



BOARD MANUAL

2020

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Mission: Lake Erie Swimming provides an inclusive environment committed to competitive and personal excellence through education and innovative programming.

Vision: Lake Erie Swimming...inspiring the pursuit of excellence in swimming and in life.

Welcome to the Board of Directors of Lake Erie Swimming! Your willingness to serve as a volunteer for the organization is greatly appreciated by everyone within the LSC. The primary beneficiaries of your time and effort are the athletes. Most won't even know that the Board of Directors exists, let alone what it does, but without you and the other many volunteers throughout Lake Erie Swimming, the athletes would certainly notice an absence of programming, opportunities and resources that they currently enjoy. Your commitment to youth sport will have a significant impact on the athletes' lives that will help to shape their values, work ethic, and personalities as well as contributing to a healthy lifestyle.

ORIENTATION Lake Erie Swimming will hold an orientation meeting for all new members of the Board of Directors at which time they will be brought up to speed on Lake Erie's mission, vision, values, goals, and current initiatives. Duties and responsibilities of members of the Board will be discussed as well as the various protocols. This orientation will take place after the newly elected Board has approved the appointment of individuals to fill other Board positions.

MEMBERS OF THE BOARD Members of the Board include the General Chair, Administrative Vice-Chair, Senior Vice-Chair, Age Group Vice-Chair, Finance Vice-Chair, Technical Vice-Chair, Secretary, Treasurer, Senior and Junior Athlete Representatives, Senior and Junior Coach Representatives, Safe Sport Chair, Operational Risk Chair, and athletes at-large. The immediate past General Chair and the Office Manager are ex-officio members with voice but no vote. Method of selection of the members and their terms are described in the Lake Erie Swimming Bylaws.

MEETINGS The Board of Directors typically meets on the third Monday of every month, excepting July and August when meetings are held only if necessary. Meetings are held in the evening and generally last anywhere from one to two hours. The start time is usually 7:00 or 7:30 p.m., although the meeting time and location will be determined by the members of the new Board (who may also decide to change the day to one that is more convenient for the new Board members). In order to minimize confusion and the likelihood of getting lost, an effort is made to hold the meetings in the same location every month. Meetings may also be held through a virtual platform like Zoom. At all meetings, the following shall be included in the order of business to the extent applicable (the order in which subjects are taken up may be varied):

- Roll call
- Reading, correction and adoption of minutes
- Reports of officers, committees and coordinators
- Presentation of the annual budget and annual audit and adoption of recommendation to the House of Delegates
- Advice and consent to appointments
- Unfinished (old) business
- New business
- Approval of applications for Group Membership and Affiliated Individual Membership
- Elections
- Resolutions and orders
- Adjournment

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HOUSE OF DELEGATES All members of the Board are voting members of the Lake Erie House of Delegates. Meetings of the House of Delegates are held twice a year, once in the fall (typically the first weekend in October), and once in the spring (typically the first weekend in May, which is the annual meeting). The House of Delegates determines the annual budget and approves the annual audit, hears reports from the members of the Board (i.e., officers) as well as committees and coordinators, adopts and/or amends any policies in the Lake Erie Swimming Policy and Procedures, approves meet schedules, championship meet formats and time standards, elects members of the Administrative Review Board, elects officers (General Chair, Administrative Vice-Chair, Senior Vice-Chair, Age Group Vice Chair, Finance Vice-Chair, Technical Vice-Chair, Secretary, and Treasurer), elects the Safe Sport Chair, Operational Risk Chair and athletes-at-large (as needed), and conducts any other business as necessary. A roll call is to be taken at the beginning of each meeting. The minutes of each meeting are to be posted to the Lake Erie Swimming website and emailed to all voting members of the House of Delegates within 10 days of each meeting, and such minutes are to be corrected and approved at the following meeting.

REQUIREMENTS Members of the Board must be current members of Lake Erie Swimming. Each member must read the Conflict of Interest Policy and sign a document agreeing to conform to the policy.

EXPECTATIONS Members of the Board are expected to attend Board and House of Delegates meetings. When unable to attend, they are expected to notify the General Chair and submit a written report. Members are encouraged to attend the annual meeting of USA Swimming (aka Convention) which is held in September of every year. Loyalty is expected from every member. Support and enforcement of all Board decisions, whether one personally agrees or not, is a must. Many healthy debates will occur at Board meetings, but when all is said and done, all will be expected to support the final decision. Respect of other Board members and their right to disagree with one's point of view is essential. One should not take personal affront when someone disagrees with him/her. Board members are expected to fulfill their duties in a timely fashion. If a member becomes overwhelmed with other things in his/her life such that s/he is unable to tend to his/her Board duties, that member should submit his/her resignation or take a temporary leave such that others can be empowered and authorized to step in and carry on necessary LSC business. Each member is held to a high ethical standard.

RESOURCES Many resources are available to members of the Board. Each should have a copy of the Lake Erie Swimming Bylaws, the Policy and Procedures Manual (Handbook), the Board Manual, the Finance Manual, LESI Guide to Committees, and the USA Swimming Rules and Regulations. Supplies and equipment will be provided as necessary by the LSC. Members are reimbursed for using personal equipment for LSC business. All approved expenses will be reimbursed upon proper completion of the appropriate form and submission of receipts. Past and present members of the Board are available for consultation whenever needed. USA Swimming offers many resources. Most can be accessed through the USA Swimming website (www.usaswimming.org). Calls to ~~M. Cathy Durance (Member Services)~~ at Headquarters (719-866-4578) can yield helpful information and get one pointed in the right direction. Calls to ~~C. Jay Chambers (Central Zone Sports Consultant)~~ can get one some needed personal attention and advice. Access to necessary forms and applications as well as to LSC schedules and other information can be found on the Lake Erie Swimming website (www.lakeerieswimming.com).

DIRECTORS AND OFFICERS INSURANCE Board members are covered under a policy provided as a benefit of membership.

JOB DESCRIPTIONS – GENERAL All members of the Board of Directors serve as a team for the purpose of developing and implementing the best programming and providing optimum service for the members of LESI. LESI is organized into seven divisions: administrative, age group, senior, technical, finance, athletes, and coaches. Cooperation among the divisions is essential for good governance. Division heads and committee chairs should always remember that it is best to involve others in the fulfillment of their respective responsibilities. This lightens the burden of the officer, trains future leaders, and enhances the program through the introduction of fresh ideas and additional perspectives. 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. Do not abandon any committee or task force – monitor their progress and provide support as needed. Do not be shy about thanking anyone

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for helping – verbal and written thank you's and acknowledgements go a long way towards maintaining an enthusiastic volunteer base. A brief summary of each Board member's responsibilities follows. A timeline that provides the general framework follows the job descriptions and may help to keep everyone on target.

GENERAL CHAIR

1. Oversee the management, business, operations, affairs, and property of LESI.
2. Supervise LESI's officers & agents
3. Call meetings
4. Preside at meetings
5. Appoint committee chairs & members with advice & consent of BOD
6. Report to BOD all matters within his/her knowledge in the interest of LESI
7. Assure the fulfillment of any LSC obligations to the Central Zone
8. Direct responsibility for LEAP, Governance, and Safe Sport.

ADMINISTRATIVE VICE CHAIR

1. Conduct meetings in absence of General Chair
2. Perform duties of General Chair upon his/her request or in the event of disability of General Chair
3. Chair and have charge of the business and affairs and property of Administrative Division
4. Aid in development of policy and the coordination of the activities of the officers and committees within the division
5. Responsible for creation and maintenance of LESI's Policies & Procedures Manual
6. Direct responsibility for
 - a. Awards Program
 - b. Legislation
 - c. Permanent Office
 - d. Sanction
 - e. Secretary
 - f. Club Service
 - g. Club Incentive
 - h. Athlete Liaison
7. Track and maintain a list of all LESI volunteers and oversee their annual recognition.

SENIOR VICE CHAIR

1. Chair and have charge of the affairs and property of the division that develops and conducts the senior swimming program, including development of long-range plans for swimming programs
2. Serve as liaison to Athlete Representatives and Athletes Committee
3. Assure that Athlete Representatives elections are held in accordance with Bylaws
4. Maintain list of what national athletes received towels
5. Monitor participation in national and sectional meets for reimbursement purposes
6. Direct responsibility for
 - a. Diversity and Inclusion
 - b. Officials
 - c. Senior Champs
 - d. Senior Swimming
 - e. NCAA Liaison

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AGE GROUP CHAIR

1. Chair and have charge of the affairs and property of the division that develops and conducts the age group swimming program of LESI
2. Assure that an annual meet management workshop is conducted

3. Direct responsibility for
 - a. Age Group Development
 - b. IMX
 - c. Open Water
 - d. Mid States All Star Team
 - e. Zone Team
 - f. Age Group Champs
 - g. YMCA liaison

FINANCE VICE CHAIR

1. Chief financial officer of LESI who chairs and has charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program, and the development and implementation of a marketing and fund-raising plan
2. With the budget committee, prepare an annual budget and present for approval by BOD and HOD
3. Cause to be conducted the annual audit and cause the Finance Committee to review and recommend acceptance and appropriate action
4. Cause to be conducted the semi-annual review
5. Responsible for system of internal financial and accounting control
6. Direct responsibility for Audit, Budget, Elaine Miller Fund, Finance, PR & Marketing, Sponsorship, Public Relations, Tax and Treasurer
7. Responsible for
 - a. Budget
 - b. Elaine Miller
 - c. Finance
 - d. Marketing and Sponsorship
 - e. Treasurer
 - f. Tax
8. Maintain Finance Manual

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TECHNICAL VICE CHAIR

1. Chair the division which is responsible for long-range planning regarding the swimming programs conducted by LESI
2. Continually review and develop LESI philosophy, advising other committees and divisions regarding the implementation of that philosophy in the context of LESI's swimming programs
3. Be responsible for facilities and equipment rentals and meet management for all swimming meets sponsored by LESI
4. Direct responsibility for
 - a. Tech Planning
 - b. Camps/Clinics
 - c. Scheduling
 - d. Meet Management
 - e. Meet Evaluation
 - f. Swimposium

SECRETARY

1. Keep a record of all meetings of HOD and BOD
2. Conduct official correspondence, including meeting and other notices
3. Make required reports to USA Swimming (HOD and BOD minutes, copy of the annual closing Balance Sheet and Statement of Income and Expense for preceding fiscal year following completion of audit, audit report, copy of 990)

4. Perform any duties incidental to office
5. Attest the execution of all duly authorized instruments
6. Custodian of LESI records (Keep all copies of minutes, official correspondence, meeting & other notices, and any other records of LESI)
7. Make all reports and non-tax filings required by state of Ohio, including payment of applicable fees

TREASURER

1. Principal receiving & disbursing officer
2. Receive all moneys, incomes, fees, and other receipts
3. Pay all bills, expenses, and other disbursements approved by authorized officer, chair, BOD, HOD, or required to be paid for legal fees as established in 13.3.1.E of the Bylaws
4. Serve as member of Finance Committee
5. Issue monthly report listing current budget variances by line item, all receipts, all expenditures, and the current fund and account balances for the preceding month and for fiscal year to date
6. Have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of LESI, appropriately depositing all funds to LESI, segregating and accounting for special funds, obtaining and preserving vouchers for all money disbursed, safekeeping all books of account and other financial transactions.
7. Upon request and at reasonable hours cause the books and records or duplicates thereof to be exhibited to any member of the BOD and upon application and at reasonable hours cause the monthly financial reports and the annual audited financial statements to be exhibited to any member of LESI or USA Swimming.
8. Cause the preparation and timely filing of all required federal, state, and local tax reports
9. Forward to the Secretary a copy of the annual financial statement and audit report and 990 for submission to BOD and USA Swimming
10. Perform all duties incidental to the office

ATHLETE REPRESENTATIVES & ATHLETES AT-LARGE

1. Serve as liaison between athletes and BOD and HOD
2. Senior Athlete Rep chairs the Athletes Committee
3. Publish athlete newsletter
4. Facilitate elections for Junior Athlete Rep and Athletes Award
5. Undertake activities in best interest of athletes and sport of swimming

COACH REPRESENTATIVES

1. Serve as liaison between coaches and the BOD and HOD
2. Senior Coach Rep chairs Coaches Committee
3. Publish coach newsletter & disseminate BOD minutes, mailings from HQ, etc.
4. Facilitate elections of Junior Coach Rep and Coach of Year (Age Group and Senior)
5. Undertake activities in best interest of coach members and sport of swimming

SAFE SPORT CHAIR

1. Serves as liaison between Administrative Review Board and BOD
2. Serve as the primary contact for LESI 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
3. 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

4. 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
5. Serve as information resource for LESI clubs and membership
6. Receive feedback and suggestions of the Safe Sport policies and programs from the LESI clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff

OPERATIONAL RISK CHAIR

1. Coordinate safety enhancement and training opportunities
2. Disseminate USA Swimming safety education information
3. Develop safety education programs and policies
4. Report to BOD and HOD a summary of reports of occurrence and any appropriate corrective actions
5. Oversee the program for coach membership verification at meets sanctioned in LESI

IMMEDIATE PAST GENERAL CHAIR (EX-OFFICIO)

1. Aid and advise, providing institutional memory

TIMELINE CONSIDERATIONS

January

1. Mid States All Star Meet
2. Finalize packet for meet bids, including facilities for LESI meets
3. Distribute Bylaws (limited copies – BOD, BOR, each club)
4. Publish application for hosting Fall HOD

February

1. Mail/post meet bid packets for fall/winter season
2. BOD selects Forkapa Award winner
3. BOD selects Board Award winner
4. Conoco-Phillips Service Award selected by immediate past two winners
5. Mail availability sheets to officials for long course
6. Send Team Lake Erie to Black History Meet
7. Applications for Club Community Service Award
8. Coach Merit Award Letters

March

1. Appoint meet director for Long Course Championships
2. Short Course Championships
3. Athlete Representative elections
4. Athletes vote on Athletes Award
5. Selection of coach merit award winners due from each team
6. Determination of LESI Virtual All-Star team members
7. Convene Scheduling Committee to prepare for the following long course season
8. Zone Invitations mailed out
9. Identify candidates for life membership
10. Senior Championships

April

1. Complete audit & file necessary reports with HQ
2. Deadline for meet bids for fall/winter
3. HOD notice including any proposed legislation, nominations, schedule, time standards, etc.
4. Mail invitations to Awards Program
5. Publish Top 10 and records for Short Course
6. Publish officials assignments for long course
7. Finalize Handbook (except for officers and committees)
8. Determine location of Fall HOD
9. Annual assessment of strategic plan
10. Submit names for consideration of funding to Convention
11. Determine Virtual Club Champions (SC)
12. Select LE Swimmer of the Year
13. Determine Age Group, Senior, OW, Disability Swimmers of the Year

May

1. Spring House of Delegates (elections; approve fall/winter schedule; approve audit)
2. Awards Program in conjunction with HOD
3. 990 due

4. Coaches Meeting & election
5. Parent/Athlete Workshops & Camps
6. Finalize bid packet for following summer
7. Officials meeting
8. Publish Handbook; Distribute
9. Mail gift certificates and thank you letters to volunteers, covering period of June 1 of previous year to May 31 of current year
10. Board orientation
11. Finalize Convention attendees who will receive funding
12. Volunteer pin presentations at HOD

June

1. Appoint committee chairs and members
2. Appoint at-large members to HOD
3. Mail meet bid packets for the next long course season
4. Publish club incentive applications

July

1. Long Course Championships
2. Senior Championships
3. Deadline for Zone Team sign-up
4. Registration packets for next year sent to clubs
5. Mail availability sheets to officials for short course
6. Begin internal audit

August

1. Zone Meet
2. BOD should approve annual operating budget (and update quadrennial budget)
3. Coaches nominate & vote for Age Group and Senior Coach of Year
4. Appoint Meet Director for Short Course Champs
5. Publish Short Course Schedule along with all time standards
6. Provide Sanction Committee all necessary information regarding requirements for each scheduled meet
7. Deadline for meet bids for summer season
8. Publish Top 10 and records for long course

September

1. Annual Meeting of USA Swimming (Convention)
2. Publish Mid States All Star Team qualifying/application procedures in LESI and OH
3. Convene Scheduling Committee to plan for next short course and long course seasons
4. Meet management workshop
5. Officials Clinic
6. HOD meeting notice, including any proposed legislation, nominations, budget, schedule, time standards
7. Publish IMX requirements/procedures
8. Publish officials assignments for short course through year-end
9. Complete semi-annual audit/review
10. Publish decision regarding club incentive
11. Determine Virtual Club Champions (LC)

October

1. House of Delegates (approve annual operating budget, approve long course schedule, etc.)
2. Mail availability sheets to officials for remainder of short course season
3. Update Bylaws to reflect any legislation changes; prepare for publication
4. Publish applications for coach visitation
5. Select Mid States All Star Team coaches

November

1. Publish officials assignments for remainder of short course season
2. Publish Team Lake Erie application for Black History Meet

December

1. Mid States All Star Team finalized
2. Approve head Zone Team coach(s)
3. Distribute & collect forms for reimbursement for use of personal equipment

BOARD POLICIES

- 1. STATEMENT OF PRINCIPLES ON ETHICAL BEHAVIOR AND CONFLICT OF INTEREST**
- 2. CRISIS COMMUNICATION PLAN**
- 3. COPPA**
- 4. PHOTOGRAPHERS**
- 5. CRITERIA FOR OUTREACH MEMBERSHIP**
- 6. BIRTH CERTIFICATE REQUIREMENT PROCEDURE**
- 7. FINANCIAL RESERVES**
- 8. FINANCIAL POLICIES**
- 9. EXPENSES OF NQM EVALUATORS**
- 10. CRITERIA FOR GIFT OF LIFE MEMBERSHIP**
- 11. ASSIGNMENT OF CONVENTION FUNDING & VOTES**
- 12. OBSERVATION OF HIGH SCHOOL MEETS**
- 13. TRAVEL POLICY**
- 14. VOLUNTEER GIFT POLICY**
- 15. LSC PAID POSITIONS**
- 16. FUNDING OF ZONE SWIMMERS AND COACHES**

STATEMENT OF PRINCIPLES
ON ETHICAL BEHAVIOR AND CONFLICT OF INTEREST

Those who choose to serve Lake Erie Swimming, whether as volunteers or paid professionals, are held to a high standard of conduct. As guardians of Olympic ideals, they assume an obligation to subordinate individual interests to the interests of the Olympic Movement. What may be considered acceptable conduct in some businesses may be inappropriate in Olympic service.

Those who serve Lake Erie Swimming must do so without personal gain in order to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real conflict of interest.

While no set of guidelines can guarantee acceptable behavior, the principles, that guide behavior in this area, are disclosure, non-participation in the decision making process where personal or family gain is a possibility, and a commitment to honor the confidentiality of organizational information. All conduct is founded on the individual's own sense of integrity. Any individual accepting the honor of serving Lake Erie Swimming must accept the burdens of public disclosure and public scrutiny.

In our complex society, the intermix of volunteer work, business interests, governmental activity, and family relationships often creates potentially conflicting interests. What is required is disclosure of conflicting interests when they arise, and strict nonparticipation in any evaluation process relating to the matter in question.

The following guidelines are not a precise road map to acceptable conduct. They are signposts. Each individual must find his or her own way.

1. The business of Lake Erie Swimming is to be conducted in observance of both the spirit and letter of applicable federal and state laws.
2. Lake Erie Swimming properties, services, opportunities, authority and influence are not to be used for private benefit.
3. All individuals who participate with Lake Erie Swimming will disclose the nature and extent of an actual or potential conflict of interest when it occurs in the evaluation of an issue and will avoid evaluating or voting on the matter involved. This includes the award of contracts, the purchase of goods and services, the award of contracts for professional services, and the allocation of Lake Erie Swimming resources for individual use.
4. Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given nor received, except those of nominal value exchanged in the normal course of business. Gifts and favors of more than one hundred dollars (\$100.00) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told the gift is being accepted on behalf of and will be delivered to Lake Erie Swimming.
5. Expenses incurred in the furtherance of Lake Erie Swimming business are to be reasonable, necessary and substantiated.
6. All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with Lake Erie Swimming and with each other.
7. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.

CRISIS COMMUNICATION PLAN

1. **Information Officer** – Person and back-up to be appointed by the General Chair, with advice and consent of the Board of Directors
2. **Crisis Communication Team**
 - 1st Team – Information Officer, General Chair, Spokesperson, Legal Counsel, USA Swimming
 - Back-ups – Information Officer, Administrative Vice-Chair, Spokesperson Legal Counsel
 - Situational – *Information Officer may include other individuals/specialists as appropriate for given situation*
3. **Stakeholders:**
 - Board of Directors – emails and phone numbers are in Information Officer's possession
 - Clubs – contact emails and phone numbers through permanent office
 - Coaches – network emails through permanent office; use web site as well
 - LESI Membership – use LESI web site
 - Media/Public – contact Plain Dealer, Sun Newspapers and local television networks as appropriate
4. **Process**
 - Information Officer gathers and confirms all the information from relevant sources
 - a. Determine what happened, when and where
 - b. Determine who is affected
 - c. Identify cause
 - d. Determine reaction to incident and possible repercussions
 - e. Determine when there will be more information/update
 - Information Officer convenes Crisis Communication Team via conference call or by in-person meeting
 - a. Team will be alerted by phone call to home number, work number, cell number, all of which are in possession of Information Officer
 - b. Depending on situation, Information Officer will involve others as appropriate
 - c. Crisis Center location – Solon Police Dept. Community room (or home of Information Officer if Community room is unavailable)
 - Team determines appropriate response to crisis and develops plan and timetable
 - a. Determine what needs to be done and when it needs to be done
 - b. Determine what to say, who will say it, to whom it will be said, when it will be said, and by what means it will be said, as well as determining whether to take a proactive or reactive approach
 - Information Officer informs appropriate stakeholders of situation and response
 - a. Description/background of situation and the response are communicated to stakeholders by established timetable
 - b. Stakeholders are given contact information for Information Officer as well as other contact information that may apply in the situation

- Spokesperson, under direction of Information Officer, makes any necessary public statements to news media, direct meetings of membership, or others as appropriate
- Team monitors situation and reacts accordingly

LESI COPPA POLICY

The Children's Online Privacy Protection Act (COPPA), effective April 21, 2000, applies to the online collection of personal information from children under 13. The new rules spell out what a Web site operator must include in a privacy policy, when and how to seek verifiable consent from a parent and what responsibilities an operator has to protect children's privacy and safety online.

The Children's Online Privacy Protection Act and Rule apply to individually identifiable information about a child that is collected online, such as full name, home address, email address, telephone number or any other information that would allow someone to identify or contact the child. The Act and Rule also cover other types of information -- for example, hobbies, interests and information collected through cookies or other types of tracking mechanisms -- when they are tied to individually identifiable information

Lake Erie Swimming (LES) adheres to the Children's Online Privacy Protection Act (COPPA) through the following web site policy:

- Limited advertising permitted on the LESI website, subject to Board approval
- There is no collection of personal information on the LESI website which includes full name, home address, email address, telephone number or any other information that would allow someone to identify or contact the child.
- There is no tracking information associated with the LESI web site
- Limited pictures of children allowed on the LESI web site with signed release from parent/guardian

PHOTOGRAPHERS

Clubs need to be proactive in ensuring the safety and privacy of the athletes. There have been incidents where the credibility of persons taking pictures was in question and instances of undesirables taking an inordinate interest in the swimmers. Make certain that you know who the photographer is and are aware of what s/he plans to do with the photographs. Unauthorized publication of photographs on an internet site is a concern.

Any photographer at a sanctioned meet or other event should be approved and credentialed prior to the day of the meet or event. Representatives of the press should be asked for credentials. Such credentials should be verified by calling the paper/magazine. Outside professional photographers should be carefully screened. Club representatives (parents) with whom you are familiar can be credentialed by the host club. Meet hosts have the right to refuse anyone access to their deck (other than meet participants), even if that person has credentials.

Access for those taking pictures should be restricted to the appropriate parts of the venue. Anyone taking a camera into a locker room or area not staffed by adults should be stopped in his/her tracks.

Call the police immediately if anyone attempts to access private athlete areas, locker rooms, etc. for the purpose of approaching the athletes, photographing them, or otherwise endangering them.

CRITERIA FOR OUTREACH MEMBERSHIP

To participate in the USA Swimming Outreach program, the applicant must satisfy one of the following criteria:

- be a recipient of Food Stamps
- be eligible for the Lunch/Breakfast Program
- the primary breadwinner of the family has been out of work for more than six months.

BIRTH CERTIFICATE REQUIREMENT

LESI requires a birth certificate or other legal document which contains legal name and birth date for swimmers new to USA Swimming. LESI does not prohibit membership if a birth certificate or other legal document is not provided for new swimmers.

LESI member clubs shall develop procedures and associated forms to document legal name and date of birth of their members. Such legal documents may be shown, but not given, to the club registrar. The accuracy of the registration is determined at the club level, inputted into the electronic club database and sent electronically to the LSC Registrar.

FINANCIAL RESERVES

Lake Erie Swimming will allocate a minimum of 25% of its annual operating expenses to its Reserve account. The Reserves shall be kept in a money market account for liquidity purposes and the status of reserve account shall be reported to the Board of Directors quarterly. If funds from the reserve account are needed and used, the following year's budget must allocate a budget surplus in order to replenish the account. Funds must be replenished to the reserve account within one year.

FINANCIAL POLICIES

1. Any checks written for over \$5000.00 shall have dual signatures.
2. The person who issues checks cannot be the same person who balances the monthly bank statement.
3. An outside audit or review of the books from January through December shall be conducted annually and completed by April.
4. An internal audit or review of the books for January through June shall be conducted and completed before end of year.
5. Mileage reimbursement shall be two times the allowed IRS amount (effective February, 2011).

EXPENSES OF NQM EVALUATORS

USA Swimming has a national certification program for officials (stroke & turn, chief judge, deck referee, administrative referee, starter). There are 3 levels of certification: N1, N2, and N3. The purpose of the program is to improve officiating across the country and make things as consistent as possible for swimmers as they compete in different LSCs. The program also seeks to develop a cadre of officials to work at USA Swimming Championship meets. In order to advance through the certification program, various criteria must

be met, including receiving satisfactory evaluations. The LSC Officials Chair must apply to have a meet approved for national certification purposes. Only a certain level of meet satisfies the requirements for NQM status. There is a list of people authorized by the USA Swimming Officials Committee to evaluate persons applying for certification or recertification at the N2 or N3 level. LESI has some people on the list of evaluators, but there may be occasions where it is appropriate to have someone from outside the LSC serve as evaluator at a meet.

Lake Erie Swimming will reimburse anyone serving in the sole capacity as evaluator at a National Qualifying Meet sanctioned in LESI for their expenses, inclusive of mileage, parking, and hotel, as applicable.

CRITERIA FOR GIFT OF LIFE MEMBERSHIP

1. Give out no more than once each Quadrennium
2. Recipient must be long-time member of LESI (minimum 10 years)
3. Continued involvement of recipient must seem likely
4. Recipient must hold current position in at least one of the following areas: BOD, committee member, coordinator, Administrative Review Board member, official, coach
5. At one time, recipient must have served in a leadership capacity (define leadership any way you want)
6. General Chair to put item on agenda each spring to identify likely candidates. Board will make decision.

ASSIGNMENT OF CONVENTION FUNDING & VOTES

1. LESI encourages all Board members, committee chairs, coaches, officials, and athletes to attend the annual meeting of USA Swimming.
2. Funding provided to members of LESI who are attending Convention will be dependent on the costs (travel, room, registration, per diem) and available revenue, i.e., the amount set in the approved budget. Funding for travel will consist of either the average airfare of those who are funded or the roundtrip mileage between the person's home and the convention hotel (as listed on MapQuest), plus tolls and parking, not to exceed the average airfare. Airfare not booked by June 30th of the convention year will not be paid by LESI, unless an exception is granted by the Board of Directors. Room will be on a double-occupancy basis. Those individuals wanting a private room shall pay half of the room cost, even if fully funded. The Board will annually determine the per diem amount based on the location of the meeting and the current cost of living.
3. LESI shall fully fund the following people: General Chair, Administrative Vice Chair, Senior Vice Chair, Age Group Vice Chair, Senior Coach Representative, Senior Athlete Representative, Officials Chair, and Permanent Office Director/Registration Chair, provided that each has attended at least 70% of the required meetings.
4. If one of the persons listed in #3 above is unable to attend, then that person's funding will be given to the person designated to represent that position at the annual meeting. Such designation will be made by the General Chair, but will generally be given to a Board member or Committee Chair who has expressed an interest in attending and has been active in fulfilling his responsibilities within the LSC.
5. Any LESI member who has an at-large vote at the USA-S HOD or is a member of a National or Central Zone Committee shall, at a minimum, have his/her registration paid by LESI. Additional funding will be applied if such funding is available and the person is active within LESI. If sufficient funding is unavailable to fully fund all of the persons satisfying such criteria, the amount available shall be divided equally among the eligible candidates. Anyone listed in #3 above who is also an at-large member of the USA Swimming House of Delegates shall be funded in whole, and, if applicable, the LSC vote for that person shall be assigned by the General Chair to another individual in compliance

with criteria listed in #4 above; such designee shall be eligible for funding the same as any at-large delegate or National or Central Zone Committee member.

6. If sufficient funds are available, registrations will be paid for any LESI-member coach who attends.
7. If sufficient funding is still available after fully funding anyone in #3-5 above and after paying any additional coach registrations, funding will be provided in whole to the following positions in order of priority. Partial funding shall be given to the next individual listed if full funding is unavailable. If the Board determines that it is in the best interest of the LSC, it may elect to alter the order of priorities listed below for the purpose of having someone attend a specific workshop offered at Convention in any given year.
 - Finance Vice Chair
 - Technical Vice Chair
 - Safe Sport Chair
 - Operational Risk Chair
 - Junior Coach Rep (in addition to registration listed in #7 above)
 - Athletes at-large, Junior Athlete Rep
 - Administrative Review Board Members
 - Treasurer
 - Secretary
 - Committee members
8. In order to be considered for funding, an individual must submit his name to the General Chair by the deadline established (likely prior to the May meeting of the Board of Directors).
9. Anyone who is assigned funding and later withdraws must re-pay the LSC any funds the LSC has expended for that individual that the LSC is unable to recover or to assign to someone else.
10. Individuals funded to Convention by LESI are expected to attend as many meetings and workshops as possible as well as the Central Zone meetings and the House of Delegates. Those persons who abuse their funding in a given year may be denied funding in subsequent years.
11. When a voting delegate does not attend, that vote will be assigned by the General Chair. The General Chair will look at the people from the LSC who are slated to attend and assign the vote to the person who has been to the most annual meetings, i.e., is the most experienced. Only another coach may be assigned the coach vote; only an athlete may be assigned the athlete vote.

OBSERVATION OF HIGH SCHOOL MEETS

Districts and States will have blanket observation. Sectional meets will have observers available to observe swims upon request only if there are sufficient volunteers to staff all sectional meets in the LSC. If sufficient volunteers are not available to staff all sectional meets, then no observation will be done at any sectional.

The LESI *Officials Chairman* in conjunction with the *USA Swimming Observed Swims Coordinator* shall have the responsibility for applying and updating this policy subject to the approval of the LESI Officials Committee and the LESI Board of Directors. All reimbursement requests shall be submitted to and approved by the *Officials Chair*. Any exceptions to the policy shall be presented to and approved in advance by the LESI Board of Directors unless circumstances are such that advance approval would not be possible. This policy is predicated on Branin Natatorium, Canton, being the State Meet site.

Observation. Observers shall serve in a volunteer capacity for the subject events.

Housing Reimbursement is available only for observers working the OHSAA State Championship Meet, and furthermore, only for those observers whose permanent residence is 30 miles or greater from the meet site as determined by MapQuest. The housing reimbursement shall be the actual expense per night, not to exceed \$75, for no more than three nights for the lead observer and no more than two nights and remain capped at this level until the meet schedule or other circumstances should dictate otherwise.

Mileage Reimbursement shall be paid at the rate determined by the Board of Directors. MapQuest mileage between the meet site and each observer's permanent residence shall be used in all mileage reimbursement determinations.

Parking Fees shall be reimbursed on a 100% of the actual expense incurred by the OOs and only be payable if the meet host has not offered or provided free parking.

Per Diem shall be paid to observers assigned to the OHSAA State Meet @ \$18 per day.

OHSAA Northeast District Meet. 1) Observers shall be reimbursed for round-trip mileage on a once-per-day basis. 2) Parking fees shall be reimbursed as noted above. 3) Four LESI observers per swimming-event session shall be assigned for this meet.

OHSAA State Meet. 1) Mileage reimbursement for observers not eligible for, or not opting to use, the housing reimbursement shall be provided on a not-more-than-twice-per-day, round-trip basis. 2) Observers qualifying for and choosing to use the housing-reimbursement option are only eligible for one round-trip mileage reimbursement. 3) There shall be no reimbursement for local travel to and from Canton-area hotels/motels. 4) Parking fees shall be reimbursed as noted above. 5) Per diem as described above shall be provided to the LESI observers. 6) Two LESI observers per swimming-event session shall be assigned for this meet.

OHSAA Northeast Sectional Meets. 1) Observers shall be reimbursed for round-trip mileage on a once-per-day basis. 2) Parking fees shall be reimbursed as noted above. 3) Two LESI observers per swimming-event session may be assigned for this meet.

TRAVEL POLICY

For All LSC-Sponsored Team Travel

1. Group Leader/Manager
 - 1.1 Over all leadership shall be with the Zone Chair, Mid States All Star Chair or other Board appointed leader.
 - 1.2 Shall be USA Swimming non-athlete members in good standing (successfully pass background check).
 - 1.3 Shall be responsible for all aspects of group travel.
 - 1.4 Must sign and agree to all policies and code of conduct.
2. Chaperones
 - 2.1 Shall be USA Swimming non-athlete members in good standing.
 - 2.2 Shall be at least 18 years old (prefer 21).
 - 2.3 Shall be of sufficient number so that a ratio of 1:10 chaperons to athletes 13 years and older and 1:6 for athletes 12 years and younger is maintained.
 - 2.4 Any mixed gender team shall have at least one male and one female chaperon.
 - 2.5 Shall be responsible for athletes throughout the trip.
 - 2.6 Shall have specific and additional duties as assigned by Group Leader.
 - 2.7 Must sign and agree to all policies and code of conduct.
3. Coach/Athlete/Parent
 - 3.1 Must sign and agree to all policies and code of conduct.

4. Utilize two-deep
 - 4.1 Trips shall include a minimum of two adults.
 - 4.2 If the activity is co-educational, adults of both genders must be present.
 - 4.3 Anytime there is only one adult present; the group must be in a visible public location with an unobstructed window or open door if indoors.
5. Travel of one athlete and one coach
 - 5.1 Athlete's parent or guardian shall provide written permission in advance for an athlete to travel alone with a coach.
6. Permission Slips
 - 6.1 Permission slip approved by the LESI Board is required for all LSC-approved trips.
 - 6.2 Permission should include all aspects of trip and a right to treat waiver.
7. Hotel/sleeping quarters
 - 7.1 Athletes will be assigned rooms by gender and similar age.
 - 7.2 Athletes are not to be assigned rooms with an adult unless the adult is a parent, guardian, or sibling.
8. Transportation
 - 8.1 Van or Car
 - 8.1.1 Written permission for each athlete to travel by personal or rental vehicle
 - 8.1.2 Preferred 2 adults (male/female) in each vehicle
 - 8.1.3 Driver/owner should have adequate insurance and provide proof.
 - 8.2 Bus or other modes of transportation
 - 8.2.1 Written Permission
 - 8.2.2 Chaperones as required in 2.3
9. Written report of any travel policy or code of conduct violation shall be provided to General Chair and parent/guardian of athlete no later than 7 days of incident.

VOLUNTEER GIFT POLICY

Philosophy: Volunteer recognition is extremely important and the LSC should make every effort to demonstrate to its volunteers that their efforts and service are greatly appreciated. Showing appreciation is a key element in volunteer retention and in developing future leaders within the LSC. By definition, volunteers are not paid for their time and effort. Therefore, the LSC will not show its appreciation monetarily through individualized gift cards, bonus checks, or other monetary gratuity as events are concluded. Coaches who serve as LSC team coaches are considered volunteers, subject to the same recognition parameters as other volunteers. The LSC will endeavor to show its appreciation in other ways.

Methods of Showing Appreciation:

1. The LSC will furnish custom Lake Erie Swimming note cards to all committee chairs and Board members. It is the responsibility of each chair and Board member to write personal thank you notes whenever appropriate; i.e., after a major activity or event. For example, the Zone Chair would write thank you notes to each coach, committee member, and chaperon at the conclusion of the Zone Meet. Likewise, officers would be responsible for thanking those who provide service within their divisions, such as the Administrative Vice-Chair sending a note to the chair of the Awards Program or the Finance Chair sending a note to each person helping with the internal audit.
2. Volunteer service in defined areas will be tracked and a list maintained. Each will receive a gift card at an area restaurant in the amount established by the Board along with a letter thanking the person for his service and telling the volunteer to take him/herself out for lunch, courtesy of the LSC. These volunteers will be recognized equally in spite of the fact that some will have provided more service than others.
3. SWAG –A number of items will be purchased, such as USA Swimming shirts, bags, pens, mugs, sweatshirts, pins, etc., to be given out at the discretion of the General Chair. Committee, event or task force chairs may ask the General Chair for items to give to volunteers that they feel have gone above and beyond the call of duty.

4. All volunteers who are providing service will earn service points for their clubs in accordance with the Club Service Award Program.

Special Occasion Gifts: The General Chair is granted discretionary power to spend up to \$100 per instance in situations of hospitalization, family death, or other major life event of an active LSC member.

PAID LSC POSITIONS

1. Positions paid by the LSC include the following:
 - **Mid States All Star Chair:** the LSC shall pay the Mid States All Star Chair. The Board will annually establish the amount of compensation and define all expectations, requirements, policies, budgetary restrictions, etc. to the Chair upon his/her appointment.
 - **Championship Meet Directors:** The LSC shall select and pay the meet director of LSC championship meets that are hosted by the LSC. The Board will annually establish the amount of compensation and define all expectations, requirements, policies, budgetary restrictions, etc. to the Meet Director upon his/her appointment. If there are co-meet directors, they will split the amount established by the Board for meet director compensation.
 - **Independent Safety Monitor** shall be paid \$50 plus travel cost per LESI open water meet.
 - **Permanent Office Administrator** – Paid in accordance with a schedule adopted by the Board of Directors. Unemployment and workers comp will be paid by the LSC. Necessary paperwork will be filed by the firm that performs the audit/review of the books.
2. No club service points will accrue to a paid position, nor will that paid position be included in the annual luncheon gift card list. If a person selected for one of the paid positions chooses not to take compensation for the job, then that person joins the list of volunteers and receives club service points.

ZONE FUNDING

The LSC shall contribute the following amounts for Zone meets:

14U Meet

1. \$140 per pool athlete
2. \$45 per open water athlete