	North Dakota Swimming	Policies and Procedures
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1.2 - BOARD OF DIRECTORS (also see ND LSC Bylaws Article 605/606)


A. GENERAL CHAIR

- (1) Is responsible for the general overall operation and effective functioning of the ND LSC.
- (2) Call meetings of the House of Delegates and/or with the LSC Board of Directors. Such meetings shall be held as conveniently as possible for members and should not always be held in the same place, i.e., alternate east and west.
- (3) Shall preside over all LSC and Board of Directors meetings.
- (4) Shall represent the ND LSC in all zone and national USA Swimming meetings.
- (5) Appoint committee Chairs to standing committees as may be necessary.
- (6) Maintaining communication with and among group members.

B. TREASURER

- (1) Shall maintain all financial records for the ND LSC. The ND LSC Treasurer will maintain the ONLY checking and savings accounts; the treasurer's name will be on the signature cards of all checking and savings accounts held by ND LSC. Each account will have signature cards to be signed by the Treasurer, General Chair, and Senior Vice-Chair.
- (2) Shall keep records of all incoming money and pay all bills approved by the Board.

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- (3) Shall publish a financial statement to be distributed at the spring and fall LSC meetings.
- (4) Shall publish a detailed statement of account as an annual report for the annual House of Delegates Meeting.
- (5) Shall submit a copy of all financial reports to the National Headquarters in Colorado Springs.
- (6) Shall file reports with the Internal Revenue Service as necessary.
- (7) Shall have an audit of the books annually.
- (8) Shall serve as an ex-officio member of the budget committee and submit an annual budget at the fall meeting of the ND LSC.
- (9) Shall record and file meet reports as filed by group members.
- (10) Shall be bonded.

C. SECRETARY

- (1) Keep official minutes of all LSC House of Delegates and Board Meetings.
- (2) Conduct official correspondence.
- (3) Shall send out announcements of meetings at least thirty days prior to the meetings.
- (4) Shall assemble a Directory of ND LSC Board Members and all club officials and distribute to all LSC chartered clubs and ND LSC Board Members.
- (5) Shall send copies of the meeting minutes to board members and club LSC Representatives.

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D. ADMINISTRATIVE VICE CHAIR

- (1) Shall conduct meetings in the absence of the General Chair.
- (2) Shall represent the ND LSC in meetings, conferences, conventions in the absence of the General Chair.
- (3) Shall act as AVC and supervisor over Officials Chair for the ND LSC as well as any other committee assigned to this position.
- (4) Shall act as a member of the Financial Committee for the ND LSC.
- (5) Assist the General Chair in developing policy for the ND LSC.
- (6) Shall assemble and direct, as needed, the requirements needed for USA Swimming LEAP status.

E. OFFICIALS CHAIR

- (1) Shall facilitate the training and certification of qualified officials.
- (2) STATE MEET OFFICIALS: The Officials Chair heads a committee for organizing officials for the state championship meet. See Part Six, Section XVI.
- (3) The Officials Chair selects one official to attend the Officials Clinic each year.
- (4) Shall oversee qualifications of the officials with the club; shall be the liaison with Clubs Official Chairperson.
- (5) Officials' positions and duties shall be as described in the USA Swimming Rules and Regulator meet situation and comply with LSC regulations.
- (6) Those persons qualified and who will have paid annual memberships with the ND LSC.

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- (7) Swimming officials and trainees shall wear a uniform of appropriate clothing.
- (8) Keep an updated list of registered officials.
- (9) Duties include:
 - a. Recruiting officials.
 - b. Provide clinics when needed.
 - c. Ensure that officials have adequate training to maintain certification.
 - d. Periodically schedule officials' clinics required for advancement and recertification on a yearly basis.
 - e. Update and maintain NDSI/NDLSC Official's policy.


F. SENIOR VICE CHAIR

- (1) Shall develop and conduct a program for senior swimming in ND LSC.
- (2) Shall serve on committees as assigned by the General Chair.
- (3) Shall be in charge of setting up ND LSC swim camps and developmental camps.
- (4) Shall handle Regional (Zones, All-Star, etc.) meet information for Team North Dakota.

G. AGE GROUP VICE CHAIR


- (1) Shall develop and conduct a program for Age Group swimming.

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- (2) Shall coordinate invitational meet schedule for short and long course seasons.
- (3) Shall establish an order of events for the short and long course championship meets and shall cooperate with the host team in the conduct of these meets.
- (4) Shall issue sanctions upon receipt of proper applications.
- (5) Shall serve on committees as assigned by the General Chair.
- (6) Shall complete and file Observation Approvals for state high school season-culminating meets as described in Part Five of this document and USAS Rulebook 202.5.


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H. REGISTRATION CHAIR

- (1) Shall be responsible for registration of all swimmers in ND LSC using SWIMS database within one week of receipt by the club LSC registrar.
- (2) Shall submit monthly athlete registration and financial reports to ND LSC treasurer.
- (3) Create and distribute athlete membership cards to coaches; periodically provides updated SWIMS roster lists to member clubs.
- (4) Aid in the development and maintenance of ND LSC policy and procedure pertaining to registration.
- (5) Maintains knowledge of USA swimming registration rules, policies, and procedures.
- (6) Reviews all ND sanctioned meet rosters to ensure that participants are registered swimmers using Pre-Meet Reconciliation or Post-Meet Reconciliation.
- (7) This position cannot be held for more than two consecutive 2-year terms.
- (8) Provides information about USA swimming and the LSC to prospective individual and group members through local website and information packets.

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I. TECHNICAL PLANNING CHAIR

- (1) Shall develop long-range plans for the ND LSC – working closely with Age Group Vice Chair while doing so.
- (2) Shall work on marketing plans to help finance the ND LSC Swim Program.
- (3) Shall work with corporate sponsors to promote better swimming.
- (4) Shall be responsible for statewide public relations for ND LSC Swimming.
- (5) Shall act as Swim-a-thon Chair for the ND LSC – plus any other committees assigned to this position. (The ND LSC portion of Swim-a-thon proceeds is to be rebated back to participating clubs.)
- (6) Responsible for all state championship awards.
- (7) Shall act as Adult Non-athlete Membership Chair for the ND LSC.
- (8) Shall submit monthly non-athlete registration and financial report to treasurer. All monies received from non-athlete registrations shall be forwarded to the ND LSC treasurer.
- (9) Shall bill all clubs for charter fees by November – fees due December 15th of each year.
- (10) Be responsible for maintaining total coach certification compliance.
- (11) Coach's registration/safety finalization goes through the Technical Chair.
- (12) Notify clubs and coaches of certification expiration and follow up on all changes and additions to the requirements.


J. ATHLETE REPRESENTATIVES

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- (1) Four (4) Athlete Representatives shall be elected; two each year for a 2-year term and one each year for a 1-year term or until their respective successors are elected.
- (2) There will be four (4) Athlete Representatives; Junior Athlete Representative, Senior Athlete Representative, and two At Large Athlete Representative. The outgoing Junior Athlete Representative will assume office as Senior Athlete Representative. The newly elected Athlete Representatives will assume office following the state meet or no later than the spring LSC meeting.
 - a. If the Junior Athlete Representative is unable or unwilling to take the position of Senior Athlete Representative a replacement will be appointed per the bylaw process or elected at the next upcoming elections, as determined by the Board of Directors.
- (3) At the time of election, the Junior Athlete Representative must:
 - a. Be an Athlete Member in good standing.
 - b. Be fifteen (15) years of age OR a freshman in high school.
 - c. Be currently competing or have competed during the three (3) immediately preceding years, in the program of swimming conducted by NDSI or another LSC.
 - d. Reside in the Territory and expect to reside therein throughout at least the first half of the term.
- (4) At the time of election, the At Large Athlete Representatives must:
 - a. Be an Athlete Member in good standing.
 - b. Be sixteen (16) years of age OR at least a sophomore in high school.

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- c. Be currently competing or have competed during the three (3) immediately preceding years in the program of swimming conducted by NDSI or another LSC.
 - d. Reside in the Territory and expect to reside therein throughout at least the first half of the term.
 - e. Can hold the position up to (3) terms.
- (5) At the time of elected, the Senior Athlete Representative must:
- a. Be an Athlete Member in good standing.
 - b. Be at least sixteen (16) years of age or at least a sophomore in high school.
 - c. Be currently competing or have competed during the three (3) immediately preceding years, in the program of swimming conducted by NDSI or another LSC.
 - d. Have his or her place of permanent residence in the Territory and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education).
- (6) The election of the Athlete Representatives shall be conducted annually during NDSI's short course age group swimming championship, or other regularly scheduled meet designated by the Board of Directors.
- (7) The balloting shall take place at a meeting called for that purpose by the Senior Athlete Representative with the assistance from the senior vice chair or failing that at a time and in a manner designated by the Board of Directors.

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- (8) The Athlete Representatives elected shall be determined by a majority of the Athlete Members in good standing present and voting who are thirteen (13) years of age or older. Each team of NDSI shall appoint one athlete, who is at least thirteen (13) years of age or older, to represent their team for each fiscal year.
- (9) Each of these athletes along with the four current athlete representatives shall elect one junior athlete representative first and then one at large athlete representative from this grouping. If there is a tie in the elections of the junior athlete representative and/or the at large athlete representative, the senior vice chair with council from the general chair shall have the tie breaking vote. These newly appointed athletes will now represent NDSI and their respective club shall appoint a new club athlete representative.
- (10) The election of the Junior and At-Large Athlete Representatives shall be conducted annually during NDSI's short course age group swimming championship, or other regularly scheduled meet designated by the Board of Directors. The balloting shall take place at a meeting called for that purpose by the Senior Vice-Chair, Senior Athlete Representative or failing that, at a time and in a manner designated by the Board of Directors.
- (11) The Athlete Representatives elected shall be determined by a majority of the Athlete Members in good standing present and voting who are thirteen (13) years of age or older.
- (12) Shall represent swimmers at House of Delegates and Board Meeting. Each rep 13 and older has a vote.
- (13) Jr. and Sr. reps encouraged to attend National Convention as long as it doesn't jeopardize NDHSAA eligibility. At Large Rep to serve as alternate.
- (14) Shall serve on committees as assigned by the General Chair.

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(15) No two reps from the same club can be athlete rep at the same time, unless there are no other candidates interested in the positions.

K. COACHES' REPRESENTATIVE

- (1) Shall represent coaches at the House of Delegates and Board Meetings.
- (2) Shall call meetings of all coaches as needed to maintain communication and to faithfully represent coaches' views at ND LSC meetings.
- (3) Shall serve on committees as assigned by the General Chair.
- (4) ZONE COACHES: The coaches' rep is the head coach for zones and will choose the assistant and must be approved by the General Chair. See Part 8 for further details.
- (5) The Zone Coach is expected to do the entries, and if not, \$50 will be deducted from his/her pay. Responsibilities also include the ordering of team suits, caps, shirts, etc.
- (6) Shall serve as the Records Chair.
- (7) Shall update and post the Top Ten List on a regular basis


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L. SAFETY CHAIR

- (1) Be responsible for developing a local safety program in total compliance with the updated National Safety Program regarding curriculum and instructors.
- (2) Assist clubs in creating an improved awareness of safety.
- (3) Report all accidents occurring in the LSC.
- (4) Must maintain updated and current accident reports for all clubs with the LSC.
- (5) Be responsible for safety at the State Championships.
- (6) Serve as NDSI SafeSport Representative.

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M. RECORDS CHAIR (Coaches' Representatives)

- (1) Maintain state records. (See ND LSC RECORD VERIFICATION, A.12)
- (2) Shall send out ND LSC State Recognition Awards to those swimmers setting new State Championship and Overall Records.
- (3) Each member of a record-breaking relay team shall receive a certificate.


N. DISABILITY CHAIR

- (1) Serve as a liaison between the LSC and the USA Swimming Disability Committee, disseminating information from the committee to the LSC board and committees.
- (2) Serve as a liaison to the LSC Board of Directors.
- (3) Facilitate inclusion of swimmers with disabilities into clubs, championship meets, and committees.
- (4) Advocate for and facilitate funding for swimmers with disabilities for championship meets equivalent to funding for able-bodied swimmers.
- (5) Attend Convention in LSC delegate capacity.

O. DIVERSITY, EQUITY & INCLUSION CHAIR

- (1) Serve as a liaison between the LSC and the USA Swimming DEI Committee, disseminating information from the committee to the LSC board and committees.

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- (2) Serve as a liaison to the LSC Board of Directors.
- (3) Advocate across NDLS and facilitate programs for funding for all prospective swimmers from all backgrounds to include race, sex, and socioeconomic status


P. FINANCE VICE CHAIR

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

Q. NOMINATING COMMITTEE

- (1) Shall consist of 5 members, elected annually. See bylaws for full description.

Document Revision Log					
Version	Date	Description of Change/Sections	Author or Editor	Authority	Control Number
01	04-26-2020	Restructure of P&P/entire document Athlete Rep Change (Section J) & Addition of Finance Vice Chair (Section O)	B.Haglund	BoD	NDS-0001
02	08-16-2020		B.Haglund	BoD	NDS-0002
03	05-01-2022	Coach's Representative Change, 2 reps (Section K) Separation of Disability & Diversity Chair into a Disability Chair & DEI Chair	B.Haglund	HoD	NDS-0003
04	10-23-2022	Adding a 4 th Athlete Representative	B.Toay	HoD	NDS-0004
05	10-15-2023	Separation of Disability & Diversity Chair into a Disability Chair & DEI Chair (Version 03 was not shown)	K. Schell	BoD	NDS-0005
06	05-04-2025	Reassignment of duties 6 and 7 from Age Group Vice Chair to Coaches' Representative. Reassignment of Records Chair duties to Coaches' Representative	R. Carter	HOD	NDS-0006

	North Dakota Swimming	Policies and Procedures
Subject: Board of Directors	Document Number: 1.2 Version Number: 06	Effective Date: April 26, 2020 Last Revision: May 4, 2025

R. BOARD OF REVIEW

(1) National Board of Review pursuant to part four (4) of USA Swimming Rules and Regulations.

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