



**MINNESOTA  
SWIMMING**

# Board of Directors Orientation

May 2019

Presented by Bob Crunstedt

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# Orientation Online

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LEAP 3  
LSC EVALUATION & ACHIEVEMENT PROGRAM

HELLO, Bob Crunstedt

HOME ABOUT CLUBS ATHLETES COACHES OFFICIALS SAFE SPORT MEETS/EVENTS

HOSTING MEETS DOCUMENTS/RESOURCES GOVERNANCE CALENDAR

- POLICIES, MANUALS & BYLAWS
- ADMIN. CALENDAR
- UPCOMING COMMITTEE MEETINGS
- BOD DIRECTORS CONTACTS**
- BOD ADMINISTRATION**
- BOD MEETINGS & MINUTES
- STATE OF MINNESOTA
- MNSI COMMITTEES
- HOUSE OF DELEGATES
- STRATEGIC PLAN
- BUDGET
- FORM 990
- MANAGEMENT POLICY/PROCEDURE
- WEBSITE STYLE SHEET

URL: https://www.teamunify.com/team/cm6b3c/page/governance/1/bod-administration

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HOSTING MEETS DOCUMENTS/RESOURCES GOVERNANCE CALENDAR

## Minnesota Swimming—Board of Directors Administration

**Positions and People**

- BOD Members May 2018
- MSI Board Job Descriptions May 2016

**Resources**

- 2019 Board of Directors Orientation**
- Orientation Power Point
- 2018 Orientation & Strategic Planning
- Session participants
- MSI Board of Directors Orientation and Committee Handbook 2018
- USA Swimming Online Leadership Course
- May 5, 2018 Orientation and CE Slide Deck (complete)
- Slides from AM & PM Presentations by Arlene McDonald: Mission, Vision, Strategic Plan Report Card, Board Assessment and "Quick Fixes"
- Strategic Plan 2015-17 Report Card Results
- MSI Committee Interest Form

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# Orientation Table of Contents

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- Mission & Vision
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- USA Swimming Mission, Vision and Core objectives
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- Board fiduciary duties: Duty of care, loyalty, obedience and transparency
- Wearing the "Board Hat"
- Board FYI
- Insurance
- Whistleblower Policy
- Conflict of Interest Policy and Annual Disclosure
- Committee Handbook (pp. 25-33)
- Self evaluation of the Board May 2018
- Strategic Planning May 2018 - Quick Fixes

## *Appendix and Links*

- Bylaws
- Past Board meeting agenda, reports and minutes
- LSC Policy & Procedure Manual and Rules and Regulations Manual
- LSC Strategic Plan
- LSC Board legislative proposal form
- Pool Facility Development Grant program
- Board Contacts
- Committee Organizer Template
- Athlete Committee Handbook and Bylaws
- Budget
- 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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# Vision of Minnesota Swimming Inc.

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

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# USA Swimming Local Swimming Committee

1.1 NAME - The name of the corporation shall be Minnesota Swimming, Inc. (MNSI).

1.2 OBJECTIVES The objectives and primary purpose of MNSI shall be the education, instruction and training of individuals to develop and improve their capabilities in the sport of swimming. MNSI shall promote swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules, regulations, policies and procedures of FINA, USA Swimming, and MNSI and its Articles of Incorporation.

1.3 GEOGRAPHIC TERRITORY - The geographic territory of MNSI is as set forth in Article 603 of the USA Swimming Rules and Regulations.

1.4 JURISDICTION MNSI shall have jurisdiction over the sport of swimming as delegated to it as a Local Swimming Committee by USA Swimming to conduct swimming programs consistent with MNSI's objectives and those of USA Swimming and to sanction, approve, observe and oversee competitive swimming events within the Territory and to conduct competitive swimming events within the Territory, its Region and its Zone (as those terms are defined in Part Six of the USA Swimming Rules and Regulations). MNSI shall discharge faithfully its duties and obligations as a Local Swimming Committee of USA Swimming in accordance with these Bylaws, the USA Swimming Rules and Regulations and all applicable policies and procedures.

1.5 COMPLIANCE WITH USA SWIMMING AGREEMENTS - MNSI shall comply with all agreements between MNSI and USA Swimming.

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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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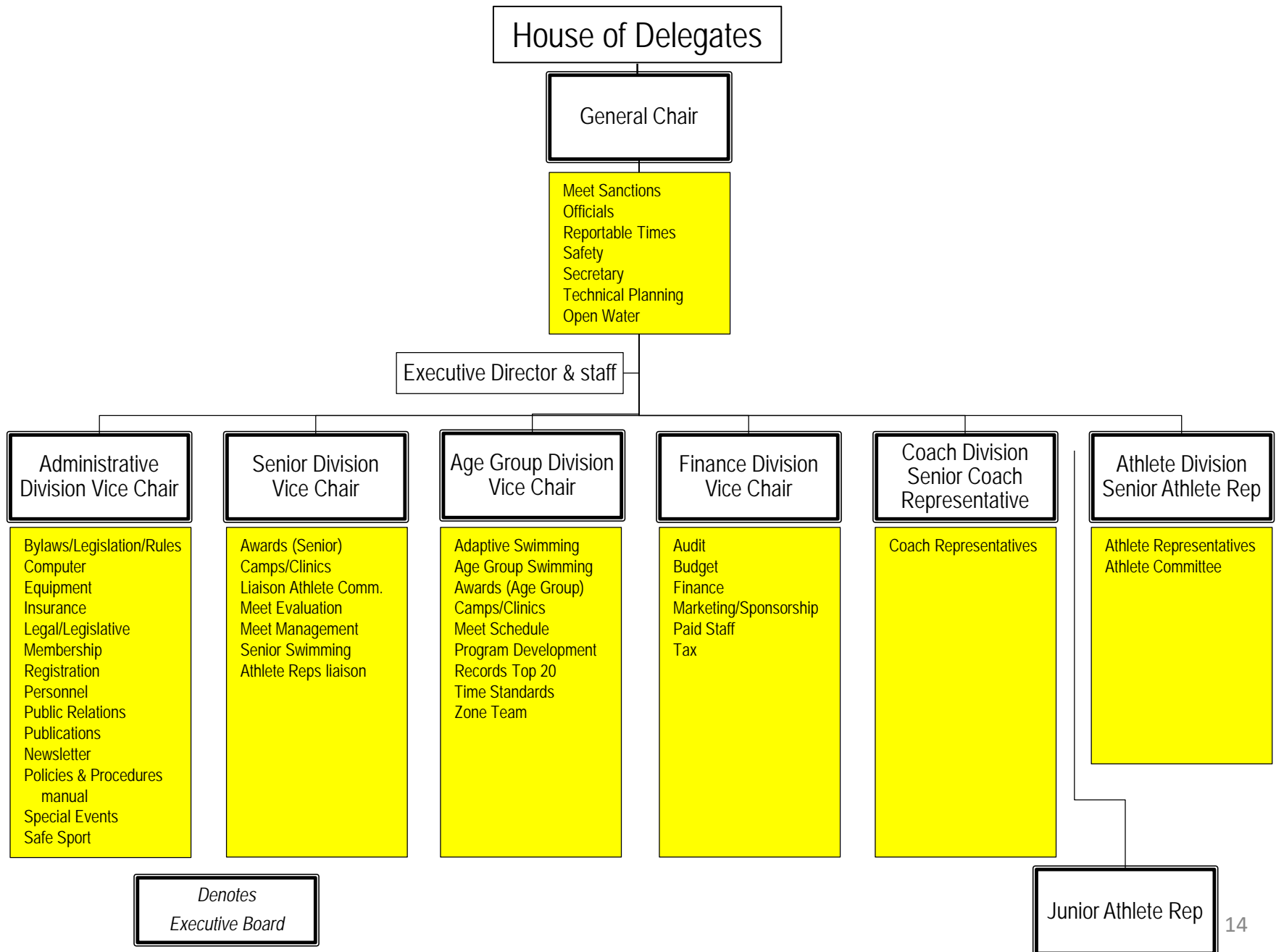
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# MNSI Governance

- House of Delegates
- Board of Directors
- Executive Committee

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# MNSI Organizational Chart --- Divisions



# Minnesota Swimming Organizational Chart

## ELECTED COMMITTEE CHAIRS/COORDINATORS (voting)

- Athlete Committee Vice Chair
- Junior Coach Rep
- Officials Committee Chair
- Operational Risk Coordinator
- Secretary**
- Safe Sport Chair
- Technical Planning Chair

## APPOINTED COMMITTEE CHAIRS/COORDINATORS (non-voting)

- Camps Coordinator
- Disability Swimming Chair
- Diversity Swimming Chair
- Equipment Coordinator
- Times Coordinator
- State Records Coordinator

## ELECTED COMMITTEES

Nominating Committee Chair

**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 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
- Pulled items from the consent agenda approved

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# Board FYI

- MNSI Administrative Calendar
- MNSI web site, social media sites
- MNSI blast emails
- 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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# LSC 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: Aggregate \$15,000,000, \$25,000 organization deductible (through May 24, 2019).

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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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# Safe Sport

Deal with a Safe Sport Concern links on USA Swimming and MNSI and websites

- U.S. Center for Safe Sport – Sexual misconduct, sexual abuse, sexually explicit/inappropriate communication through social media (online form)
- USA Swimming Safe Sport – Criminal charges, Use, Sale, or Distribution of illegal drugs, Physical Abuse, Inappropriate Touching, Lap Sitting, Coaches sharing hotel rooms with Athletes Rubdown or Massage performed by coaches, Pictures or video taken in locker rooms or changing areas (online form)
- Zone Directors/ZBoR – Fraud, deception, recruiting (contact info for CZ)
- Team – bullying, parent issues, violation of team policies
- MNSI Safe Sport Committee Chair – Rebecca Binder at [safesport@mns swim.org](mailto:safesport@mns swim.org)

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# LSC Online Leadership Course

The screenshot shows a web browser window displaying the USA Swimming website. The page features a navigation menu with options like '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 explains that the course provides an introduction to Local Swim Committees for LSC leaders and volunteers. A list of four bullet points details the course content: learning about governance structure, basic principles of nonprofit governance, application of these principles to real-life situations, and planning for the future of the LSC. To the right, a 'RELATED' section features social media icons (Pinterest, Facebook, Twitter, LinkedIn) and two image-based links: 'LEAP PORTAL' and 'LEAP BYLAWS'. At the bottom of the main content area, a button reads 'CLICK HERE TO TAKE THE FREE ONLINE COURSE'.

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# Minnesota Swimming Committee Handbook

## STANDING COMMITTEES

### NOMINATING COMMITTEE

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### 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

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### PERSONNEL COMMITTEE

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### 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. Model used at other LSC's - tools & information
10. Committee may utilize technology – conference calls, web conferencing, cloud based collaboration
11. Committee support includes – 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.



## 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 – “new” Bylaws

- 7.8 OPEN MEETING/CLOSED SESSIONS - Meetings of committees and sub-committees, other than a Personnel Committee meeting, shall be open to all members of MNSI. 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.
- 7.9 VOICE AND VOTING RIGHTS OF COMMITTEE MEMBERS - Each Committee member shall have both voice and vote in their respective meetings.
- 7.15 NOTICES
- .1 TIME - Except as otherwise provided in these Bylaws or the resolution or other action establishing a committee, not less than five (5) days' written notice shall be given for any meeting of a committee.
  - .2 INFORMATION - The notice of a meeting shall contain the time, date, and site.



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# Committee Resources

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

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# Schedule Committee Meetings

- See: Governance / Upcoming Committee Meetings

**Upcoming Committee Meetings**

To see a list of upcoming MNSI Committee meetings, scroll down to the list. To add an upcoming committee meeting to the list, click the link below. If you have any questions, or need to edit a submission, please contact [webmaster@mns swim.org](mailto:webmaster@mns swim.org).

[Submit a Committee Meeting](#)

**List of Upcoming MNSI Meetings:**

|   | B                    | C             | D                   | E   | F               | G                 | H   | I                      |
|---|----------------------|---------------|---------------------|---|-----------------|-------------------|---|------------------------|
| 1 | Committee:           | Meeting Date: | Meeting Start Time: | Zoom Link:  | Call-In Number: | Call-In Passcode: | Agenda:   | Committee Contact:     |
| 2 | Safe Sport Committee | 5/21/2019     | 6:30:00 PM          | <a href="https://zoom.us/j/880540526">https://zoom.us/j/880540526</a> | +1 929 205 6099 | 880 540 626       | <a href="https://drive.google.com/open?id=1CdMd4ppj-R2vtJz2BZh7xTOxclLg6DQ_">https://drive.google.com/open?id=1CdMd4ppj-R2vtJz2BZh7xTOxclLg6DQ_</a> | safesport@mns swim.org |
| 3 |                      |               |                     |   |                 |                   |   |                        |
| 4 |                      |               |                     |   |                 |                   |   |                        |
| 5 |                      |               |                     |   |                 |                   |   |                        |
| 6 |                      |               |                     |   |                 |                   |   |                        |

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# Minnesota Swimming Committees

## 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.  
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

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.  
Staff liaisons: John Bradley

### 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.  
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, John Bradley

### SENIOR SWIMMING COMMITTEE

The Senior Swimming Vice Chair chairs this committee.  
Staff liaison: Cassy Shapley, John Bradley

### 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, John Bradley

## 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)                                | <a href="#">Click here</a> |
| Past Board meeting agenda, reports & minutes | <a href="#">Click here</a> |
| LSC Policies and Rules & Regulations Manuals | <a href="#">Click here</a> |
| LSC Strategic Plan                           | <a href="#">Click here</a> |
| LSC Legislative Proposal form                | <a href="#">Click here</a> |
| Pool Facility Development Grant program      | <a href="#">Click here</a> |
| Administrative Calendar (.pdf)               | <a href="#">Click here</a> |
| Board Member Contacts                        | <a href="#">Click here</a> |
| Committee Organizer Template (.pdf)          | <a href="#">Click here</a> |
| Athlete Committee Handbook and Bylaws (.pdf) | <a href="#">Click here</a> |
| Budget                                       | <a href="#">Click here</a> |
| Form 990                                     | <a href="#">Click here</a> |
| Board Job Descriptions                       | <a href="#">Click here</a> |

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