

	North Dakota Swimming	Policies and Procedures
Subject: Club Directory Information	Document Number: 3.3  Version Number: 02	Effective Date: April 26, 2020  Last Revision: October 24, 2021

### 3.3 - SEND CLUB DIRECTORY INFORMATION TO STATE SECRETARY

- A. As soon as possible after club board elections send names, addresses, and phone numbers of club officers to ND LSC Secretary.
- (1) President
  - (2) Vice President
  - (3) Secretary
  - (4) Treasurer
  - (5) LSC Rep
  - (6) Registration Chair
  - (7) Officials' Chair – must be a certified official
  - (8) Safety Chair
  - (9) Head Coach
  - (10) Athlete's Representative
- B. These positions can be combined in any manner – at the discretion of clubs.
- C. The ND LSC will adhere to the Privacy Policy as stated by USA Swimming. If non-athlete members submit names, addresses, telephone numbers, and email addresses for our LSC directory, that is considered written authorization for the publication of this information by the LSC in any form. If a member does not want any of this information published, they must state that when submitting the information or send a notice to the ND LSC secretary stating that they do not want specific information published.
- D. The only information the LSC will publish in regard to athlete members is per the USA Swimming Privacy Policy and ND Swimming, Inc. Children's Online Privacy Protection Act Policy (COPPA).
- E. Use the current published LSC Club Directory to contact other ND LSC clubs.
- F. Be prompt with submitting information to ND LSC Secretary.

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	B.Haglund	BoD	NDS-0001
02	10-24-2021	Addition of 3.3.F	B.Haglund	HoD	NDS-0002