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Policy & Procedures Manual Wisconsin Swimming, Inc.

Policy 13: Athlete Board Representatives and the Athlete Liaison

Effective Date: May 1, 1998

Supersede Date: New

Last Revision Date: ~~February 4, 2014~~, October 24, 2023

Scope: This policy is written for Athlete Members for the purpose of providing the procedure for electing their Athlete Board Representatives and to outline the responsibilities of the Athlete Board Representatives and the Athlete Liaison.

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13.1 Athlete Board Representatives

13.1.1 There shall be four (4) Athlete Board Representatives elected, two (2) each year, serving a (2) year term or until his/her successor is elected.

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13.1.2 The two (2) Senior Athlete Board Representatives shall co-chair the Athlete Committee and Athlete Division. There shall be one (1) Senior Athlete Repetitive appointed by the Senior Committee Chair.

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13.2 Athlete Board Representative Responsibilities

13.2.1 Elected Athlete Board Representatives:

- A. Serve as an intermediary between the athletes who are members of Wisconsin Swimming and the Board of Directors and House of Delegates; and
- B. Shall participate in the meetings of the Board of Directors, the House of Delegates, and the Athlete Committee annually in the January and April LSC House of Delegates Meetings and two (2) of the regularly conducted Board of Directors Meetings and represent the LSC at the annual USA Swimming Convention. If an Athlete Representative is unable to attend one of the aforementioned meetings, they shall inform the Senior Athlete Representative and the Senior Committee Chair and obtain a replacement to attend the meeting on his/her behalf.

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13.2.2 Senior Athlete Board Representatives:

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- A. Co-chair Chairs the Athlete Committee that consists of Athlete Representatives interested in so serving;
- B. Conducts at least one (1) meeting annually, which is usually at the annual LSC House of Delegates meeting or in conjunction with the 13 & Over LSC Short or

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Long Course Championships for Athlete Members or Seasonal Athlete Members ages 13 or older, to assess the needs and interests of LSC athletes; and

- C. Conducts the election for the two (2) Athlete Board Representatives each year.

13.3 Eligibility for Elected Athlete Board Representatives

At the time of the election, the Athlete Representative must be:

- A. An Athlete Member or Seasonal Athlete Member in good standing;
- B. At least sixteen (16) years of age or have sophomore status in high school;
- C. Competing currently, or have competed during the two (2) three (3) immediately preceding years in the program of swimming, conducted by Wisconsin Swimming or another LSC; and
- D. Shall have his/her place of permanent residency in the Territory and is expected to reside therein through at least the first half of the term, other than for periods of enrollment in an institution of higher education.

13.4 Election Procedure

- 13.4.1 The election of Athlete Board Representatives shall be conducted annually by the Senior Athlete Board Representatives at the LSC Short Course Championships, or at another regularly scheduled meet, designated by the Board of Directors. The election shall be conducted as follows:

- A. The Senior Athlete Board Representatives shall post announce the election at the January LSC House of Delegates meeting and have posted on the LSC website an announcement of the Athlete Board Representative elections date, the election procedures, and an e-mail address to which nominees must send their statements by a specified date.
- B. Each nominee shall send a statement of no more than two hundred (200) words explaining why he/she wishes to become an Athlete Board Representative to the Senior Athlete Board Representatives.
- C. The Senior Athlete Board Representatives shall make a ballot with all the nominees' names and their statements to send to the 13 & Over LSC Short Course Championships Meet Director.
- D. The Meet Director shall make enough copies of nominations, including nominees' statements, for one (1) ballot. These statements are to be supplied in each coach Meet packet, along with the total number of Athlete Members and Seasonal Athlete Members ages 13 or over by team that are eligible to vote;
- E. Each Coach shall submit the numeric count for each nominee, on a marked ballot, to the Senior Athlete Board Representatives. This must be done so prior to the beginning of the final session of the Meet. The Club's numeric count may add up to the Club's total number of Athlete Members and Seasonal Athlete Members eligible to vote, whether all those Athlete Members or Seasonal Athlete Members are present at the Meet. A Club's votes can be based on the vote of athletes that are present at the Meet or prior to the Meet.
- F. The nominees with the most votes shall be declared/announced the "new" elected Athlete Board Representatives before the conclusion of the Meet.

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13.4.2 The term of office for an elected Athlete Board Representative shall begin with the date of his/her election and shall terminate after the two-year term or with the election of a successor.

13.5 Voter Requirements

13.5.1 An Athlete Member eligible to vote shall be:

- A. An Athlete Member or Season Athlete Member in good standing who is a member of the USA Swimming and Wisconsin Swimming;
- B. At least thirteen (13) years of age or older at the time the election takes place.

13.6 Early Vacancy

In the event of a vacancy in an elected Athlete Board Representative position before completing his/her term, the General Chair may appoint, with the advice and consent of the Board of Directors, an Athlete Member to serve the remainder of the term of office.

13.7 Athlete Liaison

There shall be one (1) Athlete Liaison appointed by the Senior Athlete Board Representatives and Senior Committee Chair, with approval of the Board of Directors, to be announced at the annual LSC House of Delegates meeting.

13.8 Athlete Liaison Responsibilities

13.8.1 The Athlete Liaison works with the Senior Athlete Board Representatives to:

- A. Assist the Athlete Board Representatives with improving communication and engagement between themselves and Athlete Members within Wisconsin Swimming;
- B. Assist the Senior Athlete Board Representatives in the coordination of at least one (1) meeting annually, usually at the annual LSC House of Delegates meeting or in conjunction with the 13 & Over LSC Short or Long Course Championships for Athlete Members or Seasonal Athlete Members ages 13 or older, to assess the needs and interests of LSC athletes;
- C. Assist the Senior Athlete Board Representatives and Senior Committee Chair with conducting the elections of two (2) Athlete Board Representatives each year;
- D. Advise and assist when it is appropriate to present any agenda item(s) to athlete members and/or the Board of Directors or LSC House of Delegates; and
- E. Provide guidance to ensure the successful execution of the goals and responsibilities of the Senior Athlete Board Representatives, and Athlete Representatives.

13.9 Eligibility for Athlete Liaison

13.9.1 At the time of appointment, the Athlete Liaison shall must:

- A. Be 19 21 years or older;
- B. Be an athlete or non-athlete member of USA Swimming and Wisconsin Swimming; and

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- C. Fulfill all required background screenings as mandated by USA Swimming, which includes the annual online Athlete Protection Training and Level 2 Criminal Background Check.

Date of Revision	Policy Section(s)	Changes Made
June 27, 2006	13.0	Format Rule consistent with other Rules. Conduct election during Short Course Championships
June 19, 2012	13.1 13.1.1.B 13.2.1.D 13.3.A 13.3.E 13.3.2 13.5 All	Increases to 4, the number of elected Athlete Representatives on the BOD to insure at least 20% of the BOD members are Athlete Members Requires attendance at 2 HOD and 2 BOD meetings annually Resides in Territory, except for periods of enrollment in Institutes of higher education Announces election on LSC website Includes Seasonal Athlete in election Specifies Term begin with election Deletes potential for second election to fill a vacancy Generally, make Bylaws and Policy 13 consistent
February 4, 2014	All	Provide Athlete Representatives with a better understanding of their role and responsibilities to ensure improved communication with and engagement of athlete members.
<u>October 24, 2023</u>	<u>13.1; 13.2; 13.3; 13.4; 13.6; 13.7; 13.8</u> <u>13.1.2, 13.2.2</u>	<u>Reflect USA Swimming legislative actions to use the term "Athlete Board Representative".</u> <u>Establish the Senior Board Athlete Representatives as "Co-Chairs" of the Athlete Committee</u>