



**MINNESOTA
SWIMMING**

Board of Directors Orientation

May 2018

Presented by Bob Crunstedt

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- Past Board meeting agenda, reports and minutes
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- Athlete Committee Handbook and Bylaws
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- Form 990
- Board Job Descriptions

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Legal Organization

- Local Swimming Committee of USA-S
- Group tax-exemption under IRC Sec. 501(c)(3)
- State of Minnesota Nonprofit Corporation

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Mission of Minnesota Swimming Inc.

To serve athletes and the swimming community by providing great experiences in and out of the water.

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**MINNESOTA
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Vision of Minnesota Swimming Inc.

To lead youth sports in participation,
opportunity, performance, and service.

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LSC Key Strategic Plan Priorities

Cultural identity of MNswim around our core values

- Re-examine mission and values so that MSI “cultural identity” is reflected
- Create “messaging” about cultural identity
- From within LSC enlist marketing specialists
- Determine how messaging is sustained

Club development

- Seek club management methods/processes that are scalable and sustainable for club volunteers.
- Leverage existing USA Swimming Club Recognition resources that offer clubs a working blueprint for developing strong, stable, financially sound and athletically productive organizations.
- Explore incentives at MSI level

Business and marketing plan to invest in the sport

- Analyze roles, accountabilities and resources, then identify gaps to support and directing efforts by staff and volunteers.
- Bring together marketing specialists from within the LSC to help develop a marketing plan
- Link business and marketing plans to drive “sport investment” that financially support initiatives that are mission/vision focused

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LSC Key Strategic Plan Priorities

Organizational and business continuity

- Develop LSC committee structure ('15)
- Governance Task Force ('15)
- Rules & Regulations TF ('15)
- Volunteer job descriptions
- Staff FLSA classifications and updated job descriptions
- ACH implementation
- Achieve LEAP 2 and 3 ('15)

Pool facility development

- Continue MSI's standing as a leading point of contact for those interested in competitive pool development in our LSC territory.
- Encourage better utilization of existing facilities, with emphasis on 50-meter pools
- Sustain internal grant resources/program to support development of pool facilities
- Solicit and assemble expertise in grant writing to prepare publishable guidance for clubs seeking grants to build or renovate pools.

Relationships with complementary organizations

- Executive Director will initiate LSC-level connections and foster relationships with complementary competitive swimming organizations as appropriate.
- Encourage local clubs to reach out to complementary organizations in their local area

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USA Swimming Mission Statement

USA Swimming is the National Governing Body for the sport of swimming. We administer competitive swimming in accordance with the Olympic & Amateur Sports Act. We provide programs and services for our members, supporters, affiliates, and the interested public. We value these members of the swimming community, and the staff and volunteers who serve them. We are committed to excellence and the improvement of our sport. We are committed to providing a safe and positive environment for all members.

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USA Swimming Vision Statement

To inspire and enable our members to
achieve excellence in the sport of
swimming and in life

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USA Swimming Core Objectives

- Build the Base
- Promote the Sport
- Achieve Competitive Success

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Central Zone

- USA Swimming – 4 zones, Eastern, Southern, Central, and Western
- 15 LSCs in Central Zone
- House of Delegates
- Central Zone Representatives
- Zone programming
 - 14& U Championship
 - Open Water Championship
 - Multi-Cultural Meet
 - Select Camps
 - Workshops
- Zone Board of Review
- Zone Sanction Appeal Panel



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MSI Governance

- House of Delegates
- Board of Directors
- Executive Committee

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Minnesota Swimming Organizational Chart --- Divisions

House of Delegates

General Chair

Meet Sanctions
 Officials
 Reportable Times
 Safety
 Secretary
 Technical Planning
 Open Water

Executive Director & staff

Administrative
 Division Vice Chair

Bylaws/Legislation/Rules
 Computer
 Equipment
 Insurance
 Legal/Legislative
 Membership
 Registration
 Personnel
 Public Relations
 Publications
 Newsletter
 Policies & Procedures
 manual
 Special Events
 Safe Sport

Senior Division
 Vice Chair

Awards (Senior)
 Camps/Clinics
 Liaison Athlete Comm.
 Meet Evaluation
 Meet Management
 Senior Swimming
 Athlete Reps liaison

Age Group Division
 Vice Chair

Adaptive Swimming
 Age Group Swimming
 Awards (Age Group)
 Camps/Clinics
 Meet Schedule
 Program Development
 Records Top 20
 Time Standards
 Zone Team

Finance Division
 Vice Chair

Audit
 Budget
 Finance
 Marketing/Sponsorship
 Paid Staff
 Tax

Coach Division
 Senior Coach
 Representative

Coach Representatives

Athlete Division
 Senior Athlete Rep

Athlete Representatives
 Athlete Committee

*Denotes
 Executive Board*

Junior Athlete Rep

Minnesota Swimming Organizational Chart

ELECTED COMMITTEE CHAIRS/COORDINATORS (voting)

- Athlete Committee Vice Chair
- Junior Coach Rep
- Officials Committee Chair
- Safety Coordinator
- Secretary
- Technical Planning Chair
- Safe Sport Chair

APPOINTED COMMITTEE CHAIRS/COORDINATORS (non-voting)

- Camps Coordinator
- Disability Swimming Chair
- Diversity Swimming Chair
- Equipment Coordinator
- Legislative Coordinator
- Nominating Committee Chair
- Reportable Times Coordinator
- State Records Coordinator

ELECTED COMMITTEES

NOMINATING COMMITTEE

The committee is comprised of the Immediate Past General and not fewer than four (4) individual members. The Chair shall be elected annually by the majority members present at a meeting called promptly after the members are elected or appointed.

EX-OFFICIO (non-voting)

Immediate Past General Chair

USA Swimming Board of Director Members

USA Swimming Committee Chairs

STANDING COMMITTEES

ATHLETES COMMITTEE

The Senior Athlete Representative shall chair this committee consisting of at least three (3) other Athlete or Seasonal Athlete members.

FINANCE COMMITTEE

The Finance Vice Chair shall chair this committee consisting of the General Chair, Admin. Vice Chair and an athlete.

OFFICIALS COMMITTEE

The Official's Committee Chair shall chair this committee consisting of at least two other members who are certified officials of MSI, and an athlete.

PERSONNEL COMMITTEE

The General Chair shall chair this committee consisting of the Administrative Vice Chair, the Finance Vice Chair and the Senior Athlete Rep.

TECHNICAL PLANNING COMM.

The Technical Planning Committee Chair shall chair this committee comprised of an Athlete Member and at least four (4) additional members of whom at least fifty percent (50%) shall be Coach Members.

SAFE SPORT COMMITTEE

Members are the Safe Sport Committee Chair, who shall serve as chair, and at least four additional members; at least one shall be a Coach Member, at least two shall be at-large non-athlete members, and at least one shall be an athlete member.



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Board of Directors Fiduciary Duties

Duty of Care

Use your best judgment and exercise reasonable caution in making decisions.

Duty of Loyalty

Put your personal and professional interests aside for the good of the organization.

Duty of Obedience

Be true to the mission and vision and follow all the laws and regulations that may apply to non-profits.

Duty of Transparency

Establish a system of operation that allows outsiders to see how the organization operates, makes decisions, and uses resources; an important aspect to ensure the public trust in an organization.

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Wearing Your “Board Hat”

3 Hats a board member wears:

1. **Volunteer:** like every other member
2. **Policy-maker:** during meetings of the board
3. **Implementer:** no power except at direction of the board/policy



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Board of Directors Meetings

- Third Tuesday of the month except March, April, August and December
- All Board members (voting and non-voting) are expected to attend the meetings.
- Notify the General Chair if you unable to attend
- Written reports submitted
- Agenda published
- Consent agenda, Robert's Rule of Order
- Finance report
- Advice and consent to Appointments
- New business
 - New or amended policies or new resolutions 1 week in advance
- Unfinished (old) business

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Board FYI

- MSI Administrative Calendar
- MSI web site, social media sites (LSC & athlete Facebook, Twitter, Instagram)
- MSI blast email
- LSC Excellence and Achievement Program (LEAP)
- Audit/financial review and management letter
- Form 990
- Tax-exempt organization governance policies (conflict of interest, whistleblower, and document retention)
- Self-evaluation of the board's performance
- Board member responsibilities (refer to separate documents)
- Athlete representation on all committees

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Director & Officer Liability Insurance

- Provided through USA Swimming
- Coverage for defense costs and liabilities incurred by insured directors and officers arising out of claims alleging that an insured has committed “wrongful acts,” which means any error, misstatement, misleading statement, act, or omission, neglect or breach of duty by policy definition.
- This coverage excludes bodily injury or property damage claims which would likely be covered by the general liability policy.
- Limit of Liability: \$1,000,000, \$1,000 organization deductible

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Whistleblower Policy

Directors, officers, committee members, volunteers, and employees are to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. No director, officer, committee member, volunteer, or employee who in good faith reports a violation or suspected violation of standards or ethics shall suffer harassment, retaliation or adverse employment consequence.

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Conflict of Interest Policy and Disclosure Statement

Completed on an annual basis by each employee, board member, and anyone otherwise designated by the board

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LSC Online Leadership Course

The screenshot shows a web browser window displaying the USA Swimming website. The address bar shows the URL: <https://www.usaswimming.org/articles-landing-page/2017/11>. The page features a navigation menu with links for FOR YOU, NEWS, TIMES, EVENTS, RESOURCES, MEET THE TEAM, and ABOUT. Below the navigation, there are two main banners: "THE CASE FOR SWIMMERS" and "DIVERSITY & INCLUSION #SWIMCLUSION". The main content area is titled "LSC ONLINE LEADERSHIP COURSE" and includes a registration call to action: "REGISTER FOR THIS FREE COURSE TODAY!". Below this, a paragraph states: "USA Swimming's free LSC Leadership Course provides an introduction to Local Swim Committees for LSC leaders and volunteers. In this course you'll:" followed by a list of four bullet points:

- learn about the governance structure of USA Swimming and where your LSC fits in
- the basic principles of nonprofit governance
- how those principles apply to real-life situations in the LSC, and
- how to plan for the future of your LSC

At the bottom of the main content area, there is a button that says "CLICK HERE TO TAKE THE FREE ONLINE COURSE". To the right of the main content, there is a "RELATED" section with two items: "LEAP PORTAL" (with a social media icon) and "LEAP BYLAWS" (with a social media icon).

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Minnesota Swimming Committee Handbook

STANDING COMMITTEES

NOMINATING COMMITTEE

The committee is comprised of the Immediate Past General and not fewer than four (4) individual members. The Chair shall be elected annually by the majority members present at a meeting called promptly after the members are elected or appointed.

ATHLETES COMMITTEE

The Senior Athlete Representative shall chair this committee consisting of at least three (3) other Athlete or Seasonal Athlete members.

FINANCE COMMITTEE

The Finance Vice Chair shall chair this committee consisting of the General Chair, Admin.Vice Chair and an athlete.

OFFICIALS COMMITTEE

The Official's Committee Chair shall chair this committee consisting of at least two other members who are certified officials of MSI, and an athlete.

PERSONNEL COMMITTEE

The General Chair shall chair this committee consisting of the Administrative Vice Chair, the Finance Vice Chair and the Senior Athlete Rep.

TECHNICAL PLANNING COMM.

The Technical Planning Committee Chair shall chair this committee comprised of an Athlete Member and at least four (4) additional members of whom at least fifty percent (50%) shall be Coach Members.

SAFE SPORT COMMITTEE

Members are the Safe Sport Committee Chair, who shall serve as chair, and at least four additional members; at least one shall be a Coach Member, at least two shall be at-large non-athlete members, and at least one shall be an athlete member.

OTHER COMMITTEES

AGE GROUP SWIMMING COMMITTEE

The Age Group Swimming Vice Chair chairs this committee

SENIOR SWIMMING COMMITTEE

The Senior Swimming Vice Chair chairs this committee.

DIVERSITY SWIMMING COMMITTEE

The Diversity Swimming Chair chairs this committee

DISABILITY SWIMMING COMMITTEE

The Disability Swimming Chair chairs this committee

POOL FACILITY DEVELOPMENT GRANT COMMITTEE

Shall be composed of five members: the Finance Vice Chair, an Athlete Representative with voting rights on the MSI board of directors, and three (3) persons selected by the General Chair

TASK FORCES and AD HOC COMMITTEES USED in the PAST

OPEN WATER TASK FORCE

MEET SCHEDULING COMMITTEE

STRATEGIC PLANNING COMMITTEE

GOVERNANCE COMMITTEE TASK FORCE

RULES & REGULATIONS COMMITTEE TASK FORCE

MEET FEES TASK FORCE



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Why Committees?

1. Bylaws compliance
2. Goals set and work delegated
3. Equal opportunity to participate; contributions from all member groups (coaches, athletes, officials, volunteers)
4. Wider coverage for questions with input from members
5. Details and unintended consequences addressed
6. Transparency - meetings are open and minutes are recorded and posted

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Why Committees?

7. New people mentored up, future leaders identified
8. Provides back up for division head or committee chair
9. Utilize technology – conference calls, web conferencing, cloud based collaboration
10. Model used at other LSC's - tools & information
11. Support – staff to assist with logistics, remote connection to meetings or actual meeting rooms, data, history, meeting agenda and minutes posted, recommend committee members

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Typical Committee Functions

1. Provide transparency of process and recommendations.
2. Study and evaluate existing programs of the LSC.
3. Create and develop new programs for the LSC or for recommendation to another committee, to the division head, Board of Directors.
4. Advise the Board of Directors through the division head to whom the committee is directly responsible.
5. Present resolutions for action items that should be referred to the division head for consideration by the Board of Directors.
6. Consider items which have been referred to the committee from the membership, the LSC officers, from another committee or from the Board of Directors.
7. Implement the policies of the Board of Directors and the LSC.
8. Help prepare a budget for the projects and the administration of the committee in the next fiscal year.
9. Conduct the activities of the committee within the approved budget for the current fiscal year.



Recommended Committee Chair Responsibilities

1. Schedule meetings of the committee.
2. Propose an agenda for all committee meetings and make sure information is submitted to the office for posting.
3. Preside at all meetings of the committee and guiding the business of the committee.
4. Keep committee members informed of the activities of the committee or of the LSC since the last committee meeting.
5. Introduce guests and presenters to the committee.
6. Serve as the spokesperson for the committee.
7. Appoint a secretary to take minutes of all meetings.
8. Review the draft of the minutes and making corrections as necessary so that they may be submitted to the members of the committee, the division head, and website.
9. Oversee the programs and activities of the committee within the approved budget.
10. Assume responsibility for the committee's compliance with the policies of the LSC.
11. Direct the committee's activities towards the completion of its goals.
12. Maintain regular contact with the division head.



Committees – Bylaws Article 607

- MEETINGS OPEN; EXECUTIVE (CLOSED) SESSIONS - Meetings of divisions, committees and subcommittees other than the Personnel Committee shall be open to all members of MSI and USA Swimming.
- INDIVIDUAL MEMBERS - Individual Members who are not members of the division, committee or subcommittee may attend open meetings of the division, committee or sub-committee and be heard in the discretion of the presiding officer. Unless entitled to vote under another provision of these Bylaws, Individual Members shall have no vote in those meetings.
- NOTICES:
 - TIME: Except as otherwise provided in these Bylaws or the resolution or other action establishing a committee or sub-committee, not less than forty-eight (48) hours' notice in the case of notice given by telephone, and six (6) days' notice in all other cases, shall be given for any meeting of a division, committee or sub-committee of MSI.
 - INFORMATION - The notice of a meeting shall contain the time, date and site.



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Committee Resources

- Committee organizer template: membership, purpose, champions, oversight, dates
- Sample agenda and minutes from other LSCs
- Staff liaison
- Calendar of activities, tasks, and decisions
- Committee page on website for committee members, announcements, agenda, minutes
- Teleconference or web conference services or,
- Room reservations at Eisenhower Community Center
- Budget as approved by the House of Delegates

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Minnesota Swimming Committees

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Board liaison: Senior Chair
Staff liaison: Cassy Shapley

FINANCE COMMITTEE

The Finance Vice Chair shall chair this committee consisting of the General Chair, Admin.Vice Chair and Athlete Comm VC
Staff liaison: Bob Crunstedt

OFFICIALS COMMITTEE

The Official's Committee Chair shall chair this committee consisting of at least two other members who are certified officials of MSI, and an athlete
Staff liaison: Tracy Meece.

PERSONNEL COMMITTEE

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TECHNICAL PLANNING COMM.

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Staff liaisons: Bob Crunstedt

SAFE SPORT COMMITTEE

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Staff liaison: Cassy Shapley

OTHER COMMITTEES

AGE GROUP SWIMMING COMMITTEE

The Age Group Swimming Vice Chair chairs this committee

Staff liaison: Sheryl McGuire, Tracy Meece

SENIOR SWIMMING COMMITTEE

The Senior Swimming Vice Chair chairs this committee.

Staff liaison: Cassy Shapley

DIVERSITY SWIMMING COMMITTEE

The Diversity Swimming Chair chairs this committee

Staff liaison: Bob Crunstedt

DISABILITY SWIMMING COMMITTEE

The Disability Swimming Chair chairs this committee

Staff liaison: Cassy Shapley

POOL FACILITY DEVELOPMENT GRANT COMMITTEE

Shall be composed of five members: the Finance Vice Chair, an Athlete Representative with voting rights on the MSI board of directors, and three (3) persons selected by the General Chair

Staff liaison: Bob Crunstedt

OPEN WATER COMMITTEE

Consists of at least two coaches, two officials, and two athletes. Open Water Committee shall elect a committee chair. Staff liaison: Sheryl McGuire

TASK FORCES and AD HOC COMMITTEES USED in the PAST

MEET SCHEDULING COMMITTEE

STRATEGIC PLANNING COMMITTEE

GOVERNANCE COMMITTEE TASK FORCE

RULES & REGULATIONS COMMITTEE TASK FORCE

MEET FEES TASK FORCE



Appendix

| | |
|--|----------------------------|
| Bylaws (.pdf) | Click here |
| Past Board meeting agenda, reports & minutes | Click here |
| LSC Policies and Rules & Regulations Manuals | Click here |
| LSC Strategic Plan | Click here |
| LSC Legislative Proposal form | Click here |
| Pool Facility Development Grant program | Click here |
| Administrative Calendar (.pdf) | Click here |
| Board Member Contacts | Click here |
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