

## **LAKE ERIE SWIMMING GENERAL POLICIES FOR COMMITTEE ADMINISTRATION**

Lake Erie Swimming, Inc. is the local swimming committee responsible for the conduct and administration of swimming in the territories assigned to it by USA Swimming.

The House of Delegates governs Lake Erie Swimming. The Board of Directors has the authority to act for the LSC between meetings of the House of Delegates. The officers of Lake Erie Swimming shall have the authority to act for Lake Erie Swimming between meetings of the Board of Directors and the House of Delegates.

### **OFFICERS OF LAKE ERIE SWIMMING**

The officers of Lake Erie Swimming are elected at the spring meeting every three years. The officers of Lake Erie Swimming are General Chair, Administrative Vice Chair, Senior Vice Chair, Age Group Vice Chair, Technical Vice Chair, Finance Vice Chair, Treasurer and Secretary.

### **DIVISIONS OF LAKE ERIE SWIMMING**

The Board of Lake Erie Swimming shall consist of the following divisions with the indicated chairs: Administrative (Administrative Vice Chair), Senior (Senior Vice Chair), Age Group (Age Group Vice Chair), Finance (Finance Vice Chair), Technical (Technical Vice Chair), Athletes (Senior Athlete Representative), and Coaches (Senior Coach Representative).

### **COMMITTEES AND COORDINATORS**

Each Division is further divided into committees. Unless otherwise specified in the Lake Erie Bylaws, the LESI Policies and Procedures or this Committee Manual, the General Chair shall appoint the members of all committees with the advice and consent of the respective division chair and the chair of the committee. Athlete members of each committee shall be appointed by the General Chair with the advice of the Senior Athlete Representative. Athlete membership shall constitute at least twenty percent (20%) of the voting membership of every committee. The division chair shall be an ex-officio member, with voice and vote, of each committee within the respective division.

In addition to the standing committees listed herein, the Board of Directors and the House of Delegates are each authorized to establish additional committees to meet programming needs.

Committee chairs and coordinators who are not Board members, but are elected by the House of Delegates, a committee or division, are as follows:

- A. The Officials Chair shall be elected by members of the Officials Committee in accordance with the Officials Manual.
- B. EX-OFFICIO CHAIR - Certain other committee chairs are designated ex-officio by virtue of an office currently held.
- C. APPOINTED CHAIRS AND COORDINATORS - The chairs of all other committees and all other coordinators shall be appointed by the General Chair with the advice and consent of the Board of Directors and the respective division chair. The appointed committee chair or coordinator shall assume office upon appointment or the date designated by the General Chair and shall serve until a successor is appointed and assumes office.

### **RESIGNATIONS**

Any committee chair or member or coordinator may resign by submitting a written resignation to the General Chair or the Board of Directors specifying an effective date of the resignation. If such date is not specified, the resignation shall take effect upon the appointment of a successor.

## **VACANCIES**

The determination of when the position of an appointed committee chair, committee member or a coordinator becomes vacant or the person becomes incapacitated, if not made by the person, shall be within the discretion of the Board of Directors. In the event of a vacancy or permanent incapacity, the General Chair, with the advice and consent of the Board of Directors and the respective division chair, shall appoint a successor to serve until the conclusion of the incumbent's term. A temporary incapacity may be left unfilled at the discretion of the General Chair or an appointment may be made for the duration of the temporary incapacity.

## **MISSION STATEMENT OF A COMMITTEE**

The Board of Directors shall establish and annually review the mission statement of the committee.

## **ANNUAL GOALS OF A COMMITTEE**

The Board of Directors shall establish goals for the committee. Each committee shall establish a timetable or action plan for achieving these goals. The timetable and action plan shall be distributed to the respective division chair to whom the committee is directly responsible.

## **FUNCTIONS OF A COMMITTEE**

The functions of the committee may include but are not limited to the following:

1. To study and evaluate existing programs of the LSC.
2. To create and develop new programs for the LSC or for recommendation to another committee or to the Board of Directors.
3. To advise the Board of Directors through the division chair to whom the committee is directly responsible.
4. To consider items which have been referred to the committee from the Lake Erie membership, the LSC officers, from another committee or from the Board of Directors.
5. To present resolutions for action items that should be referred to the division chair for consideration by the Board of Directors.
6. To implement the policies of the Board of Directors and the LSC.
7. To prepare a budget for the projects and the administration of the committee in the next fiscal year.
8. To conduct the projects and operate the activities of the committee within the approved budget for the current fiscal year.

## **RESPONSIBILITIES OF COMMITTEE CHAIR OR COORDINATORS**

The responsibilities of the Committee Chair and /or Coordinators include:

1. Scheduling all meetings of the committee.
2. Proposing an agenda for all meetings.
3. Presiding at all meetings of the committee and guiding the business of the committee.
4. Keeping committee members informed of the activities of the committee or of the LSC since the last committee meeting.
5. Introducing guests and presenters to the committee.
6. Serving as the spokesperson for the committee.
7. Appointing a secretary to take minutes of all meetings.
8. Reviewing the draft of the minutes prepared by the secretary and making corrections as necessary so that they may be submitted to the members of the committee and the division chair.
9. Manage the programs and activities of the committee within the approved budget.
10. Assuming responsibility for the committee's compliance with the policies of the LSC.
11. Directing the committee's activities towards the completion of its goals.
12. Maintaining regular contact with the division chair.

### **IMPLEMENTATION OF ACTION ITEMS BY COMMITTEES**

The implementation of action items shall be the responsibility of the division chair.

1. A proposal or resolution is passed by the committee and becomes an Action Item for consideration by another committee or by the Board of Directors.
2. All Action Items should be submitted in writing and shall include an estimate of the costs of implementation.
3. The Action Item is referred to the division chair assigned to the committee.
4. The division chair shall either refer the matter back to the committee, or refer the matter to another committee where appropriate, or shall place the Action Item on the agenda of the next meeting of the Board of Directors.
5. The division chair shall present the Action Item to the Board of Directors for consideration.
6. The division chair shall report the disposition of the Action Item to the committee chair or coordinator within 5 days of the Board of Directors meeting.
7. The division chair shall discuss with the committee chair or coordinator the plan for implementation of any action item approved by the Board of Directors.

### **COMMITTEE SERVICE**

Except as otherwise specifically provided herein, the terms of each appointment to a committee shall be two years. There is no consecutive term limit.

### **EQUAL OPPORTUNITY TO PARTICIPATE**

It is the intent and purpose of Lake Erie Swimming to provide an equal opportunity to athletes, coaches, trainers, managers, administrators, volunteers and officials to participate in the governance of the LSC without discrimination on the basis of race, color, religion, age, gender, sexual orientation, disability, or national origin. No conditions or restrictions for participation in the governance of Lake Erie Swimming may be imposed unless otherwise set forth in the Lake Erie Swimming Bylaws.

### **OPEN MEETINGS POLICY**

Meetings of committees and sub-committees, other than a Personnel Committee meeting, shall be open to all members of LESI. Matters relating to personnel, disciplinary action, legal, taxation and similar affairs shall be deliberated and decided in a closed session which only the respective members are entitled to attend. By a majority vote, a committee or sub-committee may decide to go into closed session on any matter deserving of confidential treatment or of personal concern to any member of the committee or sub-committee.

### **ROBERTS RULES OF ORDER**

At all meetings of Lake Erie Swimming, divisions and committees, the current version of Roberts Rules of Order may be used, where appropriate, at the discretion of the meeting chair.

### **CONFLICT OF INTEREST**

In the event that any officer, or member of the Board of Directors or any Committee has a financial interest in any contract or transaction involving Lake Erie Swimming, such individual shall not participate in the LSC's evaluation or approval of such contract or transaction unless the material facts of the relationship or interest are disclosed or known to the other Directors or Committee members. If such disclosure is made, the contracts or transaction shall not be voided if the Board or Committee in good faith authorized the contracts or transaction by the affirmative vote of the majority of the disinterested Directors or Committee members, and the contract or transaction is fair to Lake Erie Swimming at the time it is authorized.

### **ETHICAL PRACTICES**

USA Swimming is committed to maintaining its highly regarded tradition of excellence of building and maintaining supportive environments in which children and young adults may grow, learn and prosper, not only as athletes but as citizens of our

Updated 10.2.2020

communities. It is the policy of USA Swimming that all of its Members, including athletes, coaches, officials and volunteers, have the right to participate and compete in an environment that is safe and free from sexual abuse and harassment.

### **MISCONDUCT BY MEMBERS**

The General Chair and/or Administrative Review Board, in response to written allegations of misconduct by a Lake Erie Swimming member, may authorize a confidential inquiry to determine whether a further investigation or Administrative Review Board is appropriate.

### **CONFIDENTIALITY**

Items, which are designated by the chair to be of a confidential or sensitive nature, should not be disclosed outside the setting of the committee. Members who knowingly divulge this information shall be subject to the procedures of misconduct.

### **REGULAR MEETINGS**

Meetings of the Committees of the LSC shall be held at a location determined by the committee chair.

### **SCHEDULING AND WRITTEN NOTICE OF MEETINGS**

A written notice of all meetings of the Committees of the LSC stating the time and place thereof shall be given to each member by email or by mailing it to each member's last known address at least 6 days before the meeting.

### **QUORUM & VOTING**

The presence of those duly registered and eligible to vote at a regularly scheduled meeting shall constitute a quorum. There shall be no voting by proxy. Each member shall have one vote on each matter and all motions, orders and other propositions coming before any committee shall be determined by a majority vote. Ex-officio members shall have a voice but no vote in the meeting. Invited guests may speak when recognized by a member of the committee.

### **MEETING AGENDA**

A preliminary written agenda of the meeting should be discussed with the division chair and in advance of the meeting. A committee meeting agenda should follow this outline:

- Call to Order
- Roll Call
- Approval of Previous Minutes
- Reports by Committee Members
- Old Business
- New Business
- Announcements
- Announcement of Date / Place of Next Meeting

### **COMMITTEE MEETING MINUTES**

The minutes of all meetings of Lake Erie Swimming shall be taken by a person designated by the chair as the secretary of the committee. The minutes should be prepared as an executive summary, not verbatim, and should include majority as well as those dissenting views. The attendance of members and guests present should be listed along with those members absent; "excused" may be used for a member whose absence is known in advance and is unavoidable. Items of a confidential or sensitive nature may be recorded separately and retained only in the Lake Erie Swimming Secretary's files.

### **PROCEDURES FOR COMMITTEE MAILINGS**

Committee correspondence shall be done through email.

Updated 10.2.2020

**AUTHORIZATION OF EXPENSES**

Only the Lake Erie Swimming division head shall authorize expenditures against the approved budget of the committee.

**TELECONFERENCE MEETINGS**

The Board of Directors, the Divisions, and the Committees of the LSC shall be permitted to conduct businesses on behalf of Lake Erie Swimming by means of Teleconference or other similar electronic means.

**BALLOT BY MAIL, FAX OR E-MAIL**

Any action, which may be taken at any regular meeting of the committee, may also be taken without a meeting. The chair shall distribute a written ballot to every member of the committee entitled to vote on the matter. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval of the proposal, and provide a reasonable time within which to return the ballot. Approval by written ballot shall be valid only when all the committee members entitled to vote consent to the action in writing and the written consents are filed with the records of the meetings.

## **COMMITTEES REPORTING TO THE GENERAL CHAIR**

### **GOVERNANCE COMMITTEE**

#### **Mission Statement:**

The mission of the Governance Committee is to assist the Board of Directors (“Board”) of Lake Erie Swimming in fulfilling the Board’s responsibilities with respect to (a) Board organization and function, including the recruitment, nomination, and orientation of Board Members; (b) Board Committee structure, membership and function; (c) Board governance policies and the necessary modifications to such policies; and (d) Strategic Plan.

**Membership:** The Governance Committee shall be comprised of six (6) nonathlete members and a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee. Nonathlete members shall serve three (3)-year terms, staggered so that one-third (1/3) of such members are appointed each year. Athlete member shall serve two (2)-year terms, staggered such that one-half (1/2) of such members are appointed each year. No more than one-half (1/2) of the Governance Committee members shall be members of the Board. After completion of two (2) consecutive terms, members are not eligible for re-appointment to the Governance Committee until after a lapse of two (2) years. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of the successive term limitation. In no case shall the General Chair serve on the Governance Committee.

#### **Responsibilities:**

1. Assist in periodic evaluation of the mission and vision statements and the Bylaws of LESI.
2. Aid in the development of operating policies regarding conflict of interest (Board and staff), document retention, ethics, whistle-blower, procurement, contract review, grievance and other employment-related practices, etc.
3. Aid in the development of personnel practices procedure including job descriptions and annual review of staff.
4. Ensure that the Board’s focus remains on the strategic plan.
5. Aid in the development of expectations and processes for accountability of Board members.
6. Develop criteria for the qualities and required characteristics of Board officers.
7. Lead Board succession planning by assessing current and anticipated needs for Board composition and identifying and recruiting potential Board members.
8. Nominate Board members, Administrative Review Board members, and other coordinator or chair positions to be elected by the House of Delegates consistent with the matrix of skills, demographics, and talents needed.
9. Publish the slate of candidates to the LESI membership at least twenty (20) days prior to the election. Additional nominations may be made from the floor of the House of Delegates by voting members of the House of Delegates;
10. Design and implement Board orientation and an ongoing program of Board education and development.
11. Lead periodic assessment of the Board’s performance (as a whole and of individual members) and make recommendations to enhance Board effectiveness

### **SAFE SPORT COMMITTEE**

**Mission Statement:** To educate and promote Safe Sport activities in the Lake Erie Swimming community.

**Membership:** The Safe Sport Committee shall be comprised of the chair, a minimum of one athlete (athlete membership shall constitute at least twenty percent (20%) of the voting membership of the committee), a minimum of one coach, a minimum of one official, and other volunteers as appointed by the chair.

#### **Responsibilities:**

1. Raise awareness of Safe Sport in Lake Erie Swimming.

Updated 10.2.2020

2. Promote Safe Sport through educational resources and opportunities.

### **OPERATIONAL RISK COMMITTEE**

**Mission Statement:** To coordinate safety enhancement and training opportunities to all Group Members, athletes, coaches, and officials of LESI programs to assure safety of our athletes, coaches, and volunteers at practices and meets.

**Membership:** The Operational Risk Committee shall be comprised of the chair and at least three (3) other members with a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee

**Responsibilities:**

1. Disseminate USA Swimming safety education information.
2. Develop safety education programs and policy for LESI; make recommendations regarding those programs and policies and their implementation to the applicable division chair.
3. Prepare and transmit reports required pursuant to the Bylaws.
4. Oversee safety (marshals and security) at LESI-hosted meets.
5. Oversee a program for providing coach credentials at meets.

### **ADMINISTRATIVE REVIEW BOARD**

**Mission Statement:** To hear complaints and appeals regarding administrative matters within the LSC which do not rise to the level of Code of Conduct violations and are not appeals of sanction decision. The Administrative Review Board shall have no jurisdiction to hear complaints regarding conduct that may violate the USA Swimming Code of Conduct or otherwise violate the policies, procedures, rules and regulations adopted by USA Swimming, or conduct that may bring USA Swimming, the LSC or the sport of swimming into disrepute.

**Membership:** The Administrative Review Board shall have at least five (5) regular members, with a sufficient number of athlete members to constitute at least twenty percent (20%) of the voting membership. At least three (3) members of the Administrative Review Board shall hear each case, with a sufficient number of athlete members to constitute at least twenty percent (20%) of its membership. The House of Delegates may increase the number of regular members by resolution but may only decrease the number of regular members upon the expiration of the term of office of any incumbent members.

The House of Delegates shall biennially elect regular members of the Administrative Review Board. Each regular member of the Administrative Review Board shall be an Individual Member of LESI and USA Swimming. In no case shall members of the Board of Directors serve on the Administrative Review Board.

The Chair of the Administrative Review Board (the "Chair") who must be a regular member, shall be elected biennially by a majority vote of the regular members of the Administrative Review Board. The Chair shall biennially appoint a Vice-Chair and a Secretary of the Administrative Review Board, each of whom must be regular members.

In the event that a regular member of the Administrative Review Board is unable or unwilling to promptly act for any reason, recuses herself or himself or is disqualified in any particular circumstance, the Chair (or, if the person so unable or unwilling to act or recused or disqualified is the Chair, the Vice-Chair; or failing that, the General Chair) shall appoint an alternate to act in the regular member's place in respect of that circumstance.

**Meetings:** The Administrative Review Board shall meet for administrative purposes as necessary, to elect the Chair, to adopt rules and procedures and to conduct other business as may be helpful or necessary to achieve the purposes of the Administrative Review Board and efficiently exercise its duties and powers. Other meetings may be called by the Chair or any two regular members. A quorum for any administrative meeting of the Administrative Review Board shall be fifty percent (50%) of its regular members.

**Responsibilities:**

1. Administer and conduct the affairs and achieve the purposes of the Administrative Review Board.
2. Establish policies, procedures and guidelines consistent with the corporation laws of LESI with respect to any matter within its jurisdiction or appropriate, necessary or helpful in the administration and conduct of its

Updated 10.2.2020

affairs. Such rules and procedures shall have the same force and effect as if they had been adopted as part of the Bylaws.

3. Retain attorneys, agents and independent contractors and employ those persons which the Administrative Review Board may determine are appropriate, necessary or helpful in the administration and conduct of its Affairs.
4. Take such action as may otherwise be appropriate, necessary or helpful in the administration and conduct of its affairs, the achievement of its purposes and the efficient exercise of its duties and powers.

Except for authority and power granted to the Chair, the exercise of the authority and powers of the Administrative Review Board and the decision of matters which are the subject of a hearing shall be decided by a majority vote of the Administrative Review Board. The views of any dissenters shall be included in the record of the proceeding if requested by the dissenters. The exercise of the Administrative Review Board's authority and power shall be solely in its discretion and the interests of justice and the sport of swimming.

The Administrative Review Board need not exercise its jurisdiction with respect to a complaint the subject matter of which occurred, or concerns or is founded on events which occurred, more than ninety (90) days prior to the date the complaint is received. A determination not to exercise its jurisdiction as a result of the untimeliness of a complaint may be made by the Chair alone and may be the subject of a request for rehearing and, thereafter, appeal to the National Board of Review pursuant to Part Four of the USA Swimming Rules and Regulations.



## **COMMITTEES REPORTING TO THE ADMINISTRATIVE VICE CHAIR**

### **PERMANENT OFFICE**

#### **Responsibilities:**

1. Handbook
2. Records.
3. Registration
4. Times
5. SWIMS Database Coordinator.
6. Website Coordinator.
7. LEAP Program.
8. Equipment.

### **AWARDS PROGRAM COMMITTEE**

**Mission Statement:** To annually arrange and conduct an awards program where special accomplishments of athletes, clubs, coaches, and volunteers are recognized.

**Membership:** The Awards Committee shall be comprised of the chair, a minimum of one athlete (athlete membership shall constitute at least twenty percent (20%) of the voting membership of the committee) and other volunteers as appointed by the chair.

#### **Responsibilities:**

1. Determine award winners, including for Volunteer Recognition, Virtual All Stars and Club Incentive.
2. Order awards.
3. Send invitations.
4. Arrange hospitality and set-up of facility.
5. Arrange for speakers, presenters, entertainment.
6. Publish program.

### **LEGISLATION COMMITTEE**

**Mission Statement:** To review, develop, and recommend amendments to Policy & Procedures or the LESI Bylaws.

**Membership:** The Legislation Committee shall be comprised of the chair, the Senior Athlete Representative, the Senior Coach Representative, the Senior Chair, the Age Group Chair, a minimum of one official, and other volunteers as appointed by the chair.

#### **Responsibilities:**

1. Review Policy and Procedures and the LESI Bylaws on a regular basis and put forward any corrective legislation as needed.
2. Put any submitted legislation into the proper format.
3. Provide the LESI Secretary with proposed legislation so that it can be distributed at least 30 days before the meeting of the House of Delegates.
4. Update the Policy & Procedures that are posted on the website.

### **SANCTION COMMITTEE**

**Mission Statement:** To oversee sanctioning of meets in the Lake Erie Swimming territory.

**Membership:** The Sanction Committee shall be comprised of the Chair and additional members appointed by the Chair.

#### **Responsibilities:**

Updated 10.2.2020

1. Establish procedures relevant to the awarding of sanctions and approvals in LESI.
2. Review meet information submitted by meet hosts for requirements and conditions as listed in USA Swimming Rules and Regulations and in the LESI Policy & Procedures.
3. Issue sanctions and approvals.
4. Ensure that meet information is posted on the LESI website in a timely fashion.

### **CLUB INCENTIVE COMMITTEE**

**Mission Statement:** Assist LESI clubs to reach their full potential inside and out of the water by providing opportunities to motivate, recognize and reward clubs for their participation and performance in Lake Erie and USA Swimming programs.

**Membership:** The Club Incentive Committee shall be comprised of the chair and other volunteers as appointed by the chair. Admin VC will chair- appoint additional members

#### **Objectives:**

1. Strengthen all Lake Erie Clubs
2. Increase participation in LE and USA programs
3. Increase education of all members
4. Give back to membership

#### **Responsibilities:**

1. Educate membership on Club Service program and track points
2. Be up to date on USA/LESI programs and offerings - club recognition, club excellence, safe sport recognition, IMX, Clinics, educational opportunities etc.
3. Identify programs that align with area(s) in LESI strategic plan.
4. Choose a focus program (s) and find ways to motivate, recognize or reward Club

## **COMMITTEES REPORTING TO THE SENIOR VICE CHAIR**

### **DIVERSITY AND INCLUSION COMMITTEE**

**Mission Statement:** To further opportunities for economically disadvantaged athletes and under-represented populations.

**Membership:** The Diversity and Inclusion Committee shall be comprised of the Chair and other volunteers as appointed by the Chair.

**Responsibilities:**

1. Develop ways to increase participation from ethnic/economic/gender groups which are currently under-represented in LESI.
2. Establish programs to teach water safety/drown-proofing to inner-city youth.
3. Partner with city governments, city recreation departments, school systems, etc.

### **OFFICIALS COMMITTEE**

**Mission Statement:** To maintain a roster of qualified, well-trained and experienced officials of the highest caliber.

**Membership:** The Officials Committee shall be comprised of the Chair and all certified officials of LESI.

**Responsibilities:**

1. Recruit, train, test, evaluate, and certify officials for LESI.
2. Retest, and recertify officials for LESI.
3. Supervise officials and assignment to meets sanctioned in LESI.
4. Conduct clinics for training.
5. Provide education/information upon request from clubs, coaches, parents, etc.

### **SENIOR SWIMMING COMMITTEE**

**Mission Statement:** To provide planning and advice regarding the programs which aid in the development of senior swimmers.

**Membership:** The Senior Swimming Committee shall be chaired by the Senior Swimming Vice Chair and shall be comprised of additional members as appointed by the Chair.

**Responsibilities:**

1. Identify areas where LESI senior swimming programming should be improved.
2. Suggest new programs for education, training, recognition.

### **NCAA LIAISON**

**Mission Statement:** To provide planning and advice regarding the programs which aid impact NCAA athletes.

**Membership:** The NCAA Liaison shall be comprised of the NCAA Liaison.

**Responsibilities:**

1. Identify areas where LESI NCAA programming should be improved.
2. Suggest new programs for education, training, recognition.

### **SENIOR CHAMPS COMMITTEE**

**Mission Statement:** To provide planning and advice regarding Senior Champs Meet.

**Membership:** The Senior Swimming Committee shall be chaired by the Senior Swimming Vice Chair and shall be comprised of additional members as appointed by the Chair.

**Responsibilities:**

## **COMMITTEES REPORTING TO THE AGE GROUP VICE CHAIR**

### **AGE GROUP DEVELOPMENT COMMITTEE**

**Mission Statement:** To provide planning and advice regarding the programs which aid in the development of age group swimmers.

**Membership:** The Age Group Development Committee shall be chaired by the Age Group Vice Chair and shall be comprised of additional members as appointed by the Chair.

**Responsibilities:**

1. Identify areas where LESI age group programming should be improved.
2. Suggest new programs for education, training, recognition.

### **LESI OPEN WATER COMMITTEE**

**Mission Statement:** To promote open water swimming in LESI.

**Membership:** The Open Water Committee shall be comprised of the Chair, a minimum of one athlete (athlete membership shall constitute at least twenty percent (20%) of the voting membership of the committee) and additional members appointed by the Chair.

**Responsibilities:**

1. Conduct an open water championship in the LSC each year.
2. Encourage teams to host open water meets.
3. Provide resources/advice to hosts of open water meets.
4. Recommend policies to encourage swimmers to participate in open water meets at zone, sectional, and national levels.
5. Recommend policies for recognition of open water swimmers.
6. Provide resources to coaches who are training open water athletes.
7. Work with Officials Committee to train and certify officials for open water competitions.

### **MID STATES ALL STARS COMMITTEE**

**Mission Statement:** To oversee team and coach selection of the Ohio Mid States All Stars Team and any other appropriate arrangements for their participation.

**Membership:** The Mid States All Stars Committee shall be comprised of the Chair, a minimum of one athlete (athlete membership shall constitute at least twenty percent (20%) of the voting membership of the committee), the Mid States All Stars Team coaches, and additional members appointed by the Chair.

**Responsibilities:**

1. Work with Ohio Swimming to establish qualification and application criteria.
2. Work with Ohio Swimming in selection of team coaches.
3. Establish fees.
4. Publicize the date, location, and application process within Lake Erie Swimming and Ohio Swimming.
5. Select most qualified swimmers from among the applicants
6. Oversee hotel arrangements as needed.
7. Order team uniforms and their distribution.

### **ZONE TEAM COMMITTEE**

**Mission Statement:** To coordinate the team selection process and administer the affairs of the LESI Zone Team.

Updated 10.2.2020

**Membership:** The Zone Team Committee shall be comprised of the Chair, the Zone Team head coach, a minimum of one athlete (athlete membership shall constitute at least twenty percent (20%) of the voting membership of the committee), and additional members appointed by the Chair.

**Responsibilities:**

1. Determine the fees and sign-up process, including deadline for sign-up for the LESI Zone Team.
2. Arrange housing, transportation, meals, and uniforms for team members.
3. Establish criteria for recruitment and selection of chaperones.
4. Oversee selection of Zone Team coaches as established in LESI Policy & Procedures.
5. Submit entry in timely fashion.
6. Develop Code of Conduct for all participants (athlete, coach, chaperon, staff) and ensure compliance.
7. Conduct team meetings and team practices as appropriate.

**LESI AGE GROUP MEET MANAGEMENT COMMITTEE**

**Mission Statement:** To provide planning regarding all championship level meets for 14 & Unders in the Lake Erie LSC, including current meets of 8 & Under Championships, Regional Championships, and Junior Olympics Championships.

**Membership:** The Age Group Meet Management Committee shall be co-chaired by the Age Group Chair & Technical Planning Chair, and additional members as appointed by the Chairs, including a minimum of one (1) athlete, with the sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee.

**Responsibilities:**

1. Monitor data in the areas of athlete performance, athlete participation, club performance, club participation, volunteer participation, and identify areas where improvement is needed
2. Identify areas where Championships need improvement and make appropriate changes to championship meets
3. Provide guidelines and wording for meet information for all levels of championship meets
4. Provide advice regarding the technical aspects of each championship meet
5. Develop championship meets with events and time standards to present to Lake Erie House of Delegates for approval

**YMCA LIAISON**

**Mission Statement:** To provide planning and advice regarding the programs which impact YMCA athletes.

**Membership:** The YMCA Liaison shall be comprised of the YMCA Liaison.

**Responsibilities:**

1. Identify areas where LESI YMCA programming should be improved.
2. Suggest new programs for education, training, recognition.

## **COMMITTEES REPORTING TO THE TECHNICAL PLANNING VICE CHAIR**

### **TECHNICAL PLANNING COMMITTEE**

**Mission Statement:** To provide long-range planning and advice regarding the technical aspects of the programs in LESI. To identify the areas of weakness within Lake Erie Swimming and set long-term goals for improvement.

**Membership:** The Technical Planning Committee shall be comprised of the Chair, a minimum of one athlete (athlete membership shall constitute at least twenty percent (20%) of the voting membership of the committee), and at least two additional members, one of whom shall be a coach member.

#### **Responsibilities:**

1. Monitor data in the areas of athlete performance, athlete participation, club performance, club participation, coach participation, coach education, volunteer participation, parent education, club education, and athlete education and identify areas where improvement is needed, set goals, and set up timetable for achieving goals.
2. Formulate programs that will aid LESI in reaching the goals established by the Board of Directors.
3. Recommend implementation of programs to various divisions.
4. Provide advice regarding the technical aspects of those programs and evaluate their impact.

### **SCHEDULING COMMITTEE**

**Mission Statement:** To oversee the scheduling of competitions in LESI.

**Membership:** The Scheduling Committee shall be comprised of the Chair, a minimum of one athlete (athlete membership shall constitute at least twenty percent (20%) of the voting membership of the committee), the Senior Vice Chair, the Age Group Vice Chair, the Senior Coach Representative, the Technical Planning Chair, and additional members appointed by the Chair.

#### **Responsibilities:**

1. Develop meet schedules (short and long course) with events and time standards
2. Establish and publicize the bidding process for hosting meets.
3. Award meets, convene Site Selection as appropriate, and finalize schedule.
4. Present schedule to House of Delegates for approval.

### **SWIMPOSIUM COMMITTEE**

**Mission Statement:** To organize an annual event which provides educational opportunities/workshops for coaches, officials, parents, and athletes.

**Membership:** The Swimposium Committee shall be comprised of the Chair, the Senior and Junior Coach Representatives, a minimum of one athlete (athlete membership shall constitute at least twenty percent (20%) of the voting membership of the committee) and other volunteers as appointed by the Chair.

#### **Responsibilities:**

1. Determine date & location & arrange for contracts.
2. Arrange for speakers and presenters and arrange schedule of presenters & other logistics.
3. Order necessary materials and equipment.
4. Arrange logistics for any out-of-town presenters.
5. Publicize event and take registrations.
6. Prepare written program with room assignments, times, bios, etc.
7. Prepare facility set-up – tables, chairs, skirts, decorations, etc.
8. Set up audio-visual equipment as necessary.

## **CAMPS COMMITTEE**

**Mission Statement:** To facilitate the conduct of camps for athlete training.

**Membership:** The Camps Committee shall be comprised of the Chair, a minimum of one athlete (athlete membership shall constitute at least twenty percent (20%) of the voting membership of the committee) and other members appointed by the Chair.

**Responsibilities:**

1. Coordinate with USA Swimming to conduct camps at locations in Lake Erie Swimming
2. Coordinate the conduct of other camps at locations in Lake Erie Swimming.
3. Recruit coaches and volunteers to conduct camps; define qualifying parameters for each camp; oversee application and selection process of participants.
4. Provide agenda, training materials, and necessary supplies to camps.
5. Develop evaluation process regarding success of camps.

## **MEET MANAGEMENT/EVALUATION COMMITTEE**

**Mission Statement:** To provide resources and support for the conduct of swim meets.

**Membership:** The Meet Management Committee shall be comprised of the Chair and additional members appointed by the Chair.

**Responsibilities:**

1. Ensure that a meet management workshop is conducted annually in the LSC.
2. Provide guidance and resources to those meet hosts (or potential meet hosts) seeking help.
3. Provide feedback and suggestions for improvements in schedule, scheduling process, sanction process, conduct of meets, and format of LSC championship meets.
4. Aid in the conduct of LSC-hosted meets by making sure that said meets are properly organized, that LSC responsibilities are fulfilled in a timely fashion, and that meet directors understand and are performing their duties within the proper constraints.



## **COMMITTEES REPORTING TO THE FINANCE VICE CHAIR**

### **BUDGET COMMITTEE**

**Mission Statement:** To prepare and present a budget for consideration and approval by the Board of Directors and House of Delegates.

**Membership:** The Budget Committee shall be comprised of the Finance Vice Chair, who shall serve as Chair, the General Chair, the Treasurer, the Administrative Vice-Chair, the Senior Vice Chair, the Age Group Vice Chair, the Senior and Junior Athlete Representatives and the Coach Representative.

**Responsibilities:**

1. Consult with the officers and committee chairs, and coordinators in the preparation of an annual budget.
2. Present the budget to the Board of Directors, making revisions as directed by the Board.
3. Provide the Secretary with the proposed budget, as approved by the Board of Directors, for timely distribution to the members of the House of Delegates.

### **ELAINE MILLER COMMITTEE**

**Mission Statement:** To administer the Elaine Miller Fund.

**Membership:** The Elaine Miller Committee shall be comprised of the Finance Vice Chair, who shall serve as Chair, the Treasurer, and the Registration Chair.

**Responsibilities:**

1. Establish and publicize application process.
2. Review each application, authorizing awards as appropriate.
3. Maintain strict confidentiality.

### **FINANCE COMMITTEE**

**Mission Statement:** To develop and supervise execution of financial policies as approved by the Board of Directors.

**Membership:** The Finance Committee shall be comprised of the Finance Vice Chair, who shall serve as Chair, the Treasurer, three additional non-athlete members, and a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee.

**Responsibilities:**

1. Develop policy regarding the investment of LESI's working capital, funded reserves.
2. To effect the annual and semi-annual audit/review of the books, pursuant to the bylaws.
3. Receive and review the audit and other reports submitted by the independent auditor.
4. Submit the audit and other reports to the Board of Directors and make recommendations with regard thereto.
5. Regularly review LESI's equipment needs (both operational and office) and the various methods available to finance the acquisition of any needed equipment and make a determination and recommendation of the best financing method.
6. Make recommendations to the Budget Committee and Board of Directors regarding any financial matters.
7. Develop policy for conduct regarding all financial matters.
8. Supervise execution of all financial policies and ensure development of the budget by the Budget Committee.
9. Maintain a list of LESI equipment, monitor its location and maintenance.
10. Annually file the 990 and any other required reports with USA Swimming or the State of Ohio.

## **MARKETING & SPONSORSHIP COMMITTEE**

**Mission Statement:** To promote and market Lake Erie Swimming and the sport of swimming.

**Membership:** The PR & Marketing Committee shall be comprised of the chair, a minimum of one athlete (athlete membership shall constitute at least twenty percent (20%) of the voting membership of the committee) and other volunteers as appointed by the Chair.

**Responsibilities:**

1. Work with media to recognize accomplishments of Lake Erie Swimming athletes, coaches, and clubs.
2. Team with any corporations or local companies for financial support, VIK, etc.

## COMMITTEES REPORTING TO THE SENIOR COACH REPRESENTATIVE

### COACHES COMMITTEE

**Mission Statement:** To represent the interests of the coaches in all matters within LESI.

**Membership:** The Coaches Committee shall be comprised of the Senior Coach Representative who shall serve as Chair, and all coach members of LESI.

**Responsibilities:**

1. Provide input to the Board of Directors and House of Delegates regarding all matters.
2. Oversee conduct of election of Junior Coach Representative.
3. Oversee selection of the recipient of the Age Group Coach of the Year and Senior Coach of the Year.
4. Recommend policy and or programs to the Board of Directors.
5. Oversee programs regarding coach education.
6. Oversee LESI library.
7. Aid in establishing procedures for selection of Zone Team coaches, Mid States All Stars Team coaches, camps coaches, etc.

## COMMITTEES REPORTING TO THE SENIOR ATHLETE REPRESENTATIVE

### ATHLETE COMMITTEE

**Mission Statement:** To represent the interests of the athletes in all matters within LESI.

**Membership:** The Athletes Committee shall be comprised of the Senior Athlete Representative who shall serve as Chair, and all athlete club representatives of LESI.

**Responsibilities:**

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