

## Policies and Procedures – Duties of Board Members, Officers, Committee Chairs, and Coordinators

<i>Position</i>	<i>Voting Privilege</i>	<i>Elected by House of Delegates</i>	<i>Elected by Coach Members</i>	<i>Elected by Athletes Committee</i>	<i>Elected by Meet Referees</i>	<i>Appointed by General Chair</i>	<i>Staff</i>
General Chair	X	X					
Administrative Vice-Chair	X	X					
Finance Vice-Chair	X	X					
Secretary	X	X					
Treasurer							X
Senior Vice-Chair	X	X					
Age Group Vice-Chair	X	X					
Safe Sport Coordinator	X	X					
At-Large Members (3)	X	X					
Coach Representative	X		X				
Athlete Representatives (2)	X			X			
Athlete At-Large Member (1)	X			X			
Technical Planning Committee Chair		X					
Technical Planning Committee (≥6)						X	
Nominating Committee (≥5)		X					
Officials Committee Chair					X		
Officials Committee Members (≥3)						X	
Governance Committee (≥3)						X	
Finance Committee						X	
Operational Risk Coordinator						X	
Camps Coordinator						X	
Club Development Coordinator						X	
Disability Swimming Coordinator						X	
Diversity, Equity, and Inclusion Coord						X	
Sanctions Coordinator						X	
Equipment Coordinator						X	
National Times Verification Officer						X	
Open Water Coordinator						X	
Executive Director							X
Comptroller							X
Membership Administrative Assistant							X

## Board of Directors

There is a total of fifteen voting positions on the Board of Directors.

The following positions are elected by the House of Delegates:

1. General Chair
2. Administrative Vice-Chair
3. Finance Vice-Chair
4. Secretary
5. Treasurer (This position is filled by staff, with voice and no vote)
6. Senior Vice-Chair
7. Age Group Vice-Chair
8. Safe Sport Coordinator
9. At-Large Board Members (3)

The following position is elected by the coach members:

1. Coach Representative

The following positions are elected by the Athletes Committee:

1. Athlete Representatives (2)
2. Athlete At-Large Board Member (1)

## Committee Chairs and Coordinators

The Committee Chairs and Coordinators are determined in various manners. None of these Committee Chairs or Coordinators have voting privileges. All committees shall include a sufficient number of athletes so as to constitute at least 20% of the voting membership of the committee.

The following positions are elected by House of Delegates:

1. Technical Planning Committee Chair
2. Nominating Committee Members (at least 5)

The following position is elected by the Meet Referees:

1. Officials Committee Chair

The following Standing Committee positions are appointed by the General Chair, with the advice and consent of the Board of Directors:

1. Governance Committee Members (at least 3 members)
2. Finance Committee Member (at least 1 non-board member)
3. Technical Planning Committee Members (at least 6, with 50% or more registered as coach members)
4. Officials Committee Members (at least 3, with the non-athlete members certified as meet referees)
5. Operational Risk Coordinator

The following Committee Members and Coordinator positions are appointed by the General Chair, with the advice and consent of the Board of Directors:

1. Camps Coordinator
2. Club Development Coordinator
3. Disability Swimming Coordinator

4. Diversity, Equity, and Inclusion Coordinator
5. Sanctions Coordinator
6. Equipment Coordinator
7. National Times Verification Officer
8. Open Water Coordinator

## Staff Positions

The following positions are Staff Members of Gulf Swimming:

1. Executive Director
2. Comptroller
3. Membership Administrative Assistant

## Divisional Organization:

The divisions of Gulf Swimming shall each be chaired as indicated below, with the respective duties, jurisdictions, and responsibilities as listed:

1. Administrative Division – Chaired by the Administrative Vice-Chair
  - a. Bylaws/Legislation/Rules
  - b. Elections
  - c. Insurance
  - d. Legal
  - e. Membership/Registration
  - f. Safe Sport
  - g. National Times Recognition
  - h. Personnel
  - i. Policies and Procedures Manual
  - j. Public Relations
  - k. Publications/Newsletters
  - l. Secretary
  - m. Special Events
  - n. Records Tabulation
2. Age Group Division – Chaired by the Age Group Vice-Chair
  - a. Age Group Swimming
  - b. Camps/Clinics
  - c. Club Development
  - d. Disability Swimming
  - e. Open Water
  - f. Program Development
  - g. Time Standards
  - h. Zone Team
3. Senior Division – Chaired by the Senior Vice-Chair
  - a. Awards Banquet
  - b. Diversity, Equity, and Inclusion
  - c. Meet Equipment
  - d. Meet Evaluation
  - e. Meet Management
  - f. Meet Sanctions
  - g. Meet Sponsorship
  - h. Officials
  - i. Operational Risk
  - j. Program Operations
  - k. Senior Swimming
  - l. Technical Planning
4. Finance Division – Chaired by the Finance Vice-Chair
  - a. Finance
  - b. Treasurer
5. Athletes Division – Chaired by the Senior Athlete Representative
  - a. Athlete Representatives
6. Coaches Division – Chaired by the Coach Representative
  - a. Coach Representative

## Job Descriptions

The following job descriptions briefly outline the duties of the Board of Directors, Committee Chairs, Coordinators, and Staff Members.

With the exception of the Nominating Committee and Personnel Committee, all Board of Directors, Committee Chairs, and Coordinators shall communicate with the staff of Gulf Swimming, in order to keep the staff apprised of dates and times, agendas, and minutes of each meeting and to keep the staff fully informed. Other than the Nominating Committee and Personnel Committee meetings, all meetings shall be open to all members of Gulf Swimming. Matters relating to personnel, disciplinary action, legal, taxation and similar affairs shall be deliberated and decided in a closed session which only the respective members are entitled to attend. By a majority vote, a committee or subcommittee may decide to go into closed session on any matter deserving of confidential treatment or of personal concern to any member of the committee or subcommittee.

## General Chair

**Officer:** The General Chair is elected by the House of Delegates for a two-year term, and may serve up to two consecutive terms.

**Duties:** The duties of the General Chair include:

1. Preside at all meetings of the Board of Directors and the House of Delegates;
2. Appoint committee chairs and coordinators with the advice and consent of the Board of Directors;
3. Ensure that all duties and responsibilities of the Vice-Chairs, Committee Chairs, Coordinators are properly and promptly carried out;
4. Appoint such committees as well as fill vacancies on such committees, as may be necessary to fulfill the duties and responsibilities of Gulf Swimming;
5. Provide overall policy and program guidance to Gulf Swimming;
6. Oversee the governance of Gulf Swimming;
7. Member of the Personnel Committee;
8. Delegate management responsibilities to the Executive Director;
9. Refer to the Board of Directors any recommendation for action which would establish or change policies or programs for Gulf Swimming;
10. Attend USA Swimming Conventions, meetings, and workshops, as necessary; and,
11. Perform other specific duties as may be instructed by the Board of Directors or the House of Delegates.

**Requirements:** The General Chair shall attend each Board of Directors Meeting and House of Delegates Meeting.

## Administrative Vice-Chair

**Officer:** The Administrative Vice-Chair is elected by the House of Delegates for a two-year term, and may serve up to two consecutive terms.

**Duties:** The duties of the Administrative Vice-Chair include:

1. Conduct meetings in the absence of the General Chair;
2. 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;
3. Responsible for the creation and maintenance of Gulf Swimming's Policies and Procedures Manual;
4. Member of the Personnel Committee;
5. Member of the Finance Committee;
6. Responsible for enforcement of fines and penalties associated with improper meet entries and meet results;
7. Assist coaches and the Technical Planning Committee in determining swimmers' eligibility for entering swim meets, including determining the appropriate championship meet a swimmer should enter, according to birthdate and meet date; and,
8. Attend USA Swimming Conventions, meetings, and workshops, as necessary.

**Requirements:** The Administrative Vice-Chair shall attend each Board of Directors Meeting and House of Delegates Meeting.

## Finance Vice-Chair

**Officer:** The Finance Vice-Chair is elected by the House of Delegates for a two-year term, and may serve up to two consecutive terms.

**Duties:** The duties of the Finance Vice-Chair include:

1. Chair of the Finance Committee;
2. Chair of the Audit Committee;
3. Chair of the Investment Committee;
4. Member of the Personnel Committee;
5. Approve expense reports of the staff;
6. Co-sign checks with the Treasurer for amounts greater than \$10,000;
7. Present financial statements at Board of Directors and House of Delegates Meetings;
8. Present proposed annual budgets at Board of Directors and House of Delegates Meetings; and,
9. Work with the General Chair, Executive Director, and Treasurer on all financial matters related to Gulf Swimming.

**Requirements:** The Finance Vice-Chair shall attend each Board of Directors Meeting and House of Delegates Meeting.



## Secretary

**Officer:** The Secretary is elected by the House of Delegates for a two-year term, and is not term-limited.

**Duties:** The duties of the Secretary include:

1. Responsible for keeping a record of all meetings of the Board of Directors and the House of Delegates;
2. Shall perform all other duties incidental to the office of Secretary;
3. Responsible for the safe-keeping of all minutes, official correspondence, meeting and other notices;
4. Shall insure that the comptroller maintains all corporate records of Gulf Swimming;
5. Shall be a fiduciary for Gulf Swimming and that fiduciary responsibility shall end when the Secretary leaves office; and,
6. Shall pass all records to the successor Secretary.

**Requirements:** The Secretary shall attend each Board of Directors Meeting and House of Delegates Meeting.

## Treasurer

**Officer:** The Treasurer's position is filled by staff, with voice and no vote.

**Duties:** The duties of the Treasurer include:

1. Principal officer for receiving and disbursing funds;
2. Monitor bank accounts, investment accounts, and Gulf Swimming's accounting system;
3. Verify, audit, and monitor Gulf Swimming's meet financial reports;
4. Review and suggest changes to Gulf Swimming investments;
5. Manage payroll disbursements and corresponding payroll reports;
6. Create monthly financial reports, and monitor and report on budget and actual income and expenses;
7. Upon request, present the books, financial reports, and audited statements to any member of Gulf Swimming;
8. Comply with all USA Swimming requirements as directed by all agreements between USA Swimming and Gulf Swimming;
9. Comply with all IRS requirements, including timely reporting of all required forms and statements;
10. Report on financial status to Finance Vice-Chair and Board of Directors;
11. Member of Finance Committee;
12. Assist the Finance Committee in preparation of the annual budget;
13. Assist and fully cooperate with the Audit Committee by making the books and records available;
14. Advise the Board of Directors and club members of IRS rulings affecting 501(c)(3) organizations;
15. Attend USA Swimming Conventions, meetings, and workshops, as necessary;
16. Review and maintain all contracts with vendors;
17. Maintain the Policies and Procedures Manual, as determined by the Board of Directors and House of Delegates; and,
18. Other duties as assigned by the Finance Vice-Chair and the Executive Director.

**Requirements:** The Treasurer shall attend each Board of Directors Meeting and House of Delegates Meeting.

## Senior Vice-Chair

**Officer:** The Senior Vice-Chair is elected by the House of Delegates for a two-year term, and may serve up to two consecutive terms.

**Duties:** The duties of the Senior Vice-Chair include:

1. Develop, coordinate, and conduct the swimming program for senior swimming in Gulf Swimming;
2. Develop long-range plans for senior swimming;
3. Act as the liaison for the athlete board members, and shall be responsible to ensure that the athlete board members elections are held in accordance with the Bylaws;
4. In cooperation with the Age Group Vice-Chair, recommend an appropriate competitive All-Star swim meet, recommend the selection process of the Gulf Swimming All Star team, and work with the Executive Director to organize travel arrangements and logistics;
5. Coordinate athlete travel reimbursement requests; and,
6. Attend USA Swimming Conventions, meetings, and workshops, as necessary.

**Requirements:** The Senior Vice-Chair shall attend each Board of Directors Meeting and House of Delegates Meeting.

## Age Group Vice-Chair

**Officer:** The Age Group Vice-Chair is elected by the House of Delegates for a two-year term, and may serve up to two consecutive terms.

**Duties:** The duties of the Age Group Vice-Chair include:

1. Develop, coordinate, and conduct the swimming program for age group swimming in Gulf Swimming;
2. Recommend an appropriate annual age group travel trip meet, and the selection process for athletes, coaches, and staff for the travel meet. Work with the Executive Director to organize travel arrangements and logistics;
3. In cooperation with the Senior Vice-Chair, recommend an appropriate competitive All-Star swim meet, recommend the selection process of the Gulf Swimming All Star team, and work with the Executive Director to organize travel arrangements and logistics;
4. In cooperation with the Executive Director, coordinate an annual Olympic Training Center Gulf Select Camp;
5. Design and coordinate the distribution of the Ladder of Success t-shirts; and,
6. Attend USA Swimming Conventions, meetings, and workshops, as necessary.

**Requirements:** The Age Group Vice-Chair shall attend each Board of Directors Meeting and House of Delegates Meeting.

## Safe Sport Coordinator

**Director:** The Safe Sport Coordinator is elected by the House of Delegates for a two-year term, and may serve up to two consecutive terms.

**Duties:** The duties of the Safe Sport Coordinator include:

1. Create and develop education opportunities to highlight Safe Sport initiatives in Gulf Swimming;
2. Disseminate USA Swimming and USOPC safe sport information to all Gulf Swimming clubs, athletes, coaches and officials;
3. Assist clubs to implement and follow all MAAPP initiatives;
4. Assist clubs to start and complete Safe Sport recognition program;
5. Help clubs educate staff about abuse recognition and mandatory reporting guidelines;
6. Help clubs establish a safe sport staff member for every team;
7. Help clubs offer gender specific discussions for swimmers once per month; and,
8. Attend USA Swimming Conventions, meetings, and workshops, as necessary.

**Requirements:** The Safe Sport Coordinator shall attend each Board of Directors Meeting and House of Delegates Meeting.

## At-Large Board Members

**Directors:** The At-Large Board Members are elected by the House of Delegates for two-year terms, and can serve up to two consecutive terms.

**Duties:** The duties of the At-Large Board Members include:

1. No specific responsibilities;
2. Act as a voice of reason, a sounding board for ideas, the devil's advocate;
3. Have an overall view of all of the issues involving Gulf Swimming;
4. Ask probing questions and strive to make sure that Gulf Swimming activities and legislations are in the best interest of Gulf Swimming and its members;
5. Have the fiduciary responsibility to act in the best interests of Gulf Swimming; and,
6. While various duties may be temporarily assigned or delegated to an At-Large Board Member, no specific day-to-day function should be assigned to any At-Large Board Member.

**Requirements:** The At-Large Board Members shall attend each Board of Directors Meeting and House of Delegates Meeting.

## Coach Representative

**Director:** The Coach Representative is elected at a meeting held in conjunction with the annual meeting of the House of Delegates, by a majority of coaches present and voting. The Coach Representative is elected for a two-year term, and may serve up to two consecutive terms.

**Duties:** The duties of the Coach Representative include:

1. Serve as a liaison between the Gulf Swimming coaches and the Board of Directors and House of Delegates;
2. Assist in planning the annual coaches' clinic; and,
3. Attend USA Swimming Conventions, meetings, and workshops, as necessary.

**Requirements:** The Coach Representative shall attend each Board of Directors Meeting and House of Delegates Meeting.

## Athlete Representatives

**Directors:** The Athlete Representatives are elected by the Athletes Committee for two-year terms. One Athlete Representative is elected each year.

**Duties:** The duties of the Athlete Representatives include:

1. Serve as a liaison between the Gulf Swimming athletes and the Board of Directors and House of Delegates;
2. The Senior Athlete Representative shall be a member of the Gulf Swimming Governance Committee; and,
4. Attend USA Swimming Conventions, meetings, and workshops, as necessary.

**Requirements:** The Athlete Representatives shall attend each Board of Directors Meeting and House of Delegates Meeting.



## Athlete At-Large Board Member

**Director:** The Athlete At-Large Board Member is elected by the Athletes Committee for a one-year term. The Athlete At-Large Board Member is elected at the same time and place and manner as the Athlete Representatives.

**Duties:** The duties of the Athlete At-Large Board Member include:

1. Serve as a liaison between the Gulf Swimming coaches and the Board of Directors and House of Delegates. and,
2. Attend USA Swimming Conventions, meetings, and workshops, as necessary.

**Requirements:** The Athlete At-Large Board Member shall attend each Board of Directors Meeting and House of Delegates Meeting.

## Technical Planning Committee Chair

**Chair:** The Chair is elected by the House of Delegates for a two-year term, at the same time that the Officers are elected.

**Members:** The Technical Planning Committee Members are appointed by the General Chair, with the advice and consent of the Board of Directors. The Technical Planning Committee shall include at least six members, with a sufficient number of athletes so as to constitute at least 20% of the voting membership of the Committee. At least 50% of the members shall be coach members.

**Duties:** The duties of the Technical Planning Committee Chair include:

1. Responsible for long-range planning regarding the swimming programs conducted by Gulf Swimming;
2. Recommend the meet schedule for Gulf-sponsored meets, including the number of meet hosts required to provide manageable-sized, competitive swim meets;
3. Recommend meet formats for all Gulf-sponsored meets;
4. Create time standards, as necessary, for championship meets;
5. Solicit bids for Gulf-sponsored meets and recommend meet hosts for all Gulf-sponsored meets;
6. Provide meet entry files and templates for meet announcements for Gulf-sponsored meets;
7. Provide design and required quantities of Gulf Championship meet awards;
8. Receive all entries for Gulf-sponsored meets with multiple venues, and allocate those entries among the multiple venues;
9. Train and certify all Gulf Swimming meet directors; and,
10. Sanction and approve swimming competitions in the absence of the Sanction Coordinator.

**Requirements:** The Technical Planning Committee Chair should attend each Board of Directors Meeting and House of Delegates Meeting in order to provide input to the Board and LSC.

## Nominating Committee Members

**Chair:** The Chair shall be elected annually by the Nominating Committee from among its own members.

**Members:** At least five Nominating Committee Members are elected by the House of Delegates every two years, for two-year terms, with a sufficient number of athletes so as to constitute at least 20% of the voting membership of the Committee. A member may not serve more than two consecutive terms.

**Duties:** The duties of the Nominating Committee Chair and Committee include:

1. Nominate Board members and other coordinator or chair positions to be elected by the House of Delegates consistent with the matrix of skills, demographics, and talents needed;
2. Publish the slate of candidates to the Gulf Swimming membership at least twenty (20) days prior to the election; and,
3. Additional nominations may be made from the floor of the House of Delegates by voting members of the House of Delegates.

## Officials Committee Chair

**Chair:** The Chair is elected by the Meet Referees for a two-year term.

**Members:** The Officials Committee Members are appointed by the General Chair, with the advice and consent of the Board of Directors. The Committee shall be comprised of at least three (3) members with a sufficient number of athletes to constitute at least twenty percent (20%) of the voting membership of the Committee. All of the non-athlete members must be certified as Meet Referees.

**Duties:** The duties of the Officials Committee Chair include:

1. Recruit new officials and retain certified officials;
2. Compile and update training resources for new and certified officials;
3. Coordinate training clinics for new and certified officials;
4. Coordinate scheduling of clinics and training and dissemination of information with General Chair and Executive Director;
5. Certify new officials and certify the advancement of current officials;
6. Maintain OTS database for tracking officials' history and certifications;
7. Select eligible officials to attend national training clinics and workshops;
8. Disseminate information concerning policies and procedures developed by USA Swimming and Gulf Swimming;
9. Investigate and resolve any issues of Gulf Swimming officials not acting in accordance with the USA Swimming Rules and Regulations;
10. Submit applications for any Gulf-hosted Officials Qualifying Meets to USA Swimming, and coordinate with the host team to provide a National Evaluator;
11. Coordinate with the Southern Zone Officials Coordinator on recommendations for Meet Referees for meets sponsored by the Southern Zone;
12. Provide input for funding for clinics, training, and equipment for officials; and,
13. Attend USA Swimming Conventions, meetings, and workshops, as necessary.

**Requirements:** The Officials Committee Chair should attend each Board of Directors Meeting and House of Delegates Meeting in order to provide input to the Board and LSC.

## Governance Committee Chair

**Chair:** The Chair shall be elected annually by the Governance Committee from among its own members.

**Members:** The members of the Governance Committee are appointed by the General Chair, with the advice and consent of the Board of Directors. The Committee shall be comprised of at least three (3) members with a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee. Each member shall serve a three (3) year term. Terms shall be staggered such that approximately one-third (1/3) of members are appointed each year.

**Duties:** The duties of the Governance Committee include:

1. Assist in periodic evaluation of the mission and vision statements and the Bylaws of Gulf Swimming;
2. Aid in the development of operating policies regarding conflict of interest (Board and staff), document retention, ethics, whistle-blower, procurement, contract review, grievance and other employment-related practices, etc.;
3. Aid in the development of personnel practices procedure including job descriptions and annual review of staff;
4. Assist in shaping the Board's agenda based on the strategic plan;
5. Aid in the development of expectations and processes for accountability of Board members;
6. Develop criteria for the qualities and required characteristics of Board officers;
7. Lead Board succession planning by working with the Nominating Committee to assess current and anticipated needs for Board composition;
8. Design and implement Board orientation and an ongoing program of Board education and development; and,
9. Lead periodic assessment of the Board's performance (as a whole and of individual members) and make recommendations to enhance Board effectiveness.

**Requirements:** The Chair of the Governance Committee should attend each Board of Directors Meeting and House of Delegates Meeting in order to provide assistance to the Board. The Chair should be knowledgeable about the Gulf Swimming Bylaws and proactive in providing suggestions to maintain good governance procedures and providing advice to the Board to avoid bad practices. All Committee Members should have a working knowledge of the Gulf Swimming Bylaws, the USA Swimming Rules & Regulations, and the Gulf Swimming Policies and Procedures.

## Finance Committee

**Chair:** The Chair shall be the Finance Vice-Chair.

**Members:** The Finance Committee Members shall be the Finance Vice-Chair, the Treasurer, the Administrative Vice-Chair, and at least one additional non-athlete member who is not currently a Board member and a sufficient number of athletes so as to constitute at least 20% of the voting membership of the Committee.

**Duties:** The duties of the Finance Committee Chair and Committee Members include:

1. Develop, establish, and recommend to the Board of Directors any policy regarding the investment of Gulf Swimming's working capital and reserves;
2. Supervise the investments of Gulf Swimming;
3. Review the operational and office equipment needs of Gulf Swimming;
4. Conduct the annual review of the books of Gulf Swimming;
5. Submit the review and other reports and make recommendations to the Board of Directors and House of Delegates;
6. Consult with the officers, committee chairs, and coordinators in order to prepare and present a proposed budget for consideration and approval by the Board of Directors and the House of Delegates;
7. Ensure that all federal, state, and local reports and filings are timely completed and submitted; and,
8. Ensure that Gulf Swimming complies with all requirements as directed by all agreements between USA Swimming and Gulf Swimming.

**Requirements:** The Finance Committee Chair shall attend each Board of Directors Meeting and House of Delegates Meeting in order to provide input to the Board and LSC.

## Operational Risk Coordinator

**Coordinator:** The Coordinator is appointed by the General Chair, with the advice and consent of the Board of Directors.

**Duties:** The duties of the Operational Risk Coordinator include:

1. Develop operational risk education programs for Gulf Swimming and make recommendations to the Board of Directors;
2. Serve as the liaison between USA Swimming, Gulf Swimming, and the club operational risk coordinators;
3. Provide reports of injuries within Gulf Swimming at each Board of Directors and House of Delegates meeting, as requested;
4. Periodically review and provide input to Gulf Swimming warm-up guidelines;
5. Arrange and/or conduct water safety training opportunities as needed in Gulf Swimming;
6. Communicate regularly with club operational risk coordinators;
7. Contact USA Swimming with safety questions and concerns;
8. Disseminate safety information and required forms to all clubs, coaches, and officials of Gulf Swimming;
9. Provide information for compliance with USA Swimming and Gulf Swimming rules;
10. Review and refine Gulf Swimming safety programs and club level programs;
11. Review completed Report of Occurrence forms, making suggestions on how to prevent re-occurrence;
12. Promote safety as a topic to be discussed at coaches and officials' pre-meet meetings;
13. Prepare and distribute facility checklists, safety checklists and emergency action plans to be used by clubs; and,
14. Prepare and transmit reports as directed by all agreements between USA Swimming and Gulf Swimming.

**Requirements:** The Operational Risk Coordinator should attend each Board of Directors Meeting and House of Delegates Meeting in order to provide input to the Board and LSC.

## Camps Coordinator

**Coordinator:** The Coordinator is appointed by the General Chair, with the advice and consent of the Board of Directors.

**Duties:** The duties of the Camps Coordinator include:

1. Under the direction of the Senior Vice-Chair, Age Group Vice-Chair, DE&I Coordinator, and Coaches Representative implement various swimming camps for Gulf Swimming athletes; and,
2. Any contractual commitments, such as pool rentals, hotel reservations, travel arrangements, shall be the responsibility of the Executive Director.

**Requirements:** The Camps Coordinator should attend each Board of Directors Meeting and House of Delegates Meeting in order to provide input to the Board and LSC.



## Club Development Coordinator

**Coordinator:** The Coordinator is appointed by the General Chair, with the advice and consent of the Board of Directors.

**Duties:** The duties of the Club Development Coordinator include:

1. Disseminate USA Swimming club development programs and policies for Gulf Swimming; and
2. Assist new Gulf Swimming clubs, as needed.

**Requirements:** The Club Development Coordinator should attend each Board of Directors Meeting and House of Delegates Meeting in order to provide input to the Board and LSC.

## Disability Swimming Coordinator

**Coordinator:** The Coordinator is appointed by the General Chair, with the advice and consent of the Board of Directors.

**Duties:** The duties of the Disability Coordinator include:

1. Coordinate the program of disability swimming in Gulf Swimming; and,
2. Disseminate USA Swimming disability swimming programs and policies to all clubs, coaches, and officials of Gulf Swimming.

**Requirements:** The Disability Coordinator should attend each Board of Directors Meeting and House of Delegates Meeting in order to provide input to the Board and LSC.

## Diversity, Equity, and Inclusion Coordinator

**Coordinator:** The Coordinator is appointed by the General Chair, with the advice and consent of the Board of Directors.

**Task Force:** The Diversity, Equity, and Inclusion Task Force Members are appointed by the General Chair, with the advice and consent of the Board of Directors.

**Duties:** The duties of the Diversity, Equity, and Inclusion Coordinator include:

1. Promote inclusion and increased diversity and equity at the team and Gulf level;
2. Educate, facilitate, and advocate for DEI within the Board, House of Delegates and Clubs;
3. Create measurable goals for Gulf DEI and communicate this to the Board, such as budget line items, and education for Gulf Swimming;
4. Deliver regular reports to the Board of Directors and the House of Delegates;
5. Develop short-term and long-term projects that benefit Gulf Swimming and that align with the mission statement of Gulf Swimming;
6. Coordinate, with the help of the Executive Director, activities that promote Diversity, Equity, and Inclusion in Gulf Swimming (Camps, Summits, Educational opportunities, Forums, etc.);
7. Deliver information from USA Swimming or the Southern Zone DEI Coordinator to the clubs and Gulf;
8. Communicate regularly with the Southern Zone DEI Coordinator;
9. Coordinate the annual Johnny Means Swim Camp:
  - a. Work with the Executive Director in January, to set the dates for the camp.
  - b. The camp should be scheduled for April, or consider moving to a time of the year that could have more attendees.
10. Southern Zone Summit and Select Camp:
  - a. This camp is conducted every odd-numbered year.
  - b. Swimmers apply online in mid-January. The application deadline is mid-February.
  - c. The DEI Coordinator selects the athletes attending the camp, from the list of applicants received by the deadline.
  - d. Four (4) athletes are selected, with a possibility to send 5 based on the availability of the spots.
  - e. The athletes shall be between 13 and 16 years-old.
  - f. The athletes must have 3 A times in their age group. The selection process is based on giving swimmers that had never participated in a national or high-level training camp to attend.
  - g. Swimmers who have been to the Gulf Swimming Select camp are also encouraged to apply, but preference will be given to athletes who have never attended the Select Camp.
11. National Diversity, Equity, and Inclusion Select Camp:
  - a. This camp is conducted annually.
  - b. Application information for the athletes and the coaches is distributed in mid-January. The application deadline is mid-February.
  - c. USA Swimming announces the roster of athletes and staff by mid-March.
  - d. The qualifying times are based on time standards.

**Requirements:** The Diversity, Equity, and Inclusion Coordinator should attend each Board of Directors Meeting and House of Delegates Meeting in order to provide input to the Board and LSC.

## Sanctions Coordinator

**Coordinator:** The Coordinator is appointed by the General Chair, with the advice and consent of the Board of Directors.

**Duties:** The duties of the Sanctions Coordinator include:

1. Issue the sanction or approval for all swimming competitions, exhibitions, clinics, and entertainment involving competitive swimming within Gulf Swimming; and,
2. Verify that competitions, sanctioned by Gulf Swimming, are in compliance with all rules and regulations of Gulf Swimming and USA Swimming that are in effect on the first date of the competition.

**Requirements:** The Sanctions Coordinator should attend each Board of Directors Meeting and House of Delegates Meeting in order to provide input to the Board and LSC.

## Equipment Coordinator

**Coordinator:** The Coordinator is appointed by the General Chair, with the advice and consent of the Board of Directors.

**Duties:** The duties of the Equipment Coordinator include:

1. Acquire, maintain, allocate, and arrange for the transportation of material and equipment owned by Gulf Swimming; and,
2. Train personnel to transport and properly operate the equipment.

**Requirements:** The Equipment Coordinator should attend each Board of Directors Meeting and House of Delegates Meeting in order to provide input to the Board and LSC.

## National Times Verification Officer

**Coordinator:** The Officer is appointed by the General Chair, with the advice and consent of the Board of Directors.

**Duties:** The duties of the National Times Verification Officer include:

1. Maintain the integrity and purpose of SWIMS;
2. Receive official meet results from the Membership Administrative Assistant no later than three (3) days from the last day of the meet;
3. Review meet results for possible errors; if errors are found, send the meet file back to the Membership Administrative Assistant for investigation and correction with the meet host;
4. Load meet results into SWIMS no later than one (1) day after meet results are received;
5. Clear the Times Holding Tank for individual and relay errors in a timely manner;
6. Communicate with the Membership Administrative Assistant as necessary to resolve membership questions or issues;
7. Keep data from observed swims' competitions for a period of one year;
8. Track the observed swims competitions and authorize the observation for those meets; and,
9. Report Gulf Swimming observed meets to the National Times & Recognition designee.

**Requirements:** The National Times Verification Officer should attend each Board of Directors Meeting and House of Delegates Meeting in order to provide input to the Board and LSC.

## Open Water Coordinator

**Coordinator:** The Coordinator is appointed by the General Chair, with the advice and consent of the Board of Directors.

**Duties:** The duties of the Open Water Coordinator include:

1. Promote open water swimming for the benefit of all Gulf Swimming athletes;
2. In coordination with the Gulf Swimming permanent office, disseminate current USA Swimming open water swimming information, programs, and policies to all clubs, athletes, coaches, and officials of Gulf Swimming;
3. Assist and support clubs in hosting and participating in open water events;
4. Coordinate the selection of athletes and coaches for the Gulf Swimming All Star Team for an appropriate annual open water event; and,
5. Budget, acquire, and maintain equipment necessary for conducting open water events.

**Requirements:** The Open Water Coordinator should attend each Board of Directors Meeting and House of Delegates Meeting in order to provide input to the Board and LSC.

## Personnel Committee Members

**Chair:** The Chair shall be the General Chair.

**Members:** The Personnel Committee Members shall be the General Chair, the Administrative Vice-Chair, and the Finance Vice-Chair, and a sufficient number of athletes so as to constitute at least 20% of the voting membership of the Committee.

**Duties:** The duties of the Personnel Committee Chair and Committee Members include:

1. Negotiate and set wages for the staff members;
2. Set terms of employment for the staff members, including employees and independent contractors;
3. Review and approve the scope of duties of the staff members; and,
4. Annually evaluate the performance of the Executive Director.

**Requirements:** The Personnel Committee Chair should attend each Board of Directors Meeting and House of Delegates Meeting in order to provide input to the Board and LSC.



## Executive Director

**Staff:** The Executive Director is a member of the staff and reports directly to the General Chair.

**Duties:** The duties of the Executive Director include:

1. Oversee all day-to-day business activities of the organization;
2. Develop organization culture;
3. Oversee organization Board of Directors meetings and committee meetings;
4. Implementation of annual programming for athletes, coaches, clubs, and volunteers;
5. Supervise and collaborate with the organization staff and volunteers;
6. Strategic planning and implementation;
7. Planning and operation of annual budget;
8. Oversee marketing and other communications efforts;
9. Establish and maintain relationships with USA Swimming and other LSCs and utilize those relationships to strategically enhance Gulf Swimming's Mission, Vision, and Values;
10. Serve as Gulf Swimming's primary spokesperson to the organization's constituents, the media, and the general public;
11. Attend USA Swimming Conventions, meetings, and workshops, as necessary;
12. Ensure that Gulf Swimming complies with all requirements as directed by all agreements between USA Swimming and Gulf Swimming;
13. Report to and work closely with Gulf Swimming's General Chair; and,
14. Other duties as assigned by the General Chair.

**Requirements:** The Executive Director shall attend each Board of Directors Meeting and House of Delegates Meeting.

## Comptroller

**Staff:** The Comptroller is a member of the staff and reports directly to the Executive Director.

**Duties:** The duties of the Comptroller are included under the description for the Treasurer.

## Membership Administrative Assistant

**Staff:** The Membership Administrative Assistant is a member of the staff and reports directly to the Executive Director.

**Duties:** The duties of the Membership Administrative Assistant include:

1. Registration of athlete members, including updating any changes and club transfers;
2. Registration of non-athlete members, including checking certifications (CPT, CPR, In-Water Safety, and Online Safety Training); Assist membership if there are membership alerts due to missing Background Checks, missing Foundations of Coaching, etc.;
3. Registration of clubs, including updating any changes of facilities, coaches, addresses, etc.;
4. Update all registration forms;
5. Track all registration fees and collect payments;
6. Reconciliation of swim meet results, both pre-meet and post-meet; email clubs for registration, upgrade of membership type, and athlete alerts;
7. Generate reports for each meet host with non-athletes and adult athlete members;
8. Point of contact for correspondence with clubs, non-athletes, parents, athletes, and USA Swimming; and,
9. Other duties as assigned by the Executive Director.