

Minnesota Swimming, Inc.

Policies and Procedures Manual



**MINNESOTA
SWIMMING**

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Preface to Policies & Procedures Manual

The intent of this manual is to organize information regarding the organization’s policies and procedures and to refer the reader to the related Minnesota Swimming Inc. (MSI) policy or USA Swimming Rules and Regulations. Note: MSI uses its website (www.mnswim.org) and USA Swimming its web site (www.usaswimming.org) as the primary tool for the dissemination of information and communication with its membership. The reader should keep in mind that certain policies and procedures may be updated from time to time, thus, visiting the appropriate web site for the most current documents under each category is recommended. For categories not found in this document, please refer to the Minnesota Swimming Bylaws, the Minnesota Swimming Swim Meet Rules and Regulations Manual, or other listings on the Minnesota Swimming website.

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TITLE	REFERENCE NUMBER	UPDATE
Conflict of Interest Disclosure	Section 1.6	July 2011

Whistleblower Policy	Section 1.7	November 2013
Document Retention Policy	Section 1.8	November 2013
Athlete Code of Conduct	Section 1.10 (Part II - Violation of the Code of Conduct)	July 2013
Promotions Policy	Section 9.1	January 2015
Crisis Management / Disaster Recovery Plan	Section 11.12	February 2015
MSI Equipment Policy	Section 11.2	July 2018
Crisis Management / Disaster Recovery Plan	Section 11.12	May 2019

1. MINNESOTA SWIMMING

1.1 *Organization*

Minnesota Swimming, Inc. (MSI) is an LSC (Local Swim Committee) of USA-Swimming. MSI is a non-profit organization whose focus is competitive swimming and the benefits from being involved in a competitive activity within the LSC boundaries.

MSI has over 10,000 registered athletes (boys and girls) participating on 71 clubs across Minnesota and five counties in adjacent Wisconsin. Competition is available for all ability levels from novice to National Championships.

Minnesota Swimming is a tax-exempt organization as described in Section 501(c)(3) of the U.S. Internal Revenue Code and may accept contributions, bequests, and gifts deductible for federal income and estate and gift tax purposes respectively.

MSI operates under by-laws and is governed by its House of Delegates (Article 604), a Board of Directors (Article 605), elected and appointed Officers (Article 606), and various Divisions, Committees and Coordinators (Article 607) as described in its by-laws. The House of Delegates governs Minnesota Swimming. The Board of Directors has the authority to act for the Corporation between meetings of the House of Delegates. The officers of the Corporation comprise the Executive Committee and shall have the authority to act for the corporation between meetings of the Board of Directors.

1.2 *Objectives*

(MSI Bylaws 601.2)

The objectives and primary purpose of MSI shall be the education, instruction and training of individuals to develop and improve their capabilities in the sport of swimming. MSI 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 MSI and its Articles of Incorporation.

1.3 *Jurisdiction*

(MSI Bylaws 601.4)

MSI 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 MSI'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 sections 703.3 and 704.2 of Part Seven of the Bylaws). MSI shall discharge faithfully its duties and obligations as a Local Swimming Committee of USA Swimming in accordance with these Bylaws, the USA Swimming Code and all applicable policies and procedures.

1.4 *Vision*

Increase visibility and develop resources to strengthen the swimming community

1.5 *Mission Statement*

To serve and educate the swimming community by promoting our sport through opportunities that recognize our core values of integrity, sportsmanship, and the pursuit of excellence.

1.6 *Conflict of Interest Policy*

Adopted 7-19-11

SECTION 1. PURPOSE:

Minnesota Swimming Inc. (MSI) is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between MSI and its board, officers, and management employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and management employees have the responsibility of administering the affairs of MSI honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of MSI. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with MSI or knowledge gained therefrom for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

SECTION 2. PERSONS CONCERNED:

This statement is directed not only to directors and officers, but to all employees who can influence the actions of MSI. For example, this would include all who make purchasing decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning MSI.

SECTION 3. AREAS IN WHICH CONFLICT MAY ARISE:

Conflicts of interest may arise in the relations of directors, officers, and management employees with any of the following third parties:

1. Persons and firms supplying goods and services to MSI.
2. Persons and firms from whom MSI leases property and equipment.
3. Persons and firms with whom MSI is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Donors and others supporting MSI.
6. Agencies, organizations, and associations which affect the operations of MSI.
7. Family members, friends, and other employees.

SECTION 4. NATURE OF CONFLICTING INTEREST:

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 3. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with MSI.
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with MSI.
3. Receiving remuneration for services with respect to individual transactions involving MSI.
4. Using MSI's time, personnel, equipment, supplies, or good will for other than MSI-approved activities, programs, and purposes.
5. Receiving personal gifts or loans from third parties dealing or competing with MSI. Receipt of any gift is disapproved except gifts of a value less than \$50, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

SECTION 5. INTERPRETATION OF THIS STATEMENT OF POLICY:

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the directors, officers, and management employees will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of MSI.

However, it is the policy of the board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the board, officers, and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

SECTION 6. DISCLOSURE POLICY AND PROCEDURE:

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. The board has determined that the transaction is in the best interest of the organization.

Disclosure in the organization should be made to the chief executive officer (or if she or he is the one with the conflict, then to the board chair), who shall bring the matter to the attention of the board. Disclosure involving directors should be made to the General Chair, (or if she or he is the one with the conflict, then to the Administrative Vice Chair who shall bring these matters to the board).

The board shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to MSI. The decision of the board on these matters will rest in their sole discretion, and their concern must be the welfare of MSI and the advancement of its purpose.

1.7 *Whistle Blower Policy*

Adopted 11-21-13

General

Minnesota Swimming Inc. (MSI) expects directors, officers, committee members, volunteers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of MSI must practice honesty and integrity in fulfilling responsibilities and comply with all applicable laws, regulations, and USA Swimming and MSI policies.

Reporting Responsibility

It is the responsibility of all directors, officers, committee members, volunteers, and employees to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer, committee member, volunteer, or employee who in good faith reports a violation or suspected violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within MSI prior to seeking resolution outside the organization.

Reporting Violations

Employees are to share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the General Chair or Administrative Vice Chair of MSI whom you are comfortable in approaching. Directors, officers, committee members, supervisors and managers are required to report suspected violations to the Administrative Vice Chair.

Compliance Officer

The Administrative Vice Chair is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at his/her discretion, shall advise the Executive Director or Finance Committee. The Administrative Vice Chair is required to report to the Finance Committee at least annually on compliance activity.

Accounting and Auditing Matters

The Finance Committee shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Administrative Vice Chair shall immediately notify the Finance Committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good

faith and have reasonable grounds for believing the information disclosed indicates a violation of the law, regulations, and/or MSI policies. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Administrative Vice Chair will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted violation reports. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

1.8 Document Retention Policy

Adopted 11-21-13

Minnesota Swimming Inc. (MSI) takes seriously its obligations to preserve information relating to litigation, audits, and investigations.

The information listed in the retention schedule below is intended as a guideline and may not contain all the records MSI may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the Executive Director.

From time to time, the Executive Director may issue a notice, known as a “legal hold,”suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the Executive Director.

File Category	Item	Retention Period
Corporate Records	Bylaws and Articles of Incorporation	Permanent
	Corporate resolutions	Permanent
	Board and committee meeting agendas and minutes	Permanent
	Conflict-of-interest disclosure forms	4 years
Finance and Administration	Financial statements (audited)	7 years
	Auditor management letters	7 years
	Payroll records	7 years
	Check register and checks	7 years
	Bank deposits and statements	7 years
	Chart of accounts	7 years
	General ledgers and journals (includes	7 years

	bank reconciliations)	
	Investment performance reports	7 years
	Equipment files and maintenance records	7 years after disposition
	Contracts and agreements	7 years after all obligations end
	Correspondence — general	3 years
	Invoices (to members, customers, from vendors)	7 years
	Member registration forms	2 years
	Member transfer forms	3 years
	Club charter information	3 years
Insurance Records	Insurance Summary for USA Swimming Local Swimming Committees (LSC's)	7 years
	Reports of Occurrence received by the LSC office	7 years
Real Estate	Deeds	Permanent
	Leases (expired)	7 years after all obligations end
	Mortgages, security agreements	7 years after all obligations end
Tax	IRS exemption determination and related correspondence	Permanent
	IRS Form 990s	7 years
	Charitable Organizations Registration Statements (filed with Minnesota Attorney General)	7 years
Human Resources	Employee personnel files	Permanent
	Retirement plan benefits (plan descriptions, plan documents)	Permanent
	Employee handbooks	Permanent
	Workers comp claims (after settlement)	7 years
	Employee orientation and training materials	7 years after use ends
	Employment applications	3 years
	IRS Form I-9 (store separate from personnel file)	Greater of 1 year after end of service, or three years
	Withholding tax statements	7 years
	Timecards	3 years
Technology	Software licenses and support agreements	7 years after all obligations end

1. Electronic Documents and Records.

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

2. **Emergency Planning.**
MSI's records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping MSI operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

3. **Document Destruction.**
The Executive Director is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

4. **Compliance.**
Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against MSI and its employees and possible disciplinary action against responsible individuals. The Executive Director and Administrative Vice Chair will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations. The Executive Director will periodically report to the Board of Directors on compliance with this policy.

5. **Update the Table of Documents**
When new items are identified by law, by USA Swimming, by MSI, or by staff, the Executive Director will update the document retention policy and report back to the Board of Directors.

1.9 Organizational Structure

Minnesota Swimming is governed by a House of Delegates. The Board of Directors, as outlined in sections 605 and 606 of its Bylaws, has the authority to act for the Corporation between meetings of the House of Delegates. The officers of the Corporation comprise the Executive Committee and have the authority to act for the Corporation between meetings of the Board of Directors. The organizational structure includes seven divisions, committees, and coordinators as detailed in section 607 of the bylaws. Minnesota Swimming maintains a permanent office at 1001 Highway 7, Room 250, Hopkins, MN 55305 and currently employs two full-time staff members and five part-time staff member.

1.10 Athlete Code of Conduct

In addition to compliance with the USA Swimming Code of Conduct, Article 304, when representing Minnesota Swimming at any event or function, athletes shall agree to and abide by the following:

Part I – General Conduct

1. All participating MN-LSC TEAM (Team Minnesota) members shall abide by this Code of Conduct.

2. Curfews will be strictly obeyed unless participant has contacted the Head Coach and the Team Manager(s) for an extension and it has been approved.
3. The use of alcoholic beverages is forbidden.
4. The use of drugs other than those prescribed by your physician or over the counter drugs described on the medical release form is forbidden.
5. The use of tobacco products is forbidden.
6. The use of fireworks is forbidden.
7. Indiscreet or destructive behavior will not be tolerated. Every effort should be made to avoid guilt by association with such activities.
8. Swimmers will treat their membership on Team Minnesota as a privilege and personally acknowledge those responsibilities associated with it.

Part II – Violation of the Code of Conduct

Adopted 7-16-13

The Team Minnesota Head Coach and Manager are responsible for ensuring that any decision to remove a member from Team Minnesota shall be made after timely and appropriate notification of the affected athlete and that athlete's parent or responsible adult. Any removal from a Team Minnesota shall be considered significant discipline necessary for the best interests of MSI and USA Swimming and such discipline will not be imposed arbitrarily.

1.11 Member Code of Conduct

Members of MSI are bound to the USA Swimming Code of Conduct as outlined in Article 304 of its Rules and Regulations. Any member or prospective member of USA Swimming may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA Swimming if such member violates the provisions of the USA Swimming Code of Conduct, set forth in 304.3, or aids, abets or encourages another person to violate any of the provisions of the USA Swimming Code of Conduct.

1.12 Summary Anti-Recruiting Rules and Regulations

Minnesota Swimming abides by the anti-recruiting rules described in the USA Swimming Rules & Regulations Article 304.3.13 Code of Conduct.

Action, other than through general advertising, by a coach, owner, officer, volunteer, representative, or employee of a swim club, or a USA Swimming or LSC employee, either through direct contact with an athlete or the encouragement of others, to recruit or otherwise encourage an athlete who is already a member of a USA Swimming member swim club to leave that club, unless the acting party receives prior written approval to recruit or encourage the athlete to change affiliation from the designated club representative of the athlete's existing USA Swimming member swim club or contact is initiated by the athlete, the athlete's parent or authorized representative. General advertising includes any information that is:

- A. Distributed to an identifiable general population where there is a reasonable expectation that the majority of that population are not current members of USA Swimming, or
- B. Placed in or on any item that is sold.

In the event of a violation of this section, a sanction may be imposed against any coach, owner, officer, volunteer, representative or employee of a swim club, or against any such club, or any combination thereof, as appropriate.

1.13 USA Swimming Convention

(MSI Policy #110)

Any current or active member of Minnesota Swimming who is placed on a national committee should be sent to USAS convention (whether or not they have a vote at the House of Delegates) and be fully funded by MSI using the same formula as other funded delegates.

- A. That Minnesota Swimming send any current MSI registered member who has voting rights to the USA Swimming Convention, and that MSI send as many voting members to the USA Swimming Convention as possible, including one office representative.
- B. To give the General Chair some guidance in deciding how to fill vacant delegate positions to the USA Swimming Convention, the General Chair be directed to select MSI delegates in the following order of preference:
 - 1. Current MSI Voting Member with the greatest seniority on the MSI Board of Directors.
 - 2. Current MSI Voting Member on a National Committee.
 - 3. Past MSI Board Member who is a current MSI Member on a National Committee.
 - 4. Current MSI Member on a National Committee.
 - 5. Current MSI Voting Member.
 - 6. Current MSI Member.

2. MEMBERSHIP

MSI is comprised of clubs, athletes and non-athletes as defined in Article 602 of the Minnesota Swimming Bylaws. Any of the above may become members of Minnesota Swimming by completing the requirements set forth in the Registration Section 2.1 of this Policy & Procedures Manual. All memberships in Minnesota Swimming include membership in USA Swimming. USA Swimming offers, as a benefit of membership, insurance coverage to its members and member clubs to include General Liability and Excess Accident Medical coverage. For more information regarding insurance, please visit the USA Swimming website (www.usaswimming.org).

2.1 Registration

2.1.1 Club Membership

(MSI Policy #701)

The club charter renewal fee for year-round renewing clubs shall be a \$100 base fee if paid to Minnesota Swimming Inc. on or before October 31. Renewal fees paid after November 1

shall be according to the fee schedule established by Minnesota Swimming Inc.

The club membership application/renewal form as well as the current fee schedule can be found on the Minnesota Swimming website.

2.1.2 Individual Memberships

1. Full Athlete

A swimmer must be a current member of USA Swimming in order to participate in any sanctioned USA Swimming meet, including all those held in Minnesota. Swimmers may compete representing their club or as an unattached swimmer. Athlete memberships are valid January 1 through December 31. Registrations received after September 1 are valid through December 31 of the following year (up to 16 months). The current annual fees for USA Swimming/Minnesota Swimming memberships are shown on the current applications and on the Registrar's page, which all can be found on the Minnesota Swimming website. On-Deck registration applications are also available on the website, and there is an additional \$5.00 fee assessed for athletes who utilize this registration method.

An athlete wishing to transfer from one club to another, from representing a specific club to unattached status, or from one LSC to another, must submit a Minnesota Swimming Transfer Form signed by the adult athlete or parent/guardian of the athlete. USA Swimming Rule 203.3 requires that 120 days must pass from the date of last competition representing the prior club before a swimmer may represent a new club in competition. Transfer Forms are available on the MSI website and should be returned to the MSI office. A fee of \$5.00 is required to process the Transfer Form. The \$5.00 fee is waived for collegiate athletes returning to summer teams or back to their college teams.

2. Outreach Athlete

Outreach Athlete Membership is available to qualified athletes in accordance with USA Swimming guidelines. The purpose is to make membership available to athletes who might otherwise not be able to afford full membership. Applicants (or parents/guardians) must submit to their member club president or designee, proof, in the form of a one-page document on the school's letterhead, of his/her qualification for the public school free or reduced lunch program. Once the club president or designee receives proof of participation in a free or reduced school lunch program, a Membership Fee Waiver Form, must be completed and signed by the club official. This form verifies the requirement as stated above as well as the requirement that the club team provides financial assistance in the form of a scholarship to the athlete. Documentation as outlined above can be submitted with the membership application, a Transmittal of Funds form and payment to the Minnesota Swimming office. The USA Swimming/Minnesota Swimming membership fee for those qualified athletes becomes \$5.00 for a year round membership.

3. Seasonal Athlete

Minnesota Swimming offers a seasonal membership, which is generally valid from April 1 of the current year through August 31 of the current year (specific valid dates are on the membership form). These seasonal athletes are afforded the same insurance coverage as the Full Athlete members. However, there are three limitations with the seasonal memberships:

- Seasonal athletes will not receive Splash Magazine from USA Swimming.
- Seasonal athletes cannot compete in any event beyond the level of the MSI State Championship meet. Meets not eligible include: Central Zones, Junior National Championships, US Open, Senior National Championships, and Olympic Trials.
- Seasonal athletes cannot transfer their membership to another club or another LSC

4. Tryout Period

The USA Swimming Insurance Program provides General Liability coverage for the club, coaches, and USA Swimming members when a non USA Swimming member is swimming with a club during a tryout period. However, coverage is only valid if: (a) all the coaches on deck are USA Swimming certified and; (b) the tryout period is limited to 30 consecutive days within a twelve month period for any one individual or clinics sponsored by a USA Swimming entity (such as MSI or a member club). If these requirements are not met, coverage may be voided if a claim/loss occurs.

Tryout periods only apply to individuals who have not previously been members of USA Swimming. The non-member is not provided any coverage under the USA Swimming program. If said individual was injured or caused an injury, he/she would have to look to his/her family medical and/or family liability insurance.

5. Coach Membership

To be a Coach member of USA Swimming, an individual must complete and submit the Non-Athlete Member Application (with either full-time or part-time coach checked), found on the MSI website, along with the fee as indicated on the application. Coach members are also required to hold current certifications for the following: Safety Training for Swim Coaches, CPR, and First Aid. A list of the acceptable courses can be found on either the MSI or USA Swimming website. Coach members must also complete the Athlete Protection Education Program. Proof of all three certifications and completion of the Athlete Protection Education Program must accompany the application for approval of a Coach membership. Coach members must also complete or have a current USA Swimming mandated Background Screen. Access to the screening process must be from the USA Swimming website. Background screens done by any other organization (school districts, state police, etc) are NOT acceptable. The USA Swimming background screen is good for 2 years and does have a separate fee. First year coaches in USA Swimming must complete an education requirement (Foundations of Coaching) before they can renew for a second membership year. Detailed information can be found on the USA Swimming website.

Coach membership cards will be valid until December 31 of the current year or until the first expiration date of a Coach BGS or Safety credential (CPR, First Aid, or Safety Training for Swim Coaches), whichever occurs first. The Valid To date will be printed in large bold characters on the face of each Coach membership card. When a Coach member submits new credentials with a changed expiration dates on a timely basis (i.e., before the Valid To date is past), a new card will be printed and mailed to the Coach. There is no additional fee for this service. If the required safety credentials are not provided before the passage of the Valid To date, the coach will lose all coach privileges and authorities. The individual will not be permitted on deck at practices and a meet and risks lapsed insurance coverage for the club.

6. Non-Athlete Membership (non-coach)

Any person interested in the purposes and programs of Minnesota Swimming is eligible to be a Non-Athlete member. Club Representatives to the House of Delegates, each club's Safety Coordinator, and club officers who work in a swim meet capacity must be members of Minnesota Swimming. Non-athlete members are required to successfully complete a background check and the Athlete Protection Education Program. Non-athlete registrations are valid January 1 through December 31. Applications received after September 1 are valid through December 31 of the following year (up to 16 months). Non-Athlete applications may be obtained from the MSI website and should be returned to the MSI Office. There are three different categories of Non-Athlete memberships: Individual, Family (applicable for two non-athlete members, related by blood or marriage, living at the same address), and Life. The Life memberships includes a special membership card given only to Life members and a Life membership plaque presented at the annual USA Swimming convention. The current annual membership fees for each category of Non-Athlete memberships are included on the application as posted.

7. Officials

Any certified Official with USA Swimming must be a Non-Athlete member of MSI/USA Swimming. Non-athlete members are required to successfully complete a background check and the Athlete Protection Education Program. To become a certified Official with Minnesota Swimming, the first step is to sign up with MSI's Officials Chair. You will then receive a rulebook and other materials related to training. Requirements include: attending an officials training clinic, taking and passing an open-book test, and working as a shadow with experienced Judges on deck for five sessions of sanctioned competition. Once certified, the following are the requirements to maintain certification:

- Work a minimum of ten sessions at MSI-sanctioned swim meets every twelve months
- Maintain an MSI Non-Athlete membership
- Take an open-book test every two years
- Regularly review the rules just before a meet to maintain your knowledge

2.2 Club Registrar

This individual is the only person authorized to, and responsible for, handling and processing all registrations in the club. Registrations must be sent to the MSI Registration Coordinator with the proper form and fees in a manner prescribed by the policies listed above. If multiple sites/teams swim under one club code, all membership cards, questions and issues for this club code will be directed to this person. This person is responsible for communicating between their club and MSI.

To register athletes, enter individual athletes and their complete information (full name, middle initial, date of birth, etc.) into an *ACTIVE* Hy-Tek compatible software program (Team Manager, Team Unify) and build a USA Swimming Registration number for each. Create an electronic batch and email this file to the MSI Registration Coordinator. A hard copy of this file, along with the completed registration form for each athlete, a Transmittal of Funds form, and one check should then be mailed to the MSI office. These forms can all be found on the MSI website. The electronic registration file will not be processed or dated until all completed forms and payment are received. MSI staff will verify that the electronic file and hard copy match and contact the

Club Registrar with any issues. To register non-athletes or clubs, the Club Registrar should complete the Transmittal of Funds form and attach any documents outlined on the form. All paperwork and payment should be mailed to the MSI office.

2.3 *Membership Payments*

Payments for all memberships shall be cash, check or money order. Membership applications will not be processed until payment is received. All athletes must be registered members by the time of their first practice. Once they begin competing in meets, MSI can verify current membership. If your club receives communication from MSI offices on unregistered swimmers entered in meets or having participated in meets, please heed the application and payment deadline in that email communication. The fine for a non-registered athlete competing in a meet is \$25 per splash levied against the club. This fine is managed by the Administrative Vice Chair of MSI.

2.4 *Membership Meetings*

2.4.1 Board of Directors

The members of the Minnesota Swimming Board of Directors shall be as provided in the MSI Bylaws and are generally elected by the MSI House of Delegates. The Board of Directors of Minnesota Swimming meet monthly on the third Tuesday of the month at 7:30 pm. Meetings are generally held on the second floor of the Eisenhower Community Center in Hopkins, MN. Meeting agenda and applicable legislation are mailed to clubs and posted on the MSI website in advance of the meetings.

2.4.2 House of Delegates

The Minnesota Swimming House of Delegates meeting is held annually in the spring. Generally, it is a Saturday in April or May on the second floor of the Eisenhower Community Center in Hopkins, MN, but is subject change. Information and announcements about the House of Delegates are posted on the MSI website.

3. GOVERNANCE –HOUSE OF DELEGATES & BOARD OF DIRECTORS

For more detailed information regarding the House of Delegates and Board of Directors, please see the MSI Bylaws, Articles 604-606, available at www.mnswim.org.

3.1 *Members*

(MSI Bylaws Article 604.1-2 and 605.1-3)

3.1.1 House of Delegates

The House of Delegates of MSI shall consist of the Group Member Representatives, the Athlete Representatives, the Coach Representatives, the Board of Director Members, and up to ten At-Large House Members, all of whom must be Minnesota Swimming members in good standing.

3.1.2 Board of Directors

By amendment to the Bylaws 4-17-15

The Board of Directors of MSI shall consist of the following elected officers, committee chairs, coordinators and representatives of MSI:

- General Chair
- Administrative Vice Chair
- Senior Vice Chair
- Age Group Vice Chair
- Finance Vice Chair
- Secretary
- The Coach Representatives (2)
- The Athlete Representatives (2)
- Athlete Committee Vice Chair
- Safety Coordinator
- Technical Planning Chair
- Officials Committee Chair
- Safe Sport Chair

The General Chair, with advice and consent of the Board of Directors may also appoint up to five At-Large Members, which shall include the Legislative Coordinator. The At-Large Board Members must be either a committee chair or coordinator with both voice and vote. The following persons shall be ex-officio members of the Board of Directors (with voice but with no vote) during the time period in which they meet the defined status:

- The Immediate Past General Chair of MSI, if an Individual Member in good standing;
- Members of the USA Swimming Board of Directors who are Individual Members in good standing; and
- USA Swimming Committee Chairs who are Individual Members in good standing.

3.1.3 Athlete Representation

(Reserved for future legislation/policy)

3.2 *Duties and Powers*

(MSI Bylaws Articles 604.4 and 605.6)

3.2.1 House of Delegates

The House of Delegates shall oversee the management of the affairs of MSI and the establishment of policies, procedures and programs. In addition to the duties and powers prescribed in the USA Swimming Code or elsewhere in the Bylaws, the House of Delegates shall:

1. Elect the officers, Athlete Representatives, Coach Representatives and regular and alternate members of the Board of Review and the committee chairs and coordinators
2. Elect alternates to the USA Swimming House of Delegates
3. Elect the members of the Nominating Committee
4. Review, modify and adopt the annual budget of MSI, as recommended by the Board of Directors
5. Call regular and special meetings of the House of Delegates
6. Ratify or prospectively modify or rescind policy and program established by the Board of Directors (except any action or authorization by the Board of Directors with respect to contracts or upon which any person may have relied shall not be modified or rescinded)
7. Establish joint administrative committees, or undertake joint activities with other sports organizations where deemed helpful or necessary by MSI
8. Establish by resolution or the MSI Policies and Procedures manual, one or more committees of its members. The committees shall have the powers and duties specified in the resolution or the MSI Policies and Procedures manual, which may include delegation of one or more of the powers and duties of the House of Delegates other than the powers to amend these Bylaws or remove Board Members and other elected officers
9. Amend the Bylaws of MSI
10. Remove from office any Board Members, members of the Board of Review, committee chairs or members, or coordinators who have failed to attend to their official duties or member responsibilities or have done so improperly

3.2.2 Board of Directors

The Board of Directors shall act for MSI and the House of Delegates during the intervals between meetings of the House of Delegates, subject to the exercise by the House of Delegates of its powers of ratification or prospective modification or rescission, except that it shall not remove a Board Member, a Board of Review Member or other person elected by the House of Delegates, or amend the Bylaws. In addition to the powers and duties prescribed in the USA Swimming Code or the Bylaws, the Board Directors shall have the power and it shall be its duty to:

1. Establish and direct policies, procedures and programs for MSI
2. Oversee the conduct by the officers and staff of MSI of the day-to-day management of the affairs of MSI
3. Provide advice and consent to appointments proposed by the General Chair that require advice and consent under the Bylaws or the MSI Policies and Procedures manual
4. Cause the preparation and presentation to the House of Delegates of the annual budget of MSI and make a recommendation to the House of Delegates concerning the approval or disapproval thereof

5. Receive presentation of the annual audit report and make a recommendation to the House of Delegates concerning the approval or disapproval thereof
6. Call regular or special meetings of the Board of Directors or the House of Delegates
7. Admit eligible prospective Group Members
8. Retain such independent contractors and employ such persons as the Board shall determine are necessary or appropriate to conduct the affairs of MSI
9. Appoint other officers, agents, committees or coordinators, to hold office for the terms specified.
10. Remove from office any officers, committee chairs, committee members, or coordinators of MSI who were not elected by the House of Delegates and who have failed to attend to their official duties or member responsibilities or have done so improperly
11. The Board of Directors may not override policy or program established by the House of Delegates, unless the vote reflects a two-thirds or greater majority of the Board of Directors members

3.3 *Meetings*

(MSI Bylaws Articles 604.5-6 and 605.10-11)

3.3.1 House of Delegates

The annual meeting of the House of Delegates of MSI shall be held in April or May of each year, unless otherwise noted. Regular meetings of the House of Delegates shall be held in accordance with a schedule adopted by the House of Delegates or the Board of Directors. Special meetings of the House of Delegates may be called by the Board of Directors or the General Chair. Should the Board of Directors or the General Chair fail to call the annual or scheduled regular meetings or should a special meeting be appropriate, a meeting of the House of Delegates may be called by a petition signed by at least five (5) members of the House of Delegates.

3.3.2 Board of Directors

Regular meetings of the Board of Directors shall be held in accordance with a schedule adopted by the Board of Directors. They are generally held on the third Tuesday of each month at 7:30pm, unless otherwise noted. Special meetings of the Board of Directors may be called by the General Chair. Should the Board of Directors or the General Chair fail to call regular meetings or should a special meeting be appropriate or helpful, a meeting of the Board of Directors shall be called at the written request of any three (3) Board Members.

3.4 *Voting*

(MSI Bylaws Articles 604.10-12 and 605.5 and 605.12-14)

3.4.1 House of Delegates

A quorum of the House of Delegates shall consist of those members present and voting. Except as otherwise provided in the MSI Bylaws, all motions, orders and other propositions coming before the House of Delegates shall be determined by a majority vote. Voting by proxy in any meeting of the House of Delegates shall not be permitted.

3.4.2 Board of Directors

The voice and voting rights of Board Members and Individual Members shall be as follows: each Board Member shall have both voice and vote in meetings of the Board of Directors and its committees, and Individual Members who are not Board Members may attend open meetings of the Board of Directors and its committees and be heard at the discretion of the presiding officer, but shall have no vote. A quorum of the Board of Directors shall consist of a majority of the members, but the immediate past General Chair is not included in the counting of a quorum. Except as otherwise provided in the MSI Bylaws, all motions, orders and other propositions coming before the Board of Directors shall be determined by a majority vote. Voting by proxy in any meeting of the Board of Directors or the Executive Committee shall not be permitted.

3.5 *Nominating Committee*

(MSI Bylaws Article 604.8)

The Nominating Committee shall consist of the immediate past General Chair and four additionally elected members, not more than one of which may be a current voting member of the Board of Directors. The four elected members shall be elected annually by the House of Delegates, and each member shall be a member of the House of Delegates. The Chair of the Nominating Committee shall be elected annually by a majority vote of the members of the Nominating Committee present at a meeting called promptly after the members are elected or appointed.

A slate of candidates for election as the officers, Athlete Representatives, Coach Representatives, committee chairs and coordinators, and the members of the Board of Review to be elected at the next annual meeting shall be prepared by the Nominating Committee. The Nominating Committee may in its discretion nominate a slate of one person for each position to be filled or may nominate more than one candidate for one or more of the positions. The Nominating Committee shall also nominate a slate of candidates for the Nominating Committee to be elected at the same annual meeting of the House of Delegates. Additional nominations may be made from the floor of the House of Delegates by any member of the House of Delegates eligible to vote.

3.6 *Executive Committee*

(MSI Bylaws Article 605.7)

The Executive Committee shall have the authority and power to act for the Board of Directors and MSI between meetings of the Board and the House of Delegates. The members of the Executive Committee shall be the General Chair, who shall act as chair, Administrative Vice

Chair, Senior Vice Chair, Age Group Vice Chair, Finance Vice Chair, Senior Athlete Representative, Junior Athlete Representative and Senior Coach Representative. A quorum of the Executive Committee shall consist of four members of the Committee. At the next regular or special meeting of the Board of Directors the Executive Committee shall make a report of its activities since the last Board of Director's meeting for ratification or prospective modification or rescission, provided, however, that any action of the Executive Committee upon which a third party may have relied (e.g., by signing, or authorizing the signing of a contract) may not be modified or rescinded by the Board of Directors or the House of Delegates.

3.7 *Board of Directors Officers*

(MSI Bylaws Article 606.1-2)

The officers, committee chairs and coordinators who shall be elected by the House of Delegates are:

- General Chair
- Administrative Vice Chair
- Finance Vice Chair
- Senior Vice Chair
- Age Group Vice Chair
- Secretary
- Technical Planning Chair
- Safety Coordinator
- Officials Committee Chair
- Athlete Representatives: Junior (most recently elected), Senior (in the second year of their term), and Athlete Committee Vice Chair
- Coach Representatives: Junior (most recently elected) and Senior (in the second year of their term)
- Safe Sport Chair

The House of Delegates, at its annual meeting, shall elect the General Chair, the Administrative Vice Chair, the Secretary, the Finance Vice Chair, and the Senior Vice Chair and the Age Group Vice Chair, the Technical Planning Committee Chair, the Safety Coordinator, the Officials Coordinator, Athlete Representative, Coach Representative, the Safe sport Chair, Nominating Committee. The General Chair, with advice and consent of the Board of Directors, may appoint at the annual House of Delegates annual meeting the National Recognition/Times Coordinator, the Disability Chair, the Equipment Coordinator and the Legislative Coordinator. Additional information regarding the Board of Director officers, including terms of office, duties and powers, resignations, vacancies and more can be found in the MSI Bylaws Article 606.

3.8 *Job Descriptions for Board of Director Members*

3.8.1 General Chair

Summary

- Oversee and general charge of all MSI governance, management, operations, and property
- Preside at all meetings of the Board of Directors and House of Delegates

- Appoint committee chairs and members
- Serve as an ex-officio member of all committees

Duties and Powers from the Bylaws (Article 606.7.1)

- The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of MSI, and general supervision over its officers and agents; shall call meetings when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in these Bylaws and with the advice and consent of the Board of Directors, shall appoint committee Chairs and members for standing and special committees or coordinators as may be necessary to permit MSI to effectively, efficiently and economically conduct its affairs. The General Chair shall report to the Board of Directors all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of MSI.
- Voting member of the Board of Directors and House of Delegates.

Division Responsibility from the Bylaws (Article 607.1.1)

- Meet Sanctions
- Officials
- Times/National Age Group Recognition
- Safety
- Secretary
- Technical Planning

Term of Office

- Elected by the House of Delegates
- Two-year term
- Limit of two consecutive two-year terms

3.8.2 Administrative Vice Chair

Summary

- Oversee the business and affairs of MSI
- Development of policy and the creation and maintenance of the MSI Policy and Procedures Manual
- Conduct meetings of the Board of Directors and House of Delegates in the absence or disability of the General Chair.
- Heads the Administrative Division within MSI

Duties and Powers from the Bylaws (Article 606.7.4)

- The Administrative Vice Chair shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair. (See Section 606.7.10D) The Administrative Vice chair shall chair, and have general charge of the business, affairs and property of the division that administers MSI business and affairs. The Administrative Vice Chair shall aid in the development of policy and the coordination of the activities of

the officers and committees within the division internally and with other divisions, committees and coordinators. The Administrative Division shall be responsible for the creation and maintenance of MSI's Policies and Procedures Manual.

- Voting member of the Board of Directors and House of Delegates.

Division Responsibility from the Bylaws (Article 607.1.2)

- Bylaws/Legislation/Rules
- Computer
- Equipment
- Insurance
- Legal/Legislative
- Membership/Registration
- Personnel
- Public Relations
- Special events

Term of Office

- Elected by the House of Delegates
- Two-year term
- Limit of two consecutive two-year terms

3.8.3 Finance Vice Chair

Summary

- Chief financial officer of MSI
- Responsibility for the treasury function , investment program for working capital, funded reserves and endowment funds
- With assistance of Finance Committee prepares an annual budget
- Causes the conduct of the annual financial audit/review
- Responsible for the adequacy of the financial and accounting controls
- Heads the Finance Division within MSI

Duties and Powers from the Bylaws (Article 606.7.7)

- The Finance Vice Chair is the chief financial officer of MSI. The Finance Vice Chair shall chair and have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for MSI's working capital, funded reserves and endowment funds and the development and implementation of a marketing and fund-raising plan for MSI. The Finance Vice Chair with the assistance of the Finance Committee shall prepare an annual budget for MSI's operations and present the budget for approval by the Board of Directors and the House of Delegates. In addition, the Finance Vice Chair shall cause to be conducted the audit required pursuant to Section 608.5 and shall review, or shall cause to be reviewed, the annual audit report and recommend acceptance and appropriate action, if any, with regard thereto by the Board of Directors and the House of Delegates. The Finance Vice Chair is responsible for the adequacy of MSI's

system of internal financial and accounting controls. The Finance Vice Chair is the chair of the Finance and Budget Committees and a member of the Personnel Committee. Together with the Paid Staff of MSI, in accordance with Section 614, the Finance Vice Chair is ultimately responsible for MSI's compliance with Section 608.4.

- Voting member of the Board of Directors and House of Delegates.

Division Responsibility from the Bylaws (Article 607.1.5)

- Audit
- Budget
- Finance
- Marketing/Sponsorship
- Paid staff
- Tax

Term of Office

- Elected by the House of Delegates
- Two-year term
- No consecutive term limit

3.8.4 Age Group Vice Chair

Summary

- Heads the Age Group Division within MSI

Duties and Powers from the Bylaws (Article 606.7.6)

- The Age Group Vice Chair shall chair and have general charge of the affairs and property of the Division that develops and conducts the age group swimming program of MSI.
- Voting member of the Board of Directors and House of Delegates.

Division Responsibility from the Bylaws (Article 607.1.3)

- Adaptive swimming
- Age Group *swimming*
- Awards (Age group)
- Camps/clinics
- Meet schedule
- Program development
- Records/Top16
- Time standards
- Zone team

Term of Office

- Elected by the House of Delegates
- Two-year term
- Limit of two consecutive two-year terms

3.8.5 Senior Vice Chair

Summary

- Heads the Senior Division within MSI
- Serves as the liaison to the Athlete Representatives

Duties and Powers from the Bylaws (Article 606.7.5)

- The Senior Vice Chair or chair shall have general charge of the affairs and property of the Division that develops and conducts the senior swimming program of MSI. The Senior Vice Chair serves as a liaison to the Athlete Representatives.
- Voting member of the Board of Directors and House of Delegates.

Division Responsibility from the Bylaws (Article 607.1.4)

- Awards (Senior)
- Camps/Clinics
- Meet Evaluation
- Meet Management
- Senior *swimming*

Term of Office

- Elected by the House of Delegates
- Two-year term
- Limit of two consecutive two-year terms

3.8.6 Senior Athlete Representative

Summary

- Along with the Junior Athlete Representative and Athlete Committee Vice Chair serves as the liaison between athletes and the MSI Board of Directors and House of Delegates.
- Chairs the Athletes Committee
- Serves on the Athletes Committee selection committee with the Junior Athlete Representative and three other designated persons to vet applications from Club Athlete Representatives.
- Heads the Athletes Division within MSI

Duties and Powers from the Bylaws (Article 606.7.8 and Article 607.2.2E)

- The Athlete Representatives shall serve as the liaison between the athletes who are members of MSI and the Board of Directors and House of Delegates.
- The Athlete Representatives shall undertake activities delegated to them by the Board of Directors or the General Chair as being in the best interests of the Athlete Members, MSI, USA SWIMMING and the sport of swimming.
- Voting member of the Board of Directors and House of Delegates.

Division Responsibility from the Bylaws (Article 607.1.6)

- Athlete Representatives
- Athletes Committee

Term of Office

- Elected by the House of Delegates
- Two-year term
- Limit of two consecutive two-year terms

3.8.7 Senior Coach Representative

Summary

- The Coach Representatives shall serve as the liaison between the coaches who are members of MSI and the Board of Directors and House of Delegates. (Article 606.7.9)
- The Coach Representatives shall undertake activities delegated to them by the Board of Directors or the General Chair as being in the best interests of the Athlete Members, MSI, USA SWIMMING and the sport of swimming. (Article 607.2.2F)

Duties and Powers from the Bylaws

- Along with the Junior Coach Representative serves as the liaison between coaches and the MSI Board of Directors and House of Delegates.
- Heads the Coaches Division within MSI
- Voting member of the Board of Directors and House of Delegates.

Division Responsibility from the Bylaws (Article 607.1.7)

- Coach Representatives

Term of Office

- Elected by the House of Delegates
- Two-year term
- Limit of two consecutive two-year terms

3.8.8 Legislative Coordinator

Duties and Powers from the Bylaws (Article 607.2.2G)

- The Legislative Coordinator shall be responsible for maintaining the bylaws of MSI. The Legislative Coordinator shall serve in an advisory capacity on the Board of Review.
- Non-voting member of the Board of Directors and House of Delegates.

Term of Office

- Appointed by the General Chair
- Two-year term
- No consecutive term limit

3.8.9 Secretary

Summary (Article 606.7.2)

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

Duties and Powers from the Bylaws

- Record proceedings of the Board of Directors and House of Delegates and within thirty (30) days after each meeting of the Board of Directors and the House of Delegates, transmit a copy of the minutes of the meeting to the respective members. (Article 608.1)
- Ensure that financial and audit reports are forwarded to USA SWIMMING national headquarters a copy of the annual closing Balance Sheet and Statement of Income and Expense for the preceding fiscal year and financial audit. (Article 608.2)
- Cause to be made all reports and non-tax filings and shall requisition from the MSI Paid Staff checks with which to pay any applicable fees required by its state of incorporation and by any other state or municipality in which it operates. Article 608.3)
- Ensure receipt of written notifications of designated club representatives and alternates from each group member any substitutions or changes. (Article 616.5D)
- Oversee the mail vote for any action of the House of Delegates taken without a meeting according to the provisions of Article 604.13.
- Voting member of the Board of Directors and House of Delegates.

Term of Office

- Elected by the House of Delegates
- Two-year term
- No consecutive term limit

3.8.10 Safety Coordinator

Summary (Article 607.2.2C)

- The Safety Coordinator shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA SWIMMING safety education information to all Group Members, athletes, coaches and officials of MSI. The Safety Coordinator shall develop safety education programs and policies for MSI and make recommendations regarding same, and the implementation thereof, to the General Chair and the Board of Directors. The Safety Coordinator shall make the reports required pursuant to Section 608.7.

Duties and Powers from the Bylaws

- The Safety Coordinator shall present a report concerning swimming-related injuries within the Territory at each House of Delegates and Board of Directors meeting. (Article 608.7.2)
- The Safety Coordinator is responsible for distribution of this report to each Club Safety Coordinator and a copy of each House of Delegates report shall also be sent to the USA SWIMMING national headquarters. (Article 608.7.2A)
- The Safety Coordinator shall be responsible for disseminating safety information flowing from USA SWIMMING Headquarters and exploring safety education opportunities and developing a safety education program tailored to MSI and its members and Territory. (Article 608.7.3)
- Voting member of the Board of Directors and House of Delegates.

Term of Office

- Elected by the House of Delegates
- Two-year term
- No consecutive term limit

3.8.11 Technical Planning Chair

Summary (Article 607.2.2D)

- Shall chair and have general charge of the business, affairs and property of the Technical Planning Committee, which is responsible for long-range planning regarding the swimming programs conducted by MSI, the continuing review and development of the MSI philosophy and for advising other committees and divisions regarding the implementation of that philosophy in the context of MSI's swimming programs.

Duties and Powers from the Bylaws

- Serves as the Technical Planning Committee chair. (Article 607.3.4)
- The Technical Planning Committee shall be responsible for long-range planning for the swimming programs conducted by MSI and for advice regarding the technical aspects of those programs and of the sport of swimming generally. (Article 607.4.5)
- Voting member of the Board of Directors and House of Delegates.

Term of Office

- Elected by the House of Delegates
- Two-year term
- No consecutive term limit

3.8.12 Officials Committee Chair

Summary (Article 607.2.2B)

- The Officials Chair shall chair the Officials Committee which is responsible for recruiting, training, certifying and supervising officials for MSI. The Officials Chair shall be a referee certified by MSI and each member of the Officials Committee shall be a certified official of MSI.

Duties and Powers from the Bylaws

- Leading the Officials Committee, which is authorized and obligated to recruit, train, test, certify, evaluate, retest, recertify and supervise officials for MSI and such other activities as may be necessary or helpful in maintaining a roster of qualified, well-trained and experienced officials of the highest caliber. (Article 607.4.2)
- Voting member of the Board of Directors and House of Delegates.

Term of Office

- Elected by the House of Delegates
- Two-year term
- No consecutive term limit

3.9 *Equal Opportunity to Participate*

(Reserved for future use)

3.10 *Open Meetings Policy*

(MSI Bylaws Articles 604.9 and 605.8)

House of Delegates, Board of Directors and Executive Committee meetings shall be open to all members of MSI. Matters relating to personnel, disciplinary action, legal, taxation or similar affairs shall be deliberated and decided in a closed executive session which only House of Delegate members, Board Members or Executive Committee members, respectively, are entitled to attend. By a majority vote on a motion of a question of privilege the House of Delegates, Board of Directors or the Executive Committee may decide to go into executive session on any matter deserving of confidential treatment or of personal concern to any member of the House, Board of Directors or the Executive Committee.

3.11 *Roberts Rules of Order*

(MSI Bylaws Article 613.1)

The rules in the then current edition of Robert's Rules of Order Newly Revised shall govern MSI and any of its constituent or component parts, committees, etc., in the conduct of meetings in all cases to which they apply and in which they are not inconsistent with these Bylaws and any special rules of order MSI, the House of Delegates, the Board of Directors or its divisions, committees, etc., may adopt or as set forth in the next paragraph.

3.12 *Misconduct by Members*

(Reserved for future use)

3.13 *Confidentiality*

(Reserved for future use)

3.14 Board Acts as One

(Reserved for future use)

4. GENERAL POLICIES FOR COMMITTEE ADMINISTRATION

For more detailed information regarding Divisions, Committees, and Coordinators, please see MSI Bylaw Article 607, available at www.mnswim.org.

4.1 Divisions of the Corporation

(MSI Bylaws Article 607.1)

The seven divisions of MSI shall each be chaired by the General Chair, Vice Chair, the Senior Athlete Representative, or the Senior Coach Representative.

- General Administrative
- Administrative Division
- Age Group Division
- Senior Division
- Finance Division
- Athletes Division
- Coaches Division

4.2 Committees & Coordinators

(MSI Bylaws Article 607.21)

Each Division is further divided into several standing committees. The following non-officer committee chairs and coordinators shall be elected by the House of Delegates: Officials Coordinator, Safety Coordinator, and Technical Planning Chair. Unless otherwise specified in the Minnesota Swimming by-laws, the General Chair, with the advise and consent of the Board of Directors, shall appoint the members of all committees including the chair of the committee.

4.3 Mission Statement of the Committee

(Reserved for future use)

4.4 Annual Goals of the Committee

(Reserved for future use)

4.5 Functions of the Committee

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

- a. To study and evaluate existing programs of the MSI.
- b. To create and develop new programs for the MSI for recommendation to another committee or to the Board of Directors.
- c. To advise the Board of Directors through the division Vice Chair to whom the committee is directly responsible.

- d. To consider items which have been referred to the committee from the Minnesota Swimming membership, from another committee or from the Board of Directors.
- e. To present resolutions for action items that should be referred to the division Vice Chair for consideration by the Board of Directors.
- f. To implement the policies of the Board of Directors MSI.
- g. To prepare a budget for the projects and the administration for the committee in the next fiscal year.
- h. To conduct the projects and operate the activities of the committee within the approved budget for the current fiscal year.

4.6 *Responsibilities of Committee Chair and Coordinators*

(MSI Bylaws Article 607.5)

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

- a. Preside at all meetings of the respective division, committee or subcommittee;
- b. See that all duties and responsibilities of the coordinator or the respective division, committee or sub-committee in his charge are properly and promptly carried out;
- c. Appoint such committees or sub-committees as may be necessary to fulfill the duties and responsibilities of the coordinator or division or committee, respectively;
- d. Communicate with the respective division, coordinator, committee or subcommittee members to keep them fully informed;
- e. Keep the General Chair, the respective division vice-chair or committee chair and the staff of MSI's office informed of the respective coordinator, division, committee or subcommittee actions and recommendations;
- f. Appoint a member as secretary of the division, committee or subcommittee charged with taking minutes of each meeting and forward reports or minutes of all meetings to MSI's office;
- g. Refer to the Board of Directors any recommendation for action which would establish or change policies or programs for MSI, except as otherwise provided in these Bylaws or by the Board of Directors; and
- h. Perform the other specific duties listed in MSI's Policies and Procedures Manual or as may be delegated by the General Chair, the respective division vice-chair or committee chair, the Board of Directors or the House of Delegates.

4.7 *Ad-Hoc Committees*

(Reserved for future use)

5. ZONE BOARD OF REVIEW

For more detailed information about the Zone Board of Review, please see Part Four of the USA Swimming Rulebook.

6. FINANCIAL POLICIES

Minnesota Swimming is dedicated to ensuring that all financial operations are conducted under the highest standards of integrity and ethics and in compliance with strict internal controls to safeguard the organization's assets and provide a strong financial foundation.

6.1 *Financial Reports*

The Finance Vice Chair with the assistance of the Finance Committee shall prepare an annual budget for MSI's operations and present the budget for approval by the Board of Directors and the House of Delegates. The Finance Vice Chair will also prepare a budget report for each Board of Directors meeting that will be available at the MSI office.

In addition, the Finance Vice Chair with the assistance of the Finance Committee shall cause to be conducted the audit required pursuant to Bylaw 608.5 and shall review, or shall cause to be reviewed, the annual audit report and recommend acceptance and appropriate action, if any, with regard thereto by the Board of Directors and the House of Delegates.

6.2 *Late Payments*

(Reserved for future use)

6.3 *Grants*

6.3.1 Facility Development Grants

(MSI Policy #810)

MINNESOTA SWIMMING INC. GRANT REQUESTS

Purpose: Review facility grant applications submitted to MSI and accept or deny requests.

Application criteria

- Request must come from a Group Member of Minnesota Swimming Inc. (MSI).
- Priority will be given to projects that include a 50-meter pool in concept.
- The pool must be located and available to be used by Minnesota Swimming, within the Minnesota Swimming (LSC) boundaries as defined by USA Swimming.
- A principle source(s) of funding for the project must be identified and this application must explain how that source(s) is engaged.
- A detailed accounting for the expenditure of funds is required. The committee will determine the detail appropriate to the scope of the request.
- Please send the request and any supplementary materials electronically to the MSI Executive Director via email at bcrunstedt@mns swim.org. If hard copies are sent in addition to the electronic version please send seven (7) complete sets to Minnesota Swimming Inc., attn: Bob Crunstedt, 1001 Highway 7, Room #250, Hopkins, MN 55305.

The following questions must be addressed in the application

(Applicants may copy and paste these questions into a word processing document to create

their application responses)

1. What is the benefit to the membership of MSI?
2. What is the amount of the grant request?
3. What is the category of the request? For example, new construction, expansion, or renovation.
4. What will the grant be used for? For example, professional services such as architects, consultants or attorneys, equipment, supplies, labor.
5. Who/what organization is the principle source of funding for this project? Explain how they are engaged.
6. What, if any, major gifts, donor commitments, and/or letters of intent are involved? What are the amounts?
7. What is the Business Plan or Model for this project?
8. What is the organizational structure of the project? Who are the people involved and their roles?
9. Who is the principal contact for the project who will be available to answer questions? What is their contact information?
10. Who should receive notification of the grant request's status including their email address?
11. If the structure involves a tax-exempt nonprofit organization has the organization received its determination letter from the IRS?
12. Describe partnerships that currently/will provide programming for the pool facility. For example, learn-to-swim lessons, rehabilitation and therapy programs, training for swim clubs or high school swim teams, other aquatic training, events, etc.
13. What is the operational budget for the pool facility including projected annual revenues and expenses?
14. Who has/will have obligation for the profit or loss on operations?
15. What other entities are involved in the project? For example, city, county, state, school, private parties or commercial developers?
16. Why are these entities interested in the project?
17. What other industry experts have been contacted about the project? For example, USA Swimming Facility Development Department or other pool consultants and/or builders?
18. How much money has been collected/donated to the project at this point?
19. What is the timing for this grant request? For example, a specific date or month.
20. If the amount available for a grant is less than the amount requested, explain how the request would change.

Grant purpose and amount ranges

The following table lists grants previously awarded as well as potential requests within the scope of the program. The list and the amounts are not all-encompassing or fixed. They are intended to provide some range to estimate future requests. Requests for 25-yard or 50-meter pools capable of hosting larger USA Swimming/MSI meets would tend to receive greater award.

Feasibility study	Up to \$2,500
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Professional design services	Up to \$5,000
Supplement member fund-raising toward a dedicated, meet capable pool	Up to \$5,000
Pool safety enhancement to conduct USA Swimming/MSI meets	Up to \$10,000
Supplement the one-time purchase of equipment used for USA Swimming/MSI meets in conjunction with a major pool construction or renovation	Up to \$10,000

Grant requests not intended for the program

The following reflect grant requests denied and/or outside the scope of the program.

- New construction or renovation projects where the principle resource of revenue is unengaged.
- New construction or renovation where the benefit is considered too narrow or outside MSI.
- Personnel costs such as coaches, lifeguards, or administrators
- Team uniforms or other team paraphernalia
- Routine (annual) maintenance work or acquisition of consumable supplies
- Replacement of worn equipment used for training or meets
- Any form of debt retirement, liquidation of any other kind of financial obligation, or contribution to the operating costs of a pool.

Other parameters for the Pool Facility Grant Committee and process

- The committee is composed of five members: (1) Finance Vice Chair, (1) Athlete Representative with voting rights on the MSI board of directors, (3) persons selected by the General Chair
- The MSI Executive Director shall serve as ex-officio and will vote only in the event of a tie on the committee.
- The committee must meet twice each year, prior to or after the MSI House of Delegates meeting in the spring and October meeting of the MSI Board of Directors.
- Grant applications shall be received by the MSI office no later than April 1 and October 1.
- The committee may only grant requests within the amounts approved for the current fiscal year.
- The committee shall not have authority to authorize grants to facility projects for which there is no application in order to spend amounts budgeted that remain undisbursed at the end of the fiscal year.
- The committee shall meet in closed session, can invite others if deemed helpful to the grant evaluation process, and shall provide a written report at the next meeting of the MSI Board of Directors of all actions taken.
- Appointed committee members shall serve for one year.

MSI may grant funds, upon written request, to organizations undertaking aquatic facility projects. The awarding of such grants is always subject to the sole discretion of MSI and the availability of adequate funds.

6.3 *Diversity Grants* (MSI Policy #850)

Recipients shall submit a written report to MSI within 3 months after the conclusion of the proposed programming.

MSI may grant funds, upon written request, to organizations or programs offering aquatic programming to diverse and/or underprivileged children. The awarding of such grants is always subject to the sole discretion of MSI and the availability of adequate funds.

Grants, if awarded, shall be made only after a written request is submitted to MSI. The written request must include, at a minimum, the tax status of the applicant; the purpose of the proposed programming; and the proposed start and conclusion date of the proposed programming. Grants, if awarded, shall only be made to a corporate or organizational recipient (e.g. schools; recreational departments; learn-to-swim programs).

Grants, up to an amount of \$2,000.00 may be approved by a majority decision of the Administrative Chair and the Finance Chair and the Diversity Chair. Such decisions will be reported at the next meeting of the MSI Board.

Grants in excess of \$2,000.00 may be approved by a majority of the MSI Board of Directors.

6.4 *National Meet Expense Reimbursement (Travel)*

Minnesota Swimming reimburses a portion of travel expenses to designated swim meets. The list of applicable meets and reimbursement amounts can be found on the Travel Reimbursement Form on the MSI website. This form must be completed and submitted via email to the Senior Vice Chair and the MSI Office by the dates indicated on the form to be eligible for reimbursement. For verification purposes, coaches must also submit a copy of their flight or hotel receipt (with name and dates) pertaining to the meet requested.

The athlete requirements for reimbursement include being a member in good standing with an MSI chartered swim club or registered as an MSI unattached athlete, and having competed in two MSI sanctioned meets in the preceding year of the meet for which he/she is collecting. An athlete who has competed in MSI swim meets and was an MSI registered athlete for a period of six years may be exempt from the second requirement. An athlete may only collect from one meet per season.

The coach requirements for reimbursement include being a member in good standing with an MSI chartered swim club, having attended the meet for which he/she is applying for reimbursement, and having coached the athletes from his/her team at the meet for which he/she is applying for reimbursement. A club may only collect from one coach per meet per season. One coach per club may apply for a single share of reimbursement equal to that of an athlete's reimbursement for a given meet.

6.5 *Zone Scholarships*

(MSI Policy #903)

Swimmers who are currently MSI / USA Swimming registered and who qualify for the Economically Disadvantaged Athlete Discount should be eligible to receive a 75% discount off of the cost to register for ZONES, plus 75% off the Team Minnesota swim suit (if that is again a separate item).

6.6 *National Meet Financial Support*

(MSI Policy #840)

Any team or group working to support an MSI sponsored National Meet (e.g. Seniors, US Open) shall be compensated. The profits from said meets shall be used to compensate the groups or teams involved. Exact compensation shall be determined by the extent of the group's or team's involvement. A committee will be formed to determine the rate of compensation. This legislation in no way precludes a team or teams from functioning as meet hosts.

6.7 *Authorizations*

(MSI Bylaws Article 606.11)

All checks, drafts or other orders for the payment or transfer of money, and all notes or other evidences of indebtedness issued in the name of MSI shall be signed by the General Chair, the Paid Staff or other officer or officers or agent or agents of MSI, and in the manner, as shall be determined by the Finance Vice Chair, the Finance Committee or the Board of Directors.

7. BUDGET AND RESERVE POLICY

7.1 *Funded Board-Designated Operating Reserve Policy*

(MSI Policy #860)

1. Philosophy

The establishment and maintenance of a Funded Board-Designated Operating Reserve is a high priority. This will enable Minnesota Swimming to support strategic business practices and to:

- Manage cash flow interruptions,
- Minimize the need for working capital borrowing,
- Meet commitments, obligations or other contingencies, and
- Generate investment income.

2. Policy

The purpose of this policy is to establish and maintain a Funded Board-Designated Operating Reserve, unencumbered and uncommitted, at a level relative to the annual

program funding and the costs of operating and maintaining the organization. The Operating Reserve is intended to serve a dynamic role and is available to be utilized as needed rather than being static, devoted only to generating investment income.

3. Definitions

- A. Board-Designated Operating Reserve – Amounts reported in the Unrestricted Net Assets section of the balance sheet and identified as Board-Designated Operating Reserve.
- B. Cost of Operating and Maintaining the Organization – Minnesota Swimming’s net expenses for Program Services and Administration as reflected by the approved annual budget.
- C. Funded Board-Designated Operating Reserve – A fund consisting of liquid assets and investments. Liquid assets are those that may be converted to cash quickly and easily. It is not required that the Board-Designated Operating Reserve be physically segregated in a separate bank or investment account although Minnesota Swimming may decide to do so.

4. Strategies and Procedures

- A. Board-Designated Operating Reserve shall be accounted for separate and apart from Undesignated Operating Funds.
- B. The Finance Committee will have the responsibility for developing and recommending policies and guidelines for the investment of the Operating Reserve assets and the Board of Directors will approve such policies and guidelines.
- C. The Operating Reserve goal will be to achieve and maintain between 75% and 125% of the Program Funding and Operating Costs as defined in Section 3.
- D. After the budget has been approved, but no later than the beginning of each fiscal year, the Finance Vice-Chair will review the adequacy of the Board-Designated Operating Reserve and if necessary, will recommend changes to the Board of Directors.

5. Sources

Assets for the Board-Designated Operating Reserve accounts will come from the retained earnings of the organization.

6. Uses

- A. Internal line of credit for use to financially operate the organization,
- B. Funds to meet unfunded and unexpected needs of the organization, and
- C. Funds to make up a deficiency in budgeted revenue, either in results or collection experience.

7. Governance

Depletion of the Operating Reserve will be evidenced by a negative balance in the Undesignated Operating Funds. The procedure for approving use of the Operating Reserve Funds will be as follows:

- A. As projected in the budget as approved by the House of Delegates,
- B. By approval of the Board of Directors to fund unusual expenditures out of reserves, and
- C. By extraordinary expenses or loss of revenue and (or) investment losses. In this case, the following procedures will be followed:
 - a. Executive Director will inform the Finance Committee members, and

- b. Finance Vice-Chair will inform the Board of Directors at its next scheduled meeting.

If the Operating Reserve is and has been less than 75% of the targeted reserve level for two consecutive years, the Board of Directors, in the absence of any extraordinary circumstances, will adopt an operational budget that includes a projected surplus sufficient to rebuild the Operating Reserve Fund to its targeted reserve level over the following two years.

8. Maintenance

The status of the funded Board-Designated Operating Reserve will be calculated at the end of each fiscal year, based upon audited financial results, and reviewed by the Board of Directors. The adequacy of the Board-Designated Operating Reserve will be determined as follows:

Example

Total Unrestricted Net Assets	\$850,000
Less: Fixed Assets, net	<u>(20,000)</u>
Available Unrestricted Assets	830,000
Less: Board-Designated Funds for Specific Purpose	0
Less Board-Designated Operating Reserve	<u>(350,000)</u>
Undesignated Operating Funds	\$480,000

9. Policy Review

This policy will be reviewed every four years by the Finance Vice-Chair or sooner if conditions warrant. Any changes thereto will be approved by the Board of Directors

8. INVESTMENT POLICY

8.1 *Summary Investment Policy*

(details in MSI Policy #820)

In order to assist the Finance Committee who, among other things, serves as the Investment Committee of Minnesota Swimming (sometimes referred to herein as the “Committee”), in effectively establishing, supervising, monitoring and evaluating the investments maintained in the portfolio (referred to as “The Portfolio” which includes all Minnesota Swimming portfolio assets, including operating funds, unless specifically stated otherwise.)

Policy:

1. Defines the investment goals and objectives of The Portfolio;
2. Documents the material facts considered and the process used to arrive at the investment decisions reached;
3. Establishes an asset allocation and investment management strategy designed to have a high probability of meeting the goals and objectives of The Portfolio;
4. Establishes a disciplined decision-making process to be followed by the investment advisors and managers in implementing the investment strategies decided upon;
5. Establishes a criteria for evaluating the success of the investment management of The Portfolio; and
6. Documents the procedural prudence followed by the Committee in taking the investment course of action followed.

With respect to the investment portion of the portfolio (referred to as “the Investments”) that are managed by an Advisor, this statement also establishes a clear understanding between the Finance Committee and the Advisor concerning the investment policies and objectives of Minnesota Swimming . It is contemplated that the Advisor will employ Investment Managers “Manager(s)” to manage specific segments of the Investments. The Advisor will be responsible for overseeing the Investments, monitoring individual manager performance and compliance with this document with respect to the Investments, and making asset allocation recommendations.

Goals and Objectives

Portfolio Goals: It is a primary goal of Minnesota Swimming to invest the financial assets of the organization, in excess of funds needed for current operations, and to provide maximum earnings growth, based on a total return, consistent with a policy of prudent investment and protection of assets. It is also the policy of the organization to maintain operating funds to provide for liquidity to meet current operating and capital expenditure needs. Consistent with our objectives, the portfolio’s goal would be to outperform a blended benchmark over a three year rolling period after fees. Secondly, the portfolio should earn inflation plus 3%.

Investment Objectives

- A. Investment Funds - The invested assets of Minnesota Swimming are invested and maintained in a balanced investment program. The primary objective is to provide maximum growth consistent with a policy of prudent investment and protection of assets. Growth will be attained through appreciation of assets, the inclusion of additional funds when available, and from retention of earnings of the fund except earnings caused to be withdrawn as hereinafter provided.
- B. Short Term Operating Account - The Short Term Operating Account is comprised of primarily operating funds that could reasonably be expected to be spent over the next 3 to 12 months. The account will be managed by the Executive Director with all transactions approved by the Finance Vice Chair except money market and bank savings transfers.

Asset Allocation - The asset allocation under the Investment Policy will meet the stated goals and objectives. The asset allocation is based upon the following:

- A. That it is not productive to “time” the markets. Rather, long-term strategic asset allocation, based upon the principles of Modern Portfolio Theory, is the most prudent investment approach. That is, effective diversification can reduce risk. In utilizing this methodology, it is important to diversify into all the major asset classes as set out below, and to diversify by investment style.
- B. That gains and losses have a significant impact upon the Investments’ growth objective.
- C. That portfolios with a greater amount of stock allocations and a lesser amount of bond allocations have a higher probability of short-term losses and of long-term higher returns than portfolios with lesser amounts of stocks.

Therefore, since long-term higher returns are very important in meeting the objectives of the

Investments, the asset allocation shall contain a mixture of stocks and bonds that subject the portfolio to the potential of moderate, but not devastatingly large short-term losses, and provide the potential for higher long-term returns. Risk will be measured by standard deviation and may be more or less risky than the respective benchmark. Risk in excess of 15% plus or minus the benchmark may require additional examination.

The Committee recognizes that any particular investment strategy will have periods where it will fall short of achieving its goal. During such period, the Committee expects rational explanations for such under-performance.

Investment Vehicles - In implementing the asset allocation policy, it is intended that there be extensive diversification by investment style. The investment advisor to the Investments, will monitor the performance of each fund or manager and report to the Committee. The Advisor will recommend replacement funds or managers and may choose not to use Frank Russell Funds at its discretion.

Rebalancing - The asset allocation shall be rebalanced to the target allocations set out above after any quarter in which one or more of the minimum or maximum allocations are exceeded. Furthermore, in the event of a sudden or significant change in the asset allocation attributable to market conditions, the asset allocation may be rebalanced between quarters.

Costs - The costs associated with the management of each asset class shall be reviewed at least annually.

Communications - Unless otherwise requested, the Advisor must furnish the Finance Committee with a quarterly account review detailing investment performance (time-weighted), portfolio holdings, an investment strategy, and the value of the Investments. The Finance Committee will also receive timely information about changes in investment philosophy, management, ownership, and key personnel of Frank Russell Investment Management Company. Finance Committee meetings will be held quarterly. The Finance Committee may call more frequent meetings if significant concerns

9. OFFICE AND ADMINISTRATION

Reserved for future legislation/policy

9.1 *Promotions Policy*

1. Events may be promoted through Minnesota Swimming Inc. (MSI) prior to the event for a fee.
 - a. MSI may monetize its communication media including postings on the MSI website and Facebook/Twitter/Instagram via “likes,” in order to promote events (e.g. clinics, camps, seminars, webinars, and lessons).
 - b. MSI also may solicit sponsors for MSI-hosted events (i.e. Senior State Meet).

2. Organizations within the LSC will be given more favorable consideration (i.e. pricing) than those from outside the LSC for their events.
3. News stories may be submitted and/or published on the LSC website (and published to Facebook/Twitter accounts) to highlight event accomplishments, during or after the event has taken place. When multiple individuals from multiple clubs are involved in an event, all accomplishments will be consolidated into a single story or posting. News stories will be done at no cost and the host club will be named, but no links to the host club will be created in the article or posting.
4. News stories about athletes with Minnesota affiliations—club, college, place of residence or other—may be submitted and published and their club affiliations named. This will be done at no cost and the affiliated club or organization will be named, but no links to the host club will be created in the article.
5. News stories about nationally prominent athletes (i.e. national, junior national, or national para teams; national or world record holders) who are “visiting” Minnesota or have a tie to the LSC may be submitted and published and their affiliations named. This will be done at no cost and the affiliated club or organization will be named, but no links to the host club will be created in the article.
6. The use of email to distribute information to MSI managed address lists about non-MN LSC events or opportunities is prohibited. This does not apply to address lists or services where recipients have voluntarily opted-in to specifically receive announcements about non-MN LSC events or opportunities by email. Recipients reserve the right to voluntarily opt-out of such address lists or services.
7. MSI reserves the right to refuse to publicize or remove an event if it is deemed by MSI not to be aligned with the interests or core values of its members.
8. **DISCLAIMER:** Posting or advertising an event or organization using MSI media cannot be construed as a recommendation for or endorsement of the event, product or service being advertised. MSI may provide links to other Internet sites for informational purposes and the convenience of its users; it does not endorse the products or services that the linked organizations offer. When users select a link to an external Web site, they are leaving the MSI website and are subject to the privacy and security policies of the owners/sponsors of the external site. Furthermore, MSI does not control or guarantee the currency, accuracy, relevance, or completeness of information found on linked, external Web sites.
9. Exceptions may be made to promote events for no fee:
 - a. USA Swimming-sponsored events (including LSC-sanctioned meets taking place outside of the LSC or an approved meet within the MN-LSC such as the Midwest Youth Athletic Services spring meet at the University); high school or collegiate championship meets, which may be publicized prior to the event as a news story if there is no profit for an individual or club in the LSC.

- b. Exceptions also may be made for requests for volunteers to help with an event or for fundraisers that are designed to support a cause that is in keeping with MSI's mission or core values and the interests of its members, as long as it is not an initiative that financially benefits a specific individual or club in the LSC (e.g. soliciting volunteers to support a Minnesota Special Olympics event or a fund-raiser to support the building or renovation of a competition swimming pool).
10. Exceptions may be made to promote suppliers/vendors where the arrangement is quid pro quo – i.e. a discount is provided to clubs or fees are waived in exchange for a link to the supplier/vendor's website.
11. Promotions or sponsorships intended to solicit memberships for a specific club are prohibited from being advertised on the LSC website.
12. The MSI Executive Director is responsible for the implementation of this policy. The Executive Director may collaborate with the Administrative Vice Chair in those instances where a promotion or sponsorship matter is deemed outside the scope of this policy.
13. This policy will be reviewed for updates and changes as determined necessary, by the Administrative Vice Chair and Executive Director.

10. AWARDS

10.1 *MSI Awards*

(Reserved for future use)

10.2 *Top 10 Awards*

Minnesota swimmers achieving one of these recognitions for the first time are eligible to receive a jacket for a minimal charge. Swimmers who have already received a jacket may order another patch in each subsequent year that they qualify, which they may place on their jacket. To receive a jacket, swimmers must be ranked T-10 in the nation as published from the final USA Swimming list published in *Swimming World*. "National Qualifier", athletes must have achieved a senior national qualifying time and must have attended the respective meet. Athletes may order a replacement jacket at full cost only if their name is on the MSI list for having previously received a jacket. The jacket order form and more details are listed on the MSI website under "Documents." Orders are submitted to the MSI office and the order deadline is generally early spring.

10.3 *State Record Application*

(MSI Policy #264 adopted 11-15-11)

1.1 Responsibilities of the Records Chairperson

The Records Chairperson shall be responsible for maintaining an up-to-date record of all

Minnesota Swimming age group and senior records.

1.2 Criteria for Records Consideration

A time achieved by a Minnesota Swimming registered athlete in a USA Swimming sanctioned or approved competition; or during a USA Swimming observed swim or observed meet shall be eligible for an LSC record. The following criteria apply:

- A. An LSC record time may be achieved in: any heat; swim-off; lead-off leg of a relay, provided the swimmer completes the lead-off portion in compliance with the applicable rules; time trial; initial distance with a legal finish within a longer event provided the swimmer completes the event in compliance with the applicable rules.
- B. A record time for an event or a stroke can be achieved only in that event or stroke, or in an initial distance of such event or stroke (e.g. a backstroke time must be achieved in a backstroke event or the backstroke leg of a medley relay). Regardless of the stroke(s) used, records achieved in freestyle events can be recorded only as freestyle times.
- C. The athlete shall meet applicable eligibility requirements as established in section 205.2(1,.2,.4).
- D. The time shall be recorded in the USA Swimming SWIMS database.

1.3 Request for Records Consideration

A swimmer or swimmer's representative may request record consideration by:

- A. If the swim was accomplished at a USA Swimming sanctioned meet, the swimmer or swimmer's representative shall advise the LSC Records Chairperson in writing by filling out the record form on the record page of the Minnesota Swimming website. The LSC Records Chairperson will confirm the time with the USA Swimming SWIMS database.
- B. If the swim was accomplished in a USA Swimming approved meet, the same procedure as outlined in 1.3 (A) shall be used to request consideration for the record.
- C. If the swim was accomplished as an LSC observed swim or at an LSC observed meet, the same procedure as outlined in 1.3(A) shall be used to request consideration for the record.

1.4 Athlete Recognition

The Records Chairperson, after confirming that a swimmer has set or tied an LSC Record, shall arrange for the record to be published by Minnesota Swimming Inc.

MSI tracks the fastest times swum anywhere by a Minnesota registered swimmer for each gender, event, and age category. The State Record Application, found on the MSI website, must be submitted to the Records Chair as instructed on the application.

11. PROGRAMS AND SERVICES

11.1 Athlete Protection

MSI and USA Swimming are committed to fostering a safe and positive environment for all of

their members. MSI supports the rules, policies, and practices that USA Swimming has implemented in their rulebook (Articles 304-306) and made accessible through their website, with the intention of serving its members as we work together to maintain that environment.

11.1.1 Background Checks

The successful completion of a criminal background check is required for all coach and non-athlete members of USA Swimming. Criminal background checking is not intended to serve as a pre-employment screening program. The background checking process is a criminal record search and is not a substitute for a club conducting appropriate pre-employment inquiries of applicants.

At the 2010 U.S. Aquatic Sports Convention, the USA Swimming House of Delegates approved a series of rules regarding the Athlete Protection Program. One of these measures was Article 502.6.8 which requires clubs to comply with USA Swimming's Pre-Employment Screening program. The new requirement is effective August 31, 2011.

More information about Pre-Employment Screening requirement and resources is available on the USA Swimming website.

11.1.2 Athlete Travel

(MSI policy #180)

Athletes may periodically travel on behalf of MSI, both for competition and non-competition events. When athlete members travel on behalf of MSI, the following policy shall apply:

- a. This MSI travel policies shall be presented to, acknowledged and agreed to by all athletes, parents, coaches and other adults traveling on behalf of MSI.
- b. Team managers and chaperones for MSI teams shall be members of USA Swimming and successfully pass a USA Swimming-administered criminal background check.
- c. Regardless of gender, an MSI coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete).
- d. When only one athlete and one coach travel to a competition on behalf of MSI, the athlete shall have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach.

The following guidelines should be followed to the extent possible:

1. During LSC team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained to the extent possible.
2. Athletes should not ride in an MSI coach's vehicle without another adult present who is the same gender as the athlete, unless appropriate prior permission is obtained.*
3. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers shall stay with

athletes. Where chaperones/team managers are staying in a room with athletes, they shall be the same gender as the athlete and documented consent shall be given by athlete's parents (or legal guardian).*

4. When only one athlete and one coach travel to a competition on behalf of MSI, at the competition the coach and athlete shall attempt to establish a "buddy" club to associate with during the competition and when away from the venue.*
5. To ensure the propriety of the athletes and to protect the MSI coaching staff, there shall be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms.*
6. A copy of the Code of Conduct shall be signed by the athlete and his/her parent or legal guardian.
7. Team or LSC officials shall carry a signed Medical Consent or Authorization to Treat Form for each athlete.
8. Curfews shall be established by the team or LSC staff each day of the trip.
9. Team members and staff traveling with the team shall attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
10. The directions and decisions of LSC coaches/chaperones are final.
11. Swimmers are expected to remain with the team during the trip. Swimmers shall not leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
12. When visiting public places such as shopping malls, movie theatres, etc. swimmers shall stay in groups of no less than three persons. 12 & under athletes shall be accompanied by a chaperone.*

*Shall apply unless individuals are members of the same family including parent coach or legal guardian coach with athlete sons or daughters, siblings, or coach with athlete spouse. The Head Coach or his/her designee shall make an immediate written report of travel policy or code of conduct violations to the MSI General Chair. The General Chair shall immediately report to the parent or legal guardian of any affected minor athlete

11.1.3 Sexual Misconduct Reporting (USA Swimming Article 306)

It is every member's responsibility to promptly report any incident regarding sexual misconduct by a member as described in Article 304.3.5 to USA Swimming's Athlete Protection Officer. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. Various state laws may also require reporting to law enforcement or to a designated child protection agency. No member shall retaliate against any individual who has made a good faith report under 306.1. False reporting of sexual misconduct made in bad faith is prohibited. Neither civil nor criminal statutes of limitation apply to reports of cases of sexual abuse. Reporting should be completed through the USA Swimming website, and it can be done anonymously.

11.2 *MSI Equipment Rental*

(MSI Policy #901, adopted July 2018)

MSI member teams may rent MSI equipment for use in MSI sanctioned swimming events. The Administrative Vice Chair, or their designee, may approve rental of the MSI equipment for non-sanctioned events (e.g. intra-squad, practice, equipment training, approved meets, etc.) by MSI clubs and to other organizations deemed to be in the best interests of the sport of swimming. The Administrative Vice Chair, or their designee, are responsible for the review and setting of MSI Rental Equipment Rental Fees, Damage Deposit and Rental Terms. Given timely notification MSI member clubs receive priority for rental of equipment.

Additional detail:

Minnesota Swimming owns timing equipment that is available for rent by MSI member clubs only. All equipment is stored and maintained at Hamline University, 1536 Hewitt Avenue, St. Paul, MN. Rental Requests shall be directed to the MSI Equipment Coordinator and should be submitted as early as possible to ensure availability. MSI has sole discretion to determine the availability of equipment. If requests are not acknowledged then equipment may not be available. The Equipment Rental Form and fee schedule can be found on the MSI website. Any member club renting MSI owned equipment agrees to the conditions listed on the Equipment Rental Form.

11.3 Website

(Updated January 2015)

11.3.1 Privacy Statement

Minnesota Swimming's Commitment to Privacy

This website is a general audience website.

While we encourage members to browse our website, we also wish to educate parents and children about issues of privacy when visiting our site. As a result, we are committed to full compliance with the Children's Online Privacy Protection Act of 1998 (COPPA) and the USA-S Swimming Privacy Policy.

COPPA applies to individually identifiable information about a child that is collected on line, such as full name, home address, email address, telephone number or any other information that would allow someone to identify or contact the child. The Federal Trade Commission (FTC) is the enforcing authority.

Information gathered by Minnesota Swimming

Minnesota Swimming does not gather or store personal information about athletes on its website.

Information acquired during registration for swim meets is the property of USA Swimming and its use is within the control of USA Swimming. USA Swimming strictly limits the use of member's personal information to that information necessary for the conduct of the business of USA Swimming and its LSCs.

Minnesota Swimming adheres to COPPA through the following:

Limited advertising permitted on our website, subject to Minnesota Swimming's promotions policy. Click here to see Minnesota Swimming's Promotions Policy.

There is no collection of personal information on the website that includes athlete's full name, home address, email address, or telephone number that would allow someone to identify or contact a child.

While Minnesota Swimming tracks usage statistics on its website through Google Analytics, we do not track information linked to individuals who visit the web site.

Access to private information on the website is controlled by limiting the staff and Board members with administrative access to Minnesota Swimming's website.

Limited pictures of children are allowed on the website and Minnesota Swimming's social media sites (Facebook, Twitter).

Minnesota Swimming obtains a signed release from parent/guardians if children are singled out in any way or a picture is obtained from a non-public event or setting.

Pictures from public events are published, but at no time is a child identified by other than a first name; team caps are blurred when possible; Minnesota Swimming complies with suggested Federal guidelines to limit identifiable markers photographs so there are no more than 3 markers.

Parents may request that any posted photograph or any other information that they feel is too identifiable be removed from the Minnesota Swimming website.

Children's information is never shared with third parties (other than USA Swimming).

Third-Party Sites and Sponsors

Our site contains limited links to other sites whose information practices may be different from ours. Visitors should consult the other sites' privacy notices, which may differ from ours.

Cookies and How We Use Them

Cookies are used to gather basic tracking information and to monitor the presentation of advertisements and are placed on your hard drive by many major websites. Minnesota Swimming does not intentionally use cookies on its website; however, the site is powered by TeamUnify, which does collect some information as identified in their privacy statement.

11.4 Safety

The MSI Safety Coordinator is responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA Swimming safety education information to all Group Members, athletes, coaches and officials of MSI. Any safety information and training opportunities will be posted on the MSI website.

Another important tool of the safety program is the Report of Occurrence (ROO) form. The Report of Occurrence form, available on the MSI website along with instructions, should be completed any time an injury occurs at an MSI/USA Swimming function, including practices, whether or not it involves a USA Swimming member. The form should be filled out by a coach or by any club personnel responsible at the time of the incident; the parents of the injured athletes should not be asked to complete the report form. Completed ROOs should be immediately submitted to USA Swimming, Risk Management Services, Inc., and to the MSI Safety Chair at the conclusion of a meet. The contact information is listed on the form and on the MSI website.

11.5 Officials Training

The Officials Chair is responsible for coordinating orientation and training clinics as needed. Information regarding Officials Clinics as well as useful educational tools such as a Referee Guide can be found on the MSI website.

11.6 Top 20

The Minnesota Swimming Rankings for the Top 20 times can be found on the MSI website through the “Athletes” link on the left side of the home page. From the “Athletes” menu, the “Top 20 – Minnesota” link should be selected. Based on meet results, the 20 fastest times swum by Minnesota athletes in both short course and long course meets for each event, age group, and gender are reported on this page. These times come from the USA Swimming SWIMS database and include all official results for Minnesota swimmers regardless of where in the country they were performed.

11.7 Zone Team Selection

(Reserved for future legislation/policy)

11.8 Insurance

USA Swimming offers, as a benefit of membership, insurance coverage to its members and member clubs to include General Liability and Excess Accident Medical coverage. For more information, please visit the USA Swimming website.

11.9 Advocacy

(Reserved for future legislation/policy)

11.10 Best Practice Guidelines for Clubs

(Reserved for future legislation/policy)

11.11 Camps

(Reserved for future legislation/policy)

11.12 Crisis Management / Disaster Recovery Plan

Purpose of a Crisis Management/Disaster Recovery Plan:

An LSC crisis may occur in a number of different situations including times when the integrity or reputation of MSI is threatened by adverse or negative attention; when, in the eyes of the media, general public, or its membership, MSI did not react to a given situation in an appropriate or timely manner; or when an emergency arises that may threaten the operations of the permanent office of MSI. During these times, it is vital that MSI effectively manages communication through a formal, clearly defined channel in order to mitigate the crisis or any serious negative repercussions while maintaining its reputation of leadership and transparency. This MSI Crisis Management Plan manages the distribution of critical, often sensitive, information to the media, the public, and its members while the Disaster Recovery Plan is designed to insure business continuity by protecting the LSC from threats to its physical assets and IT-disabling disasters.

The Role of the MSI Board in Crisis Management/Disaster Recovery Planning:

Under nonprofit governance laws, the members of the MSI Board of Directors have the duty to exercise a high standard of care in managing the business of the organization. In an emergency, this duty extends to insuring that the assets of the organization are protected and helping the organization manage its communications with key stakeholders, members, strategic partners, employees, news media, and the community. The board's responsibility prior to a crisis is twofold: (1) to be sure there is a crisis management/disaster recovery plan in place and (2) to know and understand its own role in helping the organization through a crisis.

CRISIS MANAGEMENT PLAN

Descriptions of Key Positions:

- Spokesperson: General Chair or Designee - The person authorized to speak to the news media, public, membership, and stakeholders during a crisis.
- Information Officer: Person(s) appointed by the General Chair and approved by the MSI Board of Directors – The commander-in-chief of the crisis communication plan who is charged with conducting the preliminary investigation of the crisis situation by gathering information from all relevant sources.
- Crisis Management Team: Members of the crisis management team must be accessible any time of the day or night.

- A. Primary Team: Spokesperson, Information Officer, General Chair, USA Swimming Representative, and Legal Counsel (when deemed appropriate by the Primary Team)
- B. Secondary Team: Remaining Members of the MSI Executive Committee and Immediate Past General Chair – Administrative Vice Chair, Finance Vice Chair, Senior Vice Chair, Age Group Vice Chair, Coaches Representative, Senior Athlete Representative, Technical Planning Chair, Immediate Past General Chair
- C. Situational: Other individuals may be identified collaboratively by the General Chair and Information Officer to serve on the crisis management team based on their expertise and/or relationship to the situation. This may include MSI staff members.
- Stakeholders: Stakeholders are those members of key constituent groups who have a vested interest in MSI. They include:
 - A. USA Swimming
 - B. MSI Board of Directors & Staff Members
 - C. MSI Members - Clubs, Coaches, Athletes, Non-Athletes
 - D. Parents of MSI Member Athletes
 - E. LSC Volunteers (Events, Committees, etc.)
 - F. Media & Public

General Procedures:

- The General Chair, or his/her designee, is responsible for issues management. It is the responsibility of all MSI board and staff members to constantly monitor the LSC and national swimming environments as well as the local, state, and national news coverage of issues or trends that might lead to public relations problems for MSI. Upon becoming aware of the existence of any potentially harmful situation, board and staff members are required to contact the General Chair with as much information and documentation as possible regarding the potential situation. The General Chair or his/her designee, in consultation with selected board members and staff, will immediately create and implement a plan that could include intervention or mediation to help mitigate any impending crisis.
- Realizing that not all crises are preventable, it is the responsibility of the MSI Board of Directors, through the office of the General Chair, to have an appropriate crisis management plan in place that includes the education of all board members with respect to that plan and their roles during a crisis.
- The General Chair, or his/her designee, will serve as the Spokesperson in the event of a crisis. If approached, board members should refer all inquiries to the designated Spokesperson
- At its first meeting following the annual MSI House of Delegates, the Board of Directors will review the current LSC crisis management plan to insure that all board members are aware of the procedures and their roles during a crisis. Also at this meeting, the General Chair will bring forth for board approval two recommended appointees to serve as a potential crisis Information Officer for the upcoming year. These appointees must be current members of the MSI Board of Directors, be readily available to lead the investigation of a crisis, be thorough and detail-oriented, and possess the ability to remain calm under pressure.

- Should a crisis arise during the year that requires activation of the MSI crisis management plan, the General Chair will select one of the two approved appointees as the Information Officer for that situation. That selection will be based primarily on the nature of the crisis with respect to both the board position of the selected appointee and his/her relationship to the crisis situation.

Best Practices: In the event of a crisis, the Board of Directors of MSI will adhere to the following best practices:

1. Crisis prevention is a priority for MSI and is supported by continually maintaining sound business practices and effective internal and external communications.
2. The Board of Directors should budget for and facilitate media training for the designated Spokesperson and staff members to learn strategies to effectively deal with the media during times of crises.
3. MSI board members and staff will remain “calm” and take the “high road” during a time of crisis. It is imperative to remain focused under pressure situations to allow for the best possible handling of the crisis and to insure that the business operations of MSI continue to be carried out efficiently and professionally during the time of any crisis.
4. MSI understands the urgency in getting its message out first. This allows MSI to better control the content and its accuracy as well as stabilizing the situation and solidifying the reputation of MSI. Crisis communication planning must be designed to help manage the first 48 hours of an emergency.
5. After gathering facts to help understand the crisis situation, it is imperative that MSI communicates the right message. Consultation with legal counsel may be necessary to insure that appropriate information is shared at the appropriate time(s).
6. Board members should return phone calls and emails directing the inquirer to the designated Spokesperson. The Spokesperson is responsible for following up with all communications including phone calls and emails. Under no circumstances should a board member provide any information other than the contact information for the Spokesperson when approached.
7. Upon receipt of any information related to the crisis, board members should immediately relay that information to the Information Officer ASAP.
8. Members of the MSI Board of Directors should minimize the use of email communications related to any existing crisis during the activation of the crisis management plan. Private conversations among board members are the preferred method of communication during this time.
9. The Information Officer will share information regarding the crisis with the board members and stakeholders of MSI at the appropriate time.
10. The members of the crisis management team will conduct an annual drill and rehearsal of the crisis management plan.
11. Issues regarding personnel and Board of Review matters are to remain confidential.
12. The MSI office will serve as the permanent repository for all critical MSI documents including annual reports, fact sheets, news releases, etc.

Crisis Management Plan (CCP):

PROCESS:

1. Notification: The General Chair should be immediately notified of any impending or existing crisis by staff and/or board members of MSI.

2. Assessment of the Situation: Upon receiving notification of an impending or existing crisis, the General Chair will either activate an intervention/mediation plan or appoint one of the two approved Information Officers to initiate an investigation.
3. Information Officer: Based on the nature of the crisis, the General Chair will appoint an Information Officer from the two candidates previously approved by the MSI Board of Directors to initiate the investigation. This investigation should include:
 - Determine what happened.
 - Determine when and where it happened
 - Determine who is affected
 - Identify why it happened and what/who caused
 - Investigate and assess the reaction to the incident
 - Determine possible repercussions of the incident
 - Interview and collect all facts and documents from those affected
 - Determine when more information might become available

MSI Board Members should have the Information Officer's contact information and supply him/her with any pertinent information related to the crisis as soon as he/she is made aware of it.

4. Activation of a Crisis Management Team: Depending on the situation, the Information Officer will convene a primary and/or primary & secondary crisis management team(s) via conference call or in-person meeting
 - A. The crisis management team will be alerted by a phone call; use of email is discouraged. It is imperative that the Information Officer has up-to-date contact information for all members of the crisis management teams.
 - B. The Information Officer may engage others in the process based on the situation.
 - C. If necessary, the Information Officer will designate a location to serve as the crisis center.
5. Crisis Management Team: Before Going Public
 - A. Based on information gathered and presented by the Information Officer, the crisis communication team will assess the situation, determine the facts, and begin planning. Questions to be answered include:
 - What is the situation? What will happen next?
 - Who on staff needs to be involved?
 - What immediate steps need to be taken?
 - What is known and who already knows
 - Is there potential public interest?
 - Who will be affected?
 - What are people feeling – what emotions need to be considered?
 - What information is needed and who beyond board and staff needs to get it? When will it be available?
 - What should MSI do about it? Proactive vs. reactive?
 - What resources are needed to manage the crisis? Is legal or PR counsel needed?

- The crisis management team will formulate an appropriate response to the crisis.
 - Determine what can and cannot be said
 - Develop a factual, responsive message.
 - Construct an appropriate script to be used by the office, voice mail system, board members, etc.
- C. The crisis management team will construct a plan/process and timetable that appropriately address the crisis.
- Determine if the desired approach should be proactive or reactive.
 - Determine who will deliver the response (usually the trained Spokesperson).
 - Determine how the response should be communicated. Example: Constructing a statement to post on the website, email to membership, and/or distribute to the media; holding a news conference; conducting a Spokesperson interview; hybrid approach (combination), etc.
 - Decide to whom the response should be communicated.
 - Develop a timeline for communicating the response.
 - Create an action plan for internal and external communication.
5. Crisis Management Team: Going Public
- A. The Information Officer alerts the key stakeholders.
- The Information Officer establishes communication with the identified stakeholders providing them with background information regarding the situation and the response.
 - The stakeholders are given contact information for the Information Officer, Spokesperson, and other crisis management team members as needed.
- B. The Spokesperson begins external audience outreach as set forth in the crisis management team's plan.
- C. Update the web site as needed.
6. Crisis Management Team: After Going Public
- A. Continually evaluate the effectiveness of the message as the situation progresses.
- B. Implement methods for updating both internal and external audiences with new information as it becomes available.
- C. Distribute post-crisis communications to appropriate audiences.
7. Post Crisis Review
- A. Secure Loose Ends: Appropriate communications should be made to the appropriate audiences (including MSI Board and members) summarizing the resolution of the crisis. Check to be sure interaction with all media contacts has been completed.
- B. Review: Re-convene the crisis management team to evaluate the effectiveness of the crisis management plan including the following: planning, response, actions, what worked and didn't work, what procedures should be revised for the future, etc. If appropriate, engage the board of directors in this review.

- C. File: File all notes, video/sound clips, talking points, communications, etc. into an electronic file to be housed permanently in the MSI office. The hard copies of all official documents should be filed and kept also in the MSI office.
- D. Update: Revise the crisis management plan to reflect the any suggested changes and present to the MSI Board of Directors for approval.

DISASTER RECOVERY PLAN

It is imperative that MSI has procedures in place to continue its business in the event of a disaster that causes damage to the permanent office and/or threatens the LSC's IT systems. It is the responsibility of the staff member designated as the office manager, in collaboration with the General Chair, to insure that an effective plan is constructed and communicated to the appropriate staff and board members.

Components of that plan should include the following:

- Maintaining a complete inventory of all the physical assets of MSI. Update databases and spreadsheets annually and record major acquisitions as they occur.
- Maintaining a daily online backup of the office computers, key databases, and financial files. Schedule "drills" every quarter to test the procedure to determine if the system can be restored from backup files.
- Storage of copies of all insurance policies, titles, bank account numbers, legal documents, etc. in a fireproof safe.
- Establish procedures that indicate who does what in the event of an office emergency/evacuation.
- Construction of a document that contains emergency contact information for all staff and members of the executive committee to be shared with members of both entities.
- Construction of a directory of emergency resources to have on hand at all times. In addition to the option of calling 911, have contact information for the fire and police departments and the building management/security readily available.
- Establishment of a network of community organizations that could be called upon during specific types of crises particularly if an office evacuation extends over a significant period of time. Consider the range of needs depending on the crisis – supplies, office space, equipment, etc.
- Maintaining disaster recovery procedures for staff or volunteers performing work for the permanent office on an off-site basis.
- Review/revision of the disaster recovery plan at least once a year with office staff and Administrative Vice Chair.

KEY POSITIONS (Per BoD Resolution)

1. Spokesperson: General Chair or Designee
2. Information Officers: TBD
3. Crisis Communication Team:

Primary Team:

- Spokesperson: General Chair, Ann Watanabe or Designee
- Information Officer: to be determined
- USA Swimming Representative or Designee: to be determined

- Legal Counsel: (as deemed appropriate by the Primary Team)

Secondary Team:

- Current Immediate Past General Chair, (Luke Day, 612-626-9362)
- Current Administrative Vice Chair, (Bill Stephan, 651-235-2169)
- Current Finance Vice Chair, (Debbie McCormick, 612-840-5045)
- Current Senior Vice Chair, (Lloyd Larsen, 952-210-8895)
- Current Age Group Vice Chair, (Justin Haycraft, 612-735-0919)
- Current Senior Coach Representative, (Erich Welton, 612-251-0077)
- Current Senior Athlete Representative, (Byron Jia)
- Current Junior Athlete Representative, (Carter Brown)
- Current Technical Planning Chair, (Scott Tripps, 612-385-3235)

Situational Team (Staff):

- Bob Crunstedt, (mobile: 612-910-1616, office: 952-988-4185)
- John Bradley (mobile: 507-226-1955)
- Cassy Shapley, (952-988-4181)
- Sheryl McGuire, (952-988-4182)

12. NEW AND AMENDED LEGISLATION AND POLICIES

Proposed Legislation must be submitted via the form found on the MSI website and should be submitted prior to the mailing of the Board of Directors Agenda to the member clubs. New business items coming from the floor must also use this form to submit the proposed legislation.