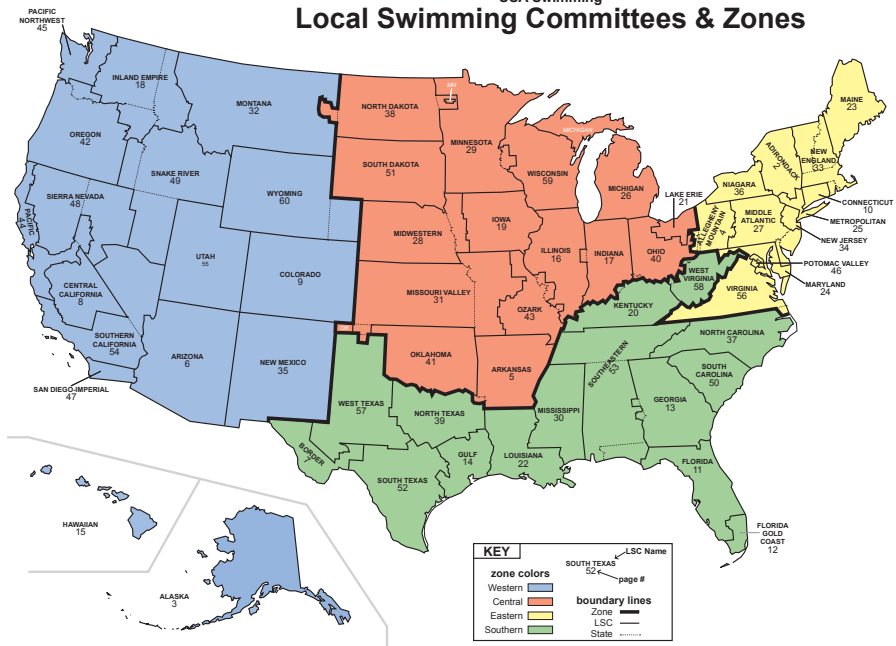




**WEST TEXAS SWIMMING
BOARD OF DIRECTORS MANUAL**

USA Swimming Local Swimming Committees & Zones



Welcome West Texas Swimming Board Member!

We at West Texas Swimming are excited to have you as a valued member of our LSC to actively support our mission and vision. We hope that you too are as equally excited to play an active role in the governance of our Local Swim Committee (LSC).

As you are aware, the West Texas Swimming LSC is the legislative branch of USA Swimming.

USA Swimming was created, in effect, by the United States Congress under the Ted Stevens Amateur Sports Act. This law charters and grants monopoly status to the United States Olympic Committee, and specifies requirements for its member national governing bodies for individual sports. West Texas Swimming, just like USA Swimming, is a 501(c)3 not-for-profit, and USA Swimming is our parent company.

West Texas Swimming is an all-volunteer run organization. We rely on volunteers from around our area. We thank you for volunteering for the all-important task of assisting WTSI in programming and performance, as well as developing, promoting the sport of swimming, providing an environment for life-long growth, achievement for our members, athletes, and non-athletes alike.

Our goals as an organization include, but are not limited to:

- Develop membership and program growth.
- Promote and market the values and benefits of swimming to families and communities.
- Offer educational opportunities.
- Deliver effective communications inside and outside the sport.
Some of our key principals and strategic objectives include:
- Advance the development of life-long skills.
- Advocate physical activity and a fun, healthy lifestyle.
- Actively participate and advocate the development and improvement of facilities.
- Advance professionalism in non-athletes.
- Deliver high quality customer service.
- Develop and foster relationships with governmental and corporate entities.

- Ensure financial stability and accountability.
- Elevate performance of the LSC's athletes.
- Foster a spirit of cooperation and communication.
- Increase membership diversity.
- Market our vision, mission, principles and strategic objectives.
- Promote and provide effective educational opportunities for athletes, coaches, officials, parents, volunteers and the community.
Inside this manual, you will find:
- All WTSI Board Members Job Descriptions and contact information
- What your role and authority is as a WT-S Board member
- A link to Minutes from our last meeting
- A link to Current Bylaws and Policies and Procedures
- Roles and Responsibilities of a successful Board, and its members
- Current financial information for WTSI

Once again, we appreciate your willingness to volunteer your time and energy to assist in running our not-for-profit business! If you should have any questions or suggestions during your term of service, please feel free to contact me anytime. I take great pride in educating, cultivating, and retaining great volunteers!

Mission: West Texas Swimming, Inc. (WTSI) shall promote swimming at the regional and national levels for the benefit of swimmers of all ages and abilities as well as for officials and volunteers.

Vision: Our vision is to provide a safe, rewarding environment for swimmers to learn, advance, and compete in the sport of swimming.

CURRENT WEST TEXAS BOD MEMBERS: (as of 2021)

General Chair: Cyndi Fenton

Admin Vice Chair: Luke Serrano

Senior Chair: Jenna Purkey

Age-Group Chair: Michael Anzano

Coaches Rep: Jenna Purkey

Sanction Chair:

Secretary: Andy Laegler

Treasurer: Jenna Purkey

Technical Planning: Jenna Purkey/ April Hayes

Athlete Representatives: Carson Dailey/Max Zabranski

Financial Chair: Jenna Purkey

Officials Chair: Tom Jackson

Ten Basic Responsibilities of Nonprofit Boards

(Taken from the Center for Non-Profit Boards)

1. Determine the Organization's Mission and Purpose

A statement of mission and purposes should articulate the organization's goals, means, and primary constituents served. It is the board of directors' responsibility to create the mission statement and review it periodically for accuracy and validity. Each individual board member should fully understand and support it.

2. Select the Executive (General Chair)

Boards must reach consensus on the chief executive's job description and undertake a careful search process to find the most qualified individual for the position.

3. Support the executive and Review His or Her Performance

The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization. The chief executive, in partnership with the entire board, should decide upon a periodic evaluation of the chief executive's performance.

4. Ensure effective organizational Planning

As stewards of an organization, boards must actively participate with the staff in an overall planning process and assist in implementing the plan's goals.

5. Ensure Adequate Resources

One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission. The board should work in partnership with the chief executive and development staff, if any, to raise funds from the community.

6. Manage Resources effectively

The board, in order to remain accountable to its donors, the public, and to safeguard its tax-exempt status, must assist in developing the annual budget and ensuring that proper financial controls are in place.

7. Determine and Monitor the organization's Programs and Services

The board's role in this area is to determine which programs are the most consistent with an organization's mission, and to monitor their effectiveness.

8. Enhance the organization's Public Image

An organization's primary link to the community, including constituents, the public, and the media, is the board. Clearly articulating the organization's mission, accomplishments, and goals to the public, as well as garnering support from important

members of the community, are important elements of a comprehensive public relations strategy.

9. Serve as a Court of Appeal

Except in the direst of circumstances, the board must serve as a court of appeal in personnel matters. Solid personnel policies, grievance procedures, and a clear delegation to the chief executive of hiring and managing employees will reduce the risk of conflict.

10. Assess Its Own Performance

By evaluating its performance in fulfilling its responsibilities, the board can recognize its achievements and reach consensus on which areas need to be improved. Discussing the results of a self-assessment at a retreat can assist in developing a long-range plan.

ELECTIONS AND DUTIES OF THE BOARD OF DIRECTORS

The responsibilities of the WTSI Board are as follows:

GENERAL CHAIR:

Elected: by the House of Delegates in *even* numbered years

Term: 2 year; limited to 4 consecutive years

Voice: No vote

Authority: Shall oversee and have general charge of the management, business, operations, affairs, and property of WTSI and general supervision over its officers and agents; shall call meetings when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in the WTSI Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chairs and members for standing and special committees or coordinators as may be necessary to permit WTSI to effectively, efficiently, and economically conduct its affairs. He/She shall 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 WTSI.

Primary Functions Goal: Sets goals and objectives for WTSI based on its mission statement, absent specific direction from the House of Delegates (HOD). Sets the tone for the conduct of WTSI business.

Board Meetings: Sets agenda for Board and HOD meetings and facilitates these meetings so they are efficient and effective.

Division Oversight: Ensures the major functions of WTSI are being conducted properly and timely.

USA-S Annual Meetings: Approves selected delegates to USA Swimming's annual meetings.

General: Resolves issues that arise, either individually or through delegation to others.

ADMINISTRATIVE VICE CHAIR:

Elected: by the House of Delegates in *even* numbered years

Term: 2 year; limited to 4 consecutive years

Voice: voting position

Authority: shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair.

Primary Functions Goal: Oversight and maintenance of rules and regulations, by-laws, and related LSC policies and procedures, including timely updates to documents and posting materials to website.

Bylaws: Preparation and oversight of bylaws for HOD approval and subsequent National Rules Committee approval of any bylaw revisions.

Fine (\$) Letters: Assist Secretary in the preparation and management of the fine letter process, including the coordination of distribution of letters to appropriate LSC officers.

USA-S Annual Meetings: Oversees the final selection of delegates to the USA-S annual convention.

SENIOR VICE CHAIR:

Elected: by the House of Delegates in even numbered years

Term: 2 year term; limited to 4 consecutive years

Voice: voting position

Authority: shall chair and have general charge of the affairs and property of the Committee that develops and conducts the senior swimming program of WTSI.

Primary Functions: Serves as the liaison to the Athlete Representatives and the Athletes Committee to the HOD, and shall be responsible to see that the Athlete Representatives elections are held in accordance with the WTSI Bylaws.

AGE GROUP CHAIR:

Elected: by the HOD in even numbered years

Term: 2 years; limited to 4 consecutive years

Voice: voting position

Authority: Shall chair and have general charge of the affairs and property of the Committee that develops and conducts the age group swimming program of WTSI.

Primary Functions: Oversee age-group development program of swimmers to age 18 both regular season age group meets and the series of age group championship meets, as well as adaptive and open water programs.

Meet Schedule: Work with Technical Planning Chair to ensure meet schedule provides adequate and appropriate opportunities for age-group swimmers at all levels.

WTSI Zone Teams: Coordinate entries and logistics for the long course Southern Zones meet.

National: Liaison with USA-S Age Group Planning Committee

SECRETARY:

Elected: by the HOD in even numbered years

Term: unlimited terms

Voice: voting position

Authority: shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and other notices and making such reports to USA Swimming as are required by Article 608 of these Bylaws and shall perform the other duties incidental to the office of Secretary. The Secretary or staff of WTSI's permanent office shall be custodian of the records and seal of WTSI, and attest the execution of all duly authorized instruments. The Secretary shall cause to be kept at WTSI's permanent office copies of all minutes, official correspondence, meeting and other notices, and any other records of WTSI. The Secretary's custody of the minute books and other records shall be as a fiduciary for WTSI.

Primary Function: Takes attendance and the minutes for all BOD meetings and HOD meetings. Ensures that all BOD members prior to the next meeting send the minutes for review. Makes any corrections necessary for final approval. Ensures that a draft and final copy of the minutes are sent to the WTSI webmaster for posting on the WTSI website. Maintains the minutes of all Board meetings electronically and via hard copy for future review and archiving. Sends out reminders to all Board members of any upcoming meetings/events when necessary.

Fine (\$) Letters: Works in conjunction with the Registration and Technical Planning and sends out fine letters as appropriate. Maintains documentation of

such and ensures WTSI rules are followed in the process of collection such fines. Sends out any and all correspondence necessary. Maintains accurate records and copies of all correspondence.

HOD Meetings: Attends all HOD meetings and assists in the registration of all members and issuance of voting credentials. Ensures each team is represented appropriately. Takes minutes of the meeting and ensures these are posted in a timely manner.

TREASURER:

Elected: by the HOD in even numbered years

Term: unlimited terms

Voice: Voting position

Authority: Shall be the principal receiving and disbursing officer of WTSI. Except as otherwise directed by the Board of Directors, the Treasurer, or the Administrative Assistant shall receive all moneys, incomes, fees, and other receipts of WTSI. The Treasurer shall pay all bills, salaries, expenses, and other disbursements approved by the LSC Administrative Assistant, committee chair, coordinator, the Board of Directors, or the House of Delegates. The Treasurer shall be a member of the Finance Committee but may not be its chair. The Treasurer shall issue a quarterly report listing the current budget variances by line item, all receipts, all expenditures, and the current fund and account balances for the preceding quarter and for the fiscal year to date, together with such other items the General Chair or the Board of Directors may direct.

Primary Functions: Ensure that invoices are paid timely, that receipts are deposited within a timely manner.

Bank Statements: Reconcile bank statements monthly and correct any discrepancies.

Financial Records: Keep a set of books that accurately presents the status of WTSI financial position and actual expenditures to budget.

Reports: Present current financial information to the Board of Directors at its meetings.

Budget: Prepare a budget for the upcoming fiscal year in June for the July House of Delegates meeting.

Tax Returns: Ensure that tax returns and any other tax or financial required filings are submitted timely.

National: Send USA Swimming the required financial and tax information as they require.

TECHNICAL PLANNING/SANCTIONS CHAIR:

Elected: by the HOD in even numbered years

Term: unlimited terms

Voice: voting position

Authority: shall develop and coordinate the conduct of all swimming programs for all levels of swimming in WTSI including the awarding of meet sponsorships to Club Members. The Technical Planning/Sanctions Chair is also responsible for the development of long-range plans for swimming programs.

Primary Functions: *Meet procedures* - Develop, update, and maintain LSC Meet Procedures. *Meet schedule* - Develop the meet schedule and present it to the BOD and HOD for review and approval.

ATHLETE REPRESENTATIVES:

Elected: by the HOD in even numbered years

Term: 2 year term, limited to 4 consecutive years

Voice: voting position

Primary Functions: Reports to the Senior Chair and is at least 16 years of age or a Sophomore in high school, currently competing, or have competed within the three (3) immediately preceding years, in the program of swimming conducted by WTSI or another LSC. He/She must have his/her place of permanent residence in the WTSI 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 Athlete Rep represents the WTSI's athletes' views and desires and coordinates athlete legislation within the WTSI. The WTSI Athlete Rep represents West Texas Swimming's athletes to USA Swimming. The WTSI Athlete Representatives shall serve as the liaison between the athletes who are members of WTSI and the Board of Directors and House of Delegates. The Senior Athlete Representative shall chair the Athletes' Committee. The Junior Athlete Rep assists the Senior Athlete Rep.

COACH REPRESENTATIVE:

Elected: by the HOD in even numbered years

Term: 2 year term, limited to 4 consecutive years

Voice: voting position

Authority: shall serve as the liaison between the coaches who are members of the WTSI and the Board of Directors and House of Delegates.

Primary Functions: responsible for conveying information from the Coaches' Committee to the Board of Directors. He/She represents WTSI's coaches and their positions to the BOD and House of Delegates regarding the LSC's policies and procedures and coaching direction. *Coach Awards* - Oversee collection of nominations and voting for annual Coach of the Year Award. *Coach Education* - Research and distribute coach training information to coaches on age group swimmer development.

OFFICIALS CHAIR:

Elected: by the HOD in even numbered years

Term: 2 year term, limited to 4 consecutive years

Voice: voting position

Authority: certification testing and evaluation, as well as managing the program to ensure apprentice candidates for all levels of officials receive the appropriate training, evaluation, and certification testing via on-line or in-person methods.

Recruitment: Provide information or ideas to clubs to enhance official candidate recruitment efforts.

Educational Clinics: Schedule and/or host officials training clinics periodically throughout the swim season to provide the opportunity for all officials to enter the apprenticeship program, recertify annually, or plan for advancement opportunities. Provide all the necessary training materials to support the conduct of the clinics.

Liase with National Office(s): Request rule clarifications and distribute rule interpretations as provided by the Rules and Regulations Committee. Determine invitees and arrange for the LSC level officials to attend the annual official's clinics sponsored by USA Swimming.

Policies/LSC Rules: Create policy or recommend WTSI rule changes as they pertain to officials or meet conduct.

Meet Observations: Perform meet observations upon request to ensure timing adjudication and stroke rules conform to the USA-S Rules and Regulations.

Officials Evaluations: Make recommendations to national office for officials who request to work national championship level meets. Coordinate local official's evaluations for starter and referee positions to determine when apprentice is ready for the written examinations.

Meet Referee: Perform the duties of the Meet Referee at the West Texas Swimming Championship Meet and coordinate officials for the LSC sponsored championship meets.

DEI CHAIR:

Elected: by the HOD in even numbered years

Term: 2 years, limited to 4 consecutive years

Voice: voting position

Primary Functions: develops and implements minority recruiting policies for WTSI and clubs to follow in order to foster an atmosphere conducive to attracting swimmers from disadvantaged social/economic conditions.

CLUB DEVELOPMENT CHAIR:

Elected: by the HOD, in even numbered years

Term: unlimited

Voice: voting position

Primary Functions: Assists potential new clubs in becoming registered West Texas Swimming Clubs and educates new and existing WTSI clubs in resources available to build their clubs.

SAFETY CHAIR:

Elected: by the HOD in even numbered years

Term: 2 years, limited to 4 consecutive years

Voice: voting position

Primary Function: oversees the WTSI's safety policies and procedures. The WTSI Safety Coordinator also conveys safety information from USA Swimming to WTSI member clubs and individuals for implementation in our day-to-day practices and meets to help make WTS a safer place to swim and compete! The Safety Coordinator, along with the team safety coordinators, shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA-S safety education information to all Group Members, athletes, coaches and officials of WTSI. The Safety Committee shall develop safety education programs and policy for WTSI and make recommendations regarding those programs and policies and their implementation to the applicable division chairs and the WTSI Board of Directors. When approved by the Board of Directors, the Safety Committee shall be responsible for the coordination of their implementation by the Club Members.

SAFE SPORT CHAIR:

Elected: by the HOD in even numbered years

Term: 2 years, limited to 4 consecutive years

Voice: voting position

Primary Function: provides awareness and education for all WTSI athletes, parents, coaches, volunteers, and staff.

OPERATIONS RISK CHAIR:

Elected: by the HOD in even numbered years

Term: 2 years, limited to 4 consecutive years

Voice: voting position

Authority: responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA-S safety education information to all Group Members, athletes, coaches, and officials of WTSI. Shall develop safety education programs and policy for WTSI and make recommendations regarding those programs and policies and their implementation to the Board of Directors and the House of Delegates.

Primary Functions: Develop, update, and maintain the LSC Operational Risk Guidelines and Warm-Up Procedures. Responsible for arranging and/or conducting water safety training opportunities as needed in the LSC.

Once again,

Thank you for your time and commitment to helping our LSC develop, promote, and lead the sport of swimming, providing an environment for life-long growth and achievement!

For a copy of our past Meeting Minutes, please go to westexasswimming.com click on About, and then on Governance from the drop down tab.

Our Bylaws and Policy and Procedures Manual can be found on our website as well, under Policies and Forms.

If you have any questions, or need anything WTS related, please feel free to reach out to any board member.