



Policies and Procedures

Subject: NJSI Administrative Director – Staff Position	Document Number: 308	Effective Date: 10/16/2023
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Overriding principles:

- Focus on operations.
- Accountability and level of service commensurate with the salary and position.
- Ensuring all responsibilities in this job description are executed in the expected time frame.

Responsibilities:

- Maintain organized, paperless, and easily accessible corporate records for NJ Swimming.
 - Store everything on the NJ Swim SharePoint Drive.
- Register athletes, teams, and non-athletes with NJS/USA Swimming.
 - Send out follow up emails to NJ Swimming teams who have not registered for the new season by December 15th.
- Complete three rounds of reconciliations for each meet sanctioned by NJ Swimming. The meet host will submit the meet back up the day the meet closes and the first reconciliation should be completed within 72 hours. The meet host will then submit a second meet back up the Monday prior to the meet. That reconciliation should be done by Wednesday of that week. Finally, the third reconciliation will be done upon receipt of the final meet backup after the conclusion of the meet.
 - Any fines to be levied due to improper registration after the third back up is completed will be sent to the Admin Vice Chair for review. S/he will email the treasurer, who will send an invoice to the team in violation.
- Work with the sanctioning chair to make sure that meet information is accurate and up to date and posted to the NJS website.
- Update the NJS website to provide the best information about the LSC to the LSC
- Manage the Long Course Zone Team – take applications, enter team, make all travel accommodations necessary, etc., stay up to date with EZ scheduling, meet information changes.
- Attend ALL meetings within the Zone, USA-Swimming, etc.
- Respond within 48 hours in a professional manner to inquiries from clubs, officials, coaches, volunteers.
- Publish the list of Board and committee meetings a minimum of 10 days in advance.
- Ensure board materials, agenda, committee reports are posted to the NJS website one week prior to meeting.
- Serve as the conduit of information for all NJS committees, serve as the secretary for all committees and task forces- voice, no vote.
- Disseminate information from committees and task forces to the NJS membership via the NJS web site and emails.
- Maintain NJ Swimming Records. Submit a report to the General Chair and Admin Vice Chair with all record updates monthly. Send out an email on the 30th of each month congratulating those who have broken records.

Operational Specifications:

- Any concerns that are non-clerical (recruiting claims, safe sport concerns) should be referred to the General Chair.
- Any Policy and procedure concerns should be referred to the Admin Vice Chair.
- Any competitive concerns (entry fees included) should be referred to the Age Group Chair.
- All expenses and check requests should be submitted to the treasurer by the 15th and 30th of each month with proper documentation (excel expense report/receipts). The treasurer will issue payment on the 15th and 30th of each month. Anything submitted will only be processed on the 15th or the 30th.

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
001	10/16/2023	Restructure of P&P / Whole Document	N. Cicalo-DeCaro	BOD	NJS-0002