



# **Florida Swimming Athlete Committee Manual**

Addendum to LSC Policies & Procedures

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## **General Use of Manual**

### **Purpose**

The Florida Swimming Athlete Committee Manual (referred to throughout as “Manual” or “Committee Manual”) consists of the policies and procedures governing the Florida Swimming Athlete Committee (“FLAC”), as defined in the LSC Bylaws. It is an addendum to the LSC Policies and Procedures and is implemented as such.

### **Authority**

The policies and procedures outlined in the Manual must be followed by all members of the Athlete Committee and of Florida Swimming. Any consequences or sanctions established in the Manual must be implemented accordingly. Failure to follow the Manual may result in punishment including (but not limited to) formal censures, change of position or seat, expulsion from position or seat, hearing with the LSC Board of Directors, or complaints with the LSC Board of Review.

Where local law and Manual policies conflict, local law prevails. Where LSC bylaws and Manual policies conflict, LSC bylaws prevail. Where USA Swimming bylaws, policies, interpretations, or other regulations and Manual policies conflict, USA Swimming rulings prevail. Upon implementation of the Manual, all conflicting policies in the LSC Policies and Procedures manual, as well as all conflicting policies in the LSC Rules and Regulations manual, are null and void unless otherwise agreed upon by the Senior Athlete Representative, Junior Athlete Representative, Executive Director, and General Director.

### **Amendments to the Manual**

Any amendment to the Manual requires a vote of approval by the Board of Directors and one of the following votes of approval:

- A majority of the Athletes Committee, including both Junior and Senior Athlete Representative
- A  $\frac{3}{4}$  majority of the Athlete Committee, including either Junior or Senior Athlete Representative
- A  $\frac{4}{5}$  majority vote of the Junior and Senior Athlete Representatives and the three at-large Board of Directors Athlete Representatives
- Approval of both Junior and Senior Athlete Representative and a  $\frac{4}{5}$  majority of the LSC Executive Committee

Amendments must not conflict with local law, LSC bylaws, or USA Swimming bylaws, policies, interpretations, or rulings.

### **Exceptions to the Manual**

In the case that an immediate exception to the Manual becomes necessary, a vote of  $\frac{4}{5}$  of the Athlete Committee and both the Junior and Senior Athlete Representatives, or a unanimous vote of the Athlete Committee with approval of the Executive Director or General Chair, may temporarily alter or ignore a portion of the Manual.

## Interpretations of the Manual

Should question arise as to the implementation or definition of part or all of the Manual, a vote of the current Senior and Junior Athlete Representatives and the previous three (3) Senior Athlete Representatives shall be called to determine a final ruling.

## Implementation of the Manual

Ratification of the Manual shall consist of a majority vote of approval by the LSC Board of Directors and a  $\frac{3}{4}$  vote of the Athlete Committee, including both Junior and Senior Athlete Representative.

Upon Ratification of the Manual, it must be implemented within thirty (30) days.

## FLAC Leadership Duties

The Florida Swimming Athletes Committee shall consist of:

- Senior Athlete Representative
- Junior Athlete Representative
- All Committee Athlete Representatives
- All Area Athlete Representatives
- All athlete members of the Board of Directors
- Additional non-voting Club Representatives

## FLAC Leadership

The Senior Athlete Representative shall be the Chair of the Athlete Committee. The Junior Athlete Representative shall be the Vice Chair of the Athlete Committee. The election of Junior Athlete Representative, term lengths, and transition details are as described in the LSC Bylaws and in the Junior Athlete Representative Election Procedure addendum to the Manual<sup>1</sup>.

## Junior and Senior Representatives Duties

The responsibilities of the Junior and Senior Athlete Representatives include, but are not limited to (and may encompass any arising needs or issues)<sup>2</sup> the following:

- Conduct, or designate a person to conduct, all FLAEC/Athletes' Committee meetings.
- Designate a person to act as recording secretary at all FLAEC/Athletes' Committee meetings.
- Regularly communicate with the Florida Swimming Senior Vice Chair and other appropriate members of LSC Leadership.
- Serve as a member of Florida Swimming Board of Directors and Florida Swimming Executive Committee, and House of Delegates.
- Assist in communicating the business of the Athletes' Committee by contributing to relevant publication/media outlets (Florida Swimming website, Florida Swimming Social Media Outlets, Athletes' Newsletter, etc.).
- Provide pre- and post-Convention reports.
- Set yearly committee and position goals.
- Lead communication efforts with other LSC's.

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<sup>1</sup> Addendum 1

<sup>2</sup> Additional duties are listed throughout the Manual as well.

- Administer the changing of the Athlete Representatives' Email Accounts.
- Appoints Athletes to Athlete Representative positions when needed.
- Keep all records/information for future Chair.

All responsibilities primarily belong to the Senior Athlete Representative and may be designated/shared with the Junior Athlete Representative at their request.

### **At-Large Board of Directors Athletes**

Per the LSC bylaws, the Board of Directors shall consist of at least 20% athletes, which, at the time of implementation, is five (5) members – the Senior and Junior Athlete Representatives, and three (3) at-large athlete members. The at-large athlete members shall consist of the two (2) Athlete Representatives to the Technical Planning committee, and, should he or she be willing, the prior Senior Athlete Representative. Should the prior Senior Athlete Representative not accept the position, another member may be appointed by the current Senior and Junior Athlete Representatives.

### **Qualifications – Technical Planning/BOD Athletes**

The Technical Planning/At-Large BOD Athlete Representatives must meet the following qualifications in addition to any qualifications listed for general FLAC Representatives:

- Six (6) months prior experience as a voting member of the Athlete Committee (Committee Representative or Area Representative)
- 3.75 weighted GPA (4-point scale)
- Currently hold at least a Sectionals qualifying time in their respective age group (may be for any Sectional meet within the Section)

Appointment of an athlete to the Technical Planning/At-Large BOD position must consist of approval of both Senior and Junior Athlete Representatives, the Executive Director, and either the Technical Planning Chair or LSC General Chair. All five listed individuals may also accept an exception to the qualifications as listed above.

### **Term Lengths – Technical Planning/BOD Athletes**

Technical Planning/At-Large BOD Athletes do not operate on the same term cycle as other FLAC members. While their terms may not exceed two years, they may start or terminate at any point throughout the year.

## **Committee Representatives**

Every standing committee within Florida Swimming shall, per the LSC bylaws, consist of at least 20% athletes in the voting membership. The Senior and Junior Athlete Representatives shall appoint Athlete Representatives to these committees as necessary.

### **Term Lengths**

Committee members shall hold two (2) year terms, with terms beginning on June 1 and ending on May 31. Representatives to the Senior Committee, Age Group Committee, Safe Sport Committee, as well as one member of the Officials Committee, shall have terms beginning and ending in even-numbered years. Representatives to the Diversity Committee, Finance

Committee, as well as the other member of the Officials committee, shall have terms beginning and ending in odd-numbered years.

There are no term limits on Committee Representatives. However, at the conclusion of a term, a standing committee member must reapply for their position to maintain it. Transfers of positions between consenting FLAC members may be permitted at the designation of the Senior and Junior Athlete Representative, within reason.

## **Duties**

Committee members shall be responsible for duties including but not limited to the following:

- Voicing + voting of the Athlete Committee's opinions at all committee meetings
- Communicating decisions and information between the Athlete Committee and their respective committees
- Attendance at all Athlete Committee and respective committee meetings (unless adequate notice is given to the Senior and Junior Athlete Representatives)
- Voicing + voting of their own opinions at Athlete Committee meetings

## **Qualifications**

To be appointed as a committee representative, unless otherwise waived by the Senior and Junior Athlete Representative, an athlete must:

- Have/maintain a 3.5 weighted GPA (4-point scale)
- Have at least a current LSC championship qualifying time in their respective age group
- Be willing to attend all FL meetings as dictated
- Have been an active member of USA Swimming for at least 2 years, or have a Futures Cut
- Live within the territory of the LSC, and be a member in good standing of a club within the LSC
- Submit a statement of recommendation from a coach, teacher, or committee chair

## **Area Representatives**

Every standing committee within Florida Swimming shall, per the LSC bylaws, consist of at least 20% athletes in the voting membership. This includes the six Area Committees. The Senior and Junior Athlete Representatives shall appoint Athlete Representatives to these Area Committees as necessary.

In the event that an Area Representative position cannot be filled, that position will become a "Special Projects Representative" position. This representative will incur the same duties, responsibilities, requirements, etc. as an Area Representative; however, they are simply not assigned an area.

## **Term Lengths**

Area Representatives shall hold two year terms. Representatives to Areas 1, 3, and 5 shall begin and end their terms in even-numbered years. Representatives to Areas 2, 4, and 6 shall begin and end their terms in odd-numbered years. Committee members shall hold two (2) year terms, with terms beginning on June 1 and ending on May 31.

There are no term limits on Committee Representatives. However, at the conclusion of a term, a standing committee member must reapply for their position to maintain it. Transfers of positions between consenting FLAC members may be permitted at the designation of the Senior and Junior Athlete Representative, within reason.

## **Duties**

Committee members shall be responsible for duties including but not limited to the following:

- Voicing + voting of the Athlete Committee's opinions at all committee meetings
- Communicating decisions and information between the Athlete Committee and their respective committees
- Attendance at all Athlete Committee and respective committee meetings (unless adequate notice is given to the Senior and Junior Athlete Representatives)
- Voicing + voting of their own opinions at Athlete Committee meetings
- Recruiting and managing local club representatives

## **Qualifications**

To be appointed as an area representative, unless otherwise waived by the Senior and Junior Athlete Representative, an athlete must:

- Have/maintain a 3.5 weighted GPA (4-point scale)
- Have at least a current LSC championship qualifying time in their respective age group
- Be willing to attend all FL meetings as dictated
- Have been an active member of USA Swimming for at least 2 years, or have a Futures Cut
- Live within the territory of the LSC, and be a member in good standing of a club within the LSC
- Submit a statement of recommendation from a coach, teacher, or committee chair

## **Club Representatives**

Each club maintaining the qualifications to hold a vote in the FL House of Delegates may designate a Club Athlete Representative. That individual will be both a non-voting member of the FLAC and a voting member of the Athlete Election Committee as defined in the LSC Bylaws and Addendum 1.

Qualifications, term lengths, and rotations of Club Representatives shall be decided by each individual club; however, club representatives must be actively registered with the club and be in good standing.

Club representatives report both to their Area Representatives and the Senior and Junior Athlete Representatives. If a club has other Athlete Representatives serving in voting positions throughout the FLAC, they may name an additional athlete as a Club Representative. Active voting members of the FLAC may not serve as Club Representatives.

## Vacancies/Line of Command

### Senior/Junior Athlete Representative Vacancy

In the event that a vacancy exists in either the Senior or Junior Athlete Representative position, the remaining Senior or Junior Athlete Representative or, failing that, the General Chair, may nominate an individual to fill the opening. Unless impractical or impossible, the nominated individual shall be one of the two Technical Planning/At-Large BOD representatives. If the vacancy is in the Junior Representative spot, then that vacancy shall be filled; if the vacancy is in the Senior Representative spot, then the current Junior Representative shall become Senior Representative and serve out the remainder of their two year term, and the Junior Representative spot shall be filled.

If both seats are vacant, then the two Technical Planning/At-Large BOD representatives shall be immediately nominated to fill the seats. The Athlete Committee will then vote to decide which shall be Senior Representative and which shall be Junior Representative.

To confirm nomination of an athlete to a vacant Senior or Junior Athlete Representative position, one of the following must be obtained, including the approval of the remaining Senior Athlete Representative and the Executive Director:

- A 2/3 vote of the Athlete Committee
- A 3/5 vote of the Executive Committee
- A 2/3 vote of the Board of Directors
- A 2/3 vote of the Athlete Election Committee

### Technical Planning/At-Large BOD Vacancies

In the event that either of the seats of the Tech Planning/At-Large BOD representatives is vacant, the appointment process shall occur as normal.

### Committee Vacancies

In the event of a committee vacancy, the appointment process shall occur as normal. The appointed individual is still bound to the term of their predecessor.

## Expulsion and Impeachment

### Removal of Senior or Junior Athlete Representative

In the event that by means of demeanor, incompetence, immoral or illegal behavior, or repeated and/or blatant failure to comply with LSC Bylaws, Rules & Regulations, Policies & Procedures, a series of votes may occur to remove either Senior or Junior Representative from office.

With a vote of removal from the other Athlete Representative, and a majority vote of removal from the Board of Directors, either may be removed by:

- A  $\frac{3}{4}$  vote of removal by the Athlete Committee
- A 2/3 vote of removal by the Executive Committee
- A 2/3 vote of removal by the House of Delegates
- A  $\frac{3}{4}$  vote of removal by the Board of Directors



- A 3/4 vote of removal by the Athlete Election Committee

Without a vote of removal from the other Athlete Representative, but still with a majority vote of removal from the Board of Directors, either may be removed by:

- A 4/5 vote of removal by the Athlete Committee
- A 3/4 vote of removal by the Executive Committee
- A 3/4 vote of removal by the House of Delegates
- A 4/5 vote of removal by the Board of Directors
- A 4/5 vote of removal by the Athlete Election Committee

Neither Senior nor Junior Athlete Representative may be removed from office without proper and complete reasons for removal being presented and made publicly available (excluding instances wherein the Representative in question requests the information to be held only to voting members).

Conviction of a crime or evidence that a crime was committed shall result in the immediate removal of a Representative from office.

### **Removal of Committee, Technical Planning/At-Large BOD, Area Representatives**

Any voting member of the FLAC (excluding the Senior and Junior Athlete Representative) may be removed by any of the following processes:

- A 3/4 decision of removal from both the Senior and Junior Athlete Representatives, the Executive Director, and the General Chair
- A 2/3 vote of the Executive Committee
- A 2/3 vote of removal by the Board of Directors
- A 2/3 vote of removal by the Athlete Committee with the approval of either Senior or Junior Athlete Representative
- A 3/4 vote of removal by the Athlete Committee

Conviction of a crime or evidence that a crime was committed shall result in the immediate removal of a Representative from office.

### **Removal of Club Representatives**

Although Club Representatives and their terms remain primarily under control of the Club, reasonable grounds for removal, accompanied by approval of both Senior and Junior Athlete Representative and either the Executive Director or General Chair may remove a Representative from office. Conviction of a crime or evidence that a crime was committed shall result in the immediate removal of a Representative from office.

## Appendix

### Addendum 1: Junior Athlete Representative Election Procedures

The Junior Athlete Representative Election shall occur each Spring, with the election taking place between mid-February and mid-March, with applications being open for a minimum of fourteen (14) days. Extensions or exceptions may be granted by either:

- A three-quarters (3/4) majority vote of the Athletes Committee, with the approval of either Senior or Junior Athlete Rep OR
- A majority vote of the Athletes Committee, the approval of Senior and Junior Athlete Reps

Wherein a majority vote of the Board of Directors is obtained as well.

Each club's representative to the Athletes Election Committee shall be appointed no later than the closing of the candidate application. If this representative is not the same individual listed on the club's registration as "Athlete Representative", written notice must be given to the Senior and Junior Athlete Reps prior to the closing of the candidate application with the understanding that the named individual will become the club's representative to the Athlete's Election Committee and non-voting representative to the Athletes Committee. If this representative is 18 years of age or older, they must have an active Athlete Protection Training certification.

The election shall occur no less than four (4) days after the closing of the application. During this period, the Senior Athlete Representative, Junior Athlete Representative, and Executive Director (or her designee) shall review the applications, ensuring that all meet the qualifications and requirements to be elected Junior Athlete Representative. Throughout this review, the individuals deem a prospective candidate to be unqualified within reason, they may disqualify their application and remove them from the election. Applicants leaving any section blank or blatantly ignoring length limitations will not be considered and will be disqualified. These three individuals will narrow the applicant pool down to 3-5 applicants (with the possibility for exceptions to this number if necessary) to then be sent to the Athlete Election Committee for voting.

The application shall be approved by the Executive Committee prior to its opening and release. It shall consist at minimum of qualification questions; a letter of recommendation from a coach, teacher, or committee chair; a personal statement; and any questions or information requested from the Senior or Junior Athlete Rep.

Prior to their release to the Athlete Executive Committee, the names, clubs, gender, location, area, and any personal information of the applicants should be redacted. If any identifying information (club name, school name, etc.) are mentioned later in the application, the information should be redacted in such a way as to maintain the understanding of that point of the application, simply without any identifying information. (For example, "member of the National Honors Society at ██████████ High School".) Letters of recommendation will not be considered beyond the "initial review" phase of the application process and will not be sent to the Athlete Election Committee.

The candidates may be contacted by the Senior and/or Junior rep prior to the election to discuss the position, procedure, and any other arising issues. However, communication must be communal, and contact with individual candidates, outside of personal matters, shall be prohibited.

Candidates may NOT contact members of the Athletes Election Committee regarding their candidacy or application, provide identifying information about their application, or contact coaches, other than their own coach, their committee chair, or former coaches regarding their candidacy (i.e., outside of letters of recommendation).

The Senior and Junior Athlete Representatives may add any additional measures of election security that they see fit provided they receive approval for said processes from the Executive Director, and provided that such measures are taken completely and legitimately in the interest of the fairness of the election procedures.

The election process shall occur first via a conference call, scheduled and notified in accordance with the LSC Bylaws for any regular committee meeting. The applications shall be sent to the Athlete Election Committee no greater than two (2) hours prior to the start of the election meeting, and prior to the start of the election meeting. During the conference call, the encouraged criteria for voting shall be noted:

- Prior experience with swimming governance
- Leadership positions outside of the water
- Strength of personal statement
- Status/history with FL Swimming and sport

Time for additional reading of applications may be designated. At the conclusion of applicable business, the floor may be opened for discussion or comments from electors, within reason.

To be permitted to vote in the recorded election, electors MUST have attended the conference call in its entirety.

The election shall then occur via an online vote, beginning immediately following the conclusion of the conference call. The Senior and Junior Athlete Reps shall designate a means of ensuring consistency between conference call attendees and recorded voters.

The Junior and Senior Athlete Representatives may NOT cast votes in the election. Candidates who are members of the Athletes Election Committee may NOT participate in the conference call nor cast votes. If a candidate is a Club Representative to the Athletes Election Committee, their club may submit a proxy elector prior to the deadline for submitting elector names. If a member of the Athletes Election Committee cannot attend the call or election, their club may submit a proxy elector prior to the deadline for submitting elector names.

At the conclusion of the election, the candidate receiving the most votes shall become Junior Athlete Representative. The specific results (percentages, standings) may NOT be released, and shall be discarded. The results shall be announced to the candidates as soon as possible upon completion of the election. Members of the Athletes Election Committee and candidates shall not discuss their vote nor election results until their public announcement, which shall occur within 48 hours of the conclusion of the election or at minimum following the informing of all other applicants.

