as the Georgia Swimming liaison for USA Swimming's Safe Sport Program.
- B. Implement and coordinate effective Safe Sport educational programs for all Athlete and Non-Athlete Members, and clubs.
- C. Be trained regarding the complaint reporting structure and refer all reports of a violation of the Athlete Protection policy directly to the local club within Georgia Swimming, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority.
- D. Participate in workshops as provided by USA Swimming to collect and disseminate Safe Sport best practices.
- E. Serve as an information resource for Georgia Swimming clubs and membership and connect them with local educational partners and resources.
- F. Receive feedback and suggestions on Safe Sport policy and programs from Georgia Swimming clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff.
- G. 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.

Offices of the Athlete Representatives

The Athlete Representatives shall serve as the liaisons between the athletes who are members of GA Swimming and the Board of Directors and House of Delegates.

The Senior Athlete Representative is a member of the Board of Directors. A new Junior Athlete representative is elected in July at the Senior State LC Championship meet. The current Junior Athlete Representative becomes the new Senior Athlete representative and the current Senior Athlete representative moves off of the Board of Directors. The Junior Athlete Representative is a member of the Board of Directors is elected by vote in July at the Senior State LC Championship meet. The runner-up of the election becomes the Athlete At-Large member of the Board of Directors.

Specific duties of the Athlete Representatives are as follows:

- A. The Senior Athlete Representative is the Chair the Athletes Committee.
- B. The Junior Athlete Representative shall Chair the Athlete Committee in the absence of the Senior Athlete Representative.
- C. Oversee the engagement of the Athlete Representatives serving on the Athlete Committee.
- D. Communicate with the athletes within the Georgia Swimming LSC on a regular basis to disseminate information from the Board of Directors and House of Delegates.
- E. Undertake discussions and activities in the best interest of the Georgia Swimming athletes and the sport of swimming.
- F. Promote LSC initiatives and create social programs for Athlete Members.
- G. Support and mentor other athletes who may be interested in becoming the new Junior Athlete Representative.