

Board Manual

"To make swimming the sport of choice for Maryland"

Last Updated: TBA

Table of Contents

Welcome Letter	2
LSC Mission and Vision Statement	3
Core Values	4
Maryland Strategic Plan	5-9
Legal Duties	10
Governing Documents	11
Board Development Trainings	12
Motion Submission Process	13
LSC Evaluation and Achievement Program (LE	AP)14
Conflict of Interest	15
Code of Conduct	16-17
Organizational Divisions Chart	18
Consent Agenda	19-20
Committee Report Submission Process	21
Committee Report Template	22
Terms of Office	23
Position Descriptions	24-26
Board Timeline	27
Initiatives Sheet	28

Welcome to the Maryland Swimming Board of Directors for 2021-2020!

Thank you in advance for volunteering your time and talent to support the mission, vision and core values of Maryland Swimming. The Board and its committees and coordinators work to support the athletes. To be successful in making "Swimming the Sport of Choice in Maryland" we must meet the needs and expectations of all members and their family.

Together we are collectively charged with ensuring that all members are made to feel welcome, supported and accepted. It takes two teams to be successful in US Swimming, the ones in the pool and the ones on deck and in the board rooms. Both set goals and celebrate achievements. This mission is rewarding, enlightening, thought-provoking, and fun!

We are starting to recover from the many devastating effects that the COVID pandemic has had on all of us. It has altered our livelihoods, normal daily routines, business processes and how we enjoy our sport.

I am confident that with you and your work over this year and maybe longer that we will recover and be even stronger than we were before. It will not be overnight and we may have to develop new norms instead of returning to the old ways. We may have to learn from some mistakes. This is normal for any organization that is always improving itself.

We have learned some positive things from COVID. Virtual business and committee meetings can increase accessibility, participation and productivity. Swim meets can be conducted at multiple sites as one combined competition and smaller events with shorter timelines can be successful. Now is the time for us to be creative and innovative. That is the true spirit and leadership of Maryland Swimming.

Soon we will have a planning retreat and develop a shared vision of how we bounce back, how we make meets fun and competitive and how we meet the needs of all members. We will develop goals, measurable objectives with timelines and then align and prioritize them so we work efficiently and effectively together. We will support each other and hold one another accountable not only to our new initiatives, our governance processes but also to our members who trust us.

I am convinced that the HoD has elected a strong team and there are no problems we can't solve if we openly discuss and define them!

I look forward to this board orientation for new and returning members and kicking off another successful MDSI swim year! So, let's get started.

Respectfully,

J. Wade Atkins

Made Arkin

General Chair, Maryland Swimming

Mission Statement:

Maryland Swimming provides opportunities for athletes to participate in competitive swimming, reach their full potential, and develop skills for lifelong success.

Vision Statement:

To make swimming the sport of choice for Maryland.

Core Values

Proactive Achievement

- Continuously improve: Board Members, Athletes, Coaches, Officials and Volunteers;
- Invest in conferences, workshops and conventions;
- Be creative and innovative never be satisfied;
- Set goals and initiatives, so Maryland Swimming is a success for everyone Commit to safety in Maryland Swimming;
- Engage Athletes in decision-making; and
- Celebrate the success of members and volunteers.

Respect

- Communicate with kindness;
- Do the right thing: act with honesty and integrity;
- Recognize each person's strengths and embrace differences;
- Encourage diversity and inclusion at all levels;
- Honor Fiduciary Role: duty of care, duty of loyalty, and duty of obedience.

<u>Ownership</u>

- Practice Financial Intelligence;
- Assume responsibility for actions, decisions, and policies;
- Evaluate success of Maryland Swimming Board of Directors annually;
- Seek talented volunteers to sustain the work of Maryland Swimming;
- Provide mentoring.

Maryland Strategic Plan 2020-2024 Initiated on 7/21/2019

KEY AREA: FACILITIES

STRATEGIC GOAL: Work with clubs to develop relationships that produce more pool time for the Technical Committee approved meets.

MEASURABLE OBJECTIVE	ACTION STEPS & TASKS	ASSIGNED TO	TARGET DATE/ MILESTONE	STATUS
Clubs will present ideas to	Ask that cost to			
Board through Technical	parents be			
Committee for bringing	considered with			
additional pools online	respect to travel,	Technical		
	hotel, etc.	Committee		8/2020: On hold (COVID)
	Consider			
	partnerships with			
	the Y for pool			
	space			

KEY AREA: COMMUNICATION

STRATEGIC GOAL: Upgrade communications on all levels to promote buy in and camaraderie

MEASURABLE OBJECTIVE	ACTION STEPS & TASKS	ASSIGNED TO	TARGET DATE/ MILESTONE	STATUS
Develop a tab on the	Post names of Athlete Board			
Maryland Swimming	Representatives			
Website for Athlete		Athlete		
Committee		Committee	Sep-20	
	List Committees and which			
	Athletes are on the			
	Committee and their contact			
	information		Aug-20	
	Post how to run for Team			
	Rep. and what that means		Dec-20	
	Highlight Accomplishments		Oct-20	
	Post current events		Aug-20	
	Monthly Newsletter to			
	athletes		Oct-20	

KEY AREA: COMMUNICATION

MEASURABLE OBJECTIVE	ACTION STEPS & TASKS	ASSIGNED TO	TARGET DATE/ MILESTON E	STATUS
Redesign the Website	Develop task force		Aug-20	8/2020: Satoshi
	to provide input	Satoshi Katsumoto		Katsumoto
	for upgrades to			completed update of
	current web page			website to new
				system
	Make use of		Aug-20	8/2020Team: Unify
	website more			Platform chosen for
	user friendly			MDSI
	Engage outside		Dec-20	8/2020: On target
	help as needed to			
	upgrade the			
	current site			

KEY AREA: COMMUNICATION

MEASURABLE OBJECTIVE	ACTION STEPS & TASKS	ASSIGNED TO	TARGET DATE/ MILESTON E	STATUS
	Encourage club to	Governance		
Partner with YMCA	club interactions	Committee		
	Build relationship			
	between MDSI			
	and YMCA			

KEY AREA: OUTREACH

STRATEGIC GOAL: Upgrade communications on all levels to promote buy in and camaraderie

MEASURABLE OBJECTIVE	ACTION STEPS & TASKS	ASSIGNED TO	TARGET DATE/ MILESTONE	STATUS
Provide Swim Clinics	Get Athlete Team			
at Club Level	Reps to work with			
	Coach to sponsor			
	learn to swim			
	clinics			

Promote		
'Swimming Is A		
Sport' idea through		
Public Service		
Announcements at		
local High Schools		
or other media		
outlets		
Have Athletes and		
Coaches engage in		
Water Safety		
Training clinics -		
visibility for MDSI		

KEY AREA: OUTREACH

MEASURABLE OBJECTIVE	ACTION STEPS & TASKS	ASSIGNED TO	TARGET DATE/ MILESTONE	STATUS
	Use Para time	Technical		
Allow Paralympians to	standards	Committee	Dec-20	
swim in MDSI	Post records as			
Championship Meets	Para Records on			
	Website	Records Coordinator	Dec-20	
	Bring in a speaker	Athlete Committee		
	from USA	and Coach		
	Swimming (Allison	Representative		
	Schmidt) to			
	discuss and			
	destigmatize			
	mental health for			
	coaches and			
Create awareness of	athletes		Dec-21	
Mental Health for	Use webinars to	Athlete Committee		
swimming	distribute	and Coach		
	information	Representative		
	widely to Coaches			
	and Athletes		Dec-21	
	Engage with	Safe Sport Chair		
	athletes and			
	coaches about			
	Safe Sport and the		Dec-20	

	effect on			
	swimmers Mental			
	Health			
	Engage with	Diversity and		
	organizers of	Inclusion Committee		
	Diversity and			
	Inclusion			
Complete 'Check the Box'	Roundtable to			
and other two Initiatives	capture action			
outlined in Diversity and	steps and			
Inclusion Roundtable	initiatives		Dec-20	
•	Develop steps to	Diversity and		
	implement	Inclusion Committee		
	Roundtable			
	results		Dec-20	

KEY AREA: COLLEGE RECRUITMENT

STRATEGIC GOAL: To provide structure and information for athletes being recruited to colleges or evaluating colleges for swimming programs

MEASURABLE OBJECTIVE	ACTION STEPS & TASKS	ASSIGNED TO	TARGET DATE/ MILESTONE	STATUS
	How to write an email to a prospective coach	Athlete Committee Coach Representative	Jan-20	
Provide information pertaining to college recruitment for athletes, parents and coaches	When and how to contact prospective coaches	Athlete Committee Coach Representative	Jan-20	
	What role do parents play in contacting prospective coaches	Athlete Committee Coach Representative	Jan-20	
	When can athletes contact prospective coaches? (sophomore, junior, senior	Athlete Committee Coach Representative	Jan-20	

year?)			
How to set-up	Athlete		
and accept	Committee Coach		
recruiting trips.	Representative	Jan-20	
What to expect on a recruiting trip - Do's and Don'ts	Athlete Committee Coach Representative	Jan-20	
How to	Athlete		
follow-up after a	Committee Coach		
recruitment trip	Representative	Jan-20	
Develop			
Webinar to			
distribute			
information	TBD	Jan-20	
Develop			
Webinar to			
distribute			
information		Jan-20	
Develop			
Webinar to			
distribute			
information		Jan-20	

Legal Duties¹

Duty of Care

Board members must exercise due care in all dealings with the organization. Directors should be reasonably informed about the organization's activities, participate in collective decisions, and do so in good faith and with the care of an ordinary prudent person in similar circumstances.

Duty of Loyalty

The duty of loyalty requires board members to exercise their power in the interest of the organization and not in their own interest or interest of another entity, particularly one in which they have a formal relationship. When acting on behalf of the organization, board members must put the interests of the organization before their personal and professional interests.

Duty of Obedience

The duty of obedience requires board members to be faithful to the organization's mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. Obedience to the organization's central purposes must guide all decisions. The board must also ensure that the organization functions within the law, both the "law of the land" and its own bylaws and other policies.

10

¹ Adapted from MidWestern LEAP 2 Governance Workshop -- February 2017

Governing Documents

The Maryland Swimming Incorporated governing documents are located on the MD Swimming website: mdswim.org

MDSI Bylaws

https://drive.google.com/file/d/1pCWnGdTPXHdGIS8IlpVfb6HIDPaX8iaJ/view

MDSI Rules and Regulations

Revised:

https://www.teamunify.com/md/UserFiles/Image/QuickUpload/proposed-mdsi-r-r-thru-1-3-for-hod-2020_021200.pdf

Non-revised:

https://www.teamunify.com/md/UserFiles/Image/QuickUpload/mdsi-meet-management-guide-2018-07-02_062382.pdf

MDSI Policies and Procedures

https://drive.google.com/file/d/1rd9v_dxrNoyQ3GQP_P41dt63rv7ZwGdO/view

Board Development Trainings

The following training program must be completed prior to the MDSI Board Orientation Meeting.

Club Leadership and Business Management School (CLBMS)

https://www.usaswimming.org/about/lsc-governance/leap

Motion Submission Process

To be announced once policy is approved.

LSC Evaluation and Achievement Program (LEAP)

The goal of the LSC Evaluation and Achievement Program (LEAP) is to assist LSCs in effectively serving their membership. The LEAP program provides a road map to LSC effectiveness and success in three key areas:

- LSC Governance Structure
- LSC Program Offerings
- LSC Communication Structure

For more detailed information on LEAP, please visit: https://www.usaswimming.org/about/lsc-governance/leap

Conflict of Interest

Policy and Procedures 4.5.0

The standard of behavior at Maryland Swimming is that all volunteers and Board members scrupulously avoid conflicts of interest between the interests of Maryland Swimming on one hand, and personal, professional and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflict of interest.

Any Board Member perceived to have intentionally violated the conflict of interest proviso, or benefited personally through violation of the conflict of interest proviso might be subject to removal from office.

See Appendix A for the Conflict of Interest form that must be signed and submitted to the MDSI Office Administrator on an annual basis.

Code of Conduct²

Maryland Swimming commits to each other that we will act in an honest manner with one another, that we will honor the Core Values, and that we will make decisions that are in the best interest of the members of Maryland Swimming.

- 1. We will treat everyone with dignity by being open to and valuing one another:
 - a. Arrive on time and stay for the entire meeting
 - b. Prepare for meetings by reading reports, financials, minutes, agenda, etc.
 - c. Refrain from side-bar conversations during the meeting
 - d. Listen respectfully to other people's opinions, thoughts, and feelings, even if we disagree (refrain from eye rolling, sighs, sarcasm, etc.) Criticize the idea not the person
- 2. We will practice a high standard of personal ethics:
 - a. Maintain confidentiality of Board matters
 - b. Support the decisions of the Board no matter your personal opinion
 - c. Abide by the Legal Duties of Maryland Swimming Board Members
- 3. We will encourage an open and honest exchange of ideas, thoughts, and feelings:
 - a. Listen actively, openly, and objectively
 - b. Voice an opinion in the meeting rather than after the meeting
 - c. Exercise shared participation no one dominating the conversation
 - d. React constructively to what might be perceived as a negative comment
 - e. Refrain from texting, answering phone calls, and personal computer use

16

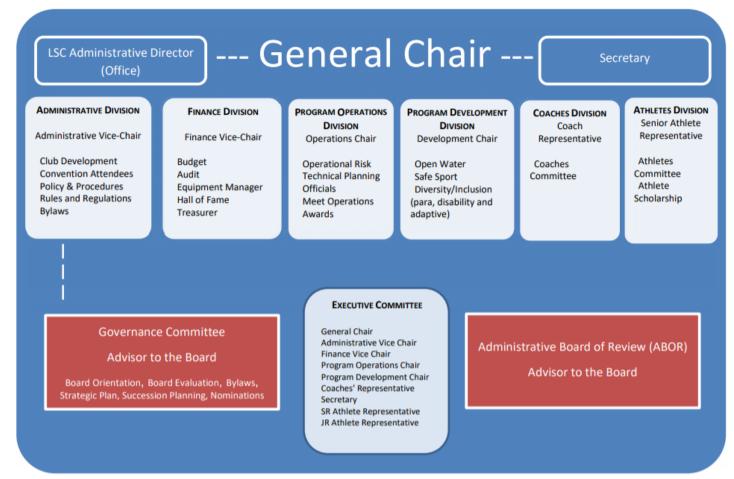
² Adapted from USA Swimming LSC Governance and Leadership, 2015

- 4. We will be accountable to our members:
 - a. Use power entrusted to us in a wise manner
 - b. Make decisions that are data supported
 - c. Maintain fiscal intelligence be fiscally responsible
- 5. We will accept necessary changes and act on them even when the change is uncomfortable or unpopular.
 - a. Focus on what is right, not who is right
 - b. Learn from the past, but do not get tied to it
 - c. Confront issues and ideas (not people) early and directly

Organizational Division Charts



ORGANIZATION CHART



Adopted: 2018 Revised: 2021

Consent Agenda

Maryland Swimming uses a Consent Agenda process to make our meetings efficient. The consent agenda packages routine items together for board approval but not discussion. In other words, issues in the consent package do not need any discussion before a vote. There is the opportunity for a board member to request the removal of an item ahead of time. The rest of the package is voted on without discussion and the "pulled" item is added to the meeting as a discussion point.

<u>Items Maryland Swimming includes in the Consent Agenda Package:</u>

- Financials Reports
- Committee Reports
- Previous meeting minutes
- Meeting dates

The information relating to the consent agenda items is sent to the board a week in advance of the meeting. If there is a question, the person with the question may contact the author of the report etc. for clarification. An item may be 'pulled' during a meeting before the vote and discussed separately.

Approval of the consent agenda is the first item of business. Items approved as part of the consent agenda are not to be brought up later for discussion.

When putting together the Agenda, there needs to be special attention paid so only items that are suitable for vote without discussion are on the consent agenda. Board members need to make sure issues that need discussion do not get passed through without appropriate deliberation.

Following is an example of the Consent Agendas that are sent out prior to the monthly BOD meetings.

To see MDSI's previous meeting minutes, use this link: https://www.teamunifv.com/team/md/page/system/res/104180

January 12, 2021 at 7 PM

Agenda Item

Call to Order – Consent Agenda 5 mins

Introductions
 Community Guidelines

Culture SplashStay true to our purpose2 minsReview of Meeting MinutesDraft sent with Agenda (December 2020)2 mins

Financial Report:

• Jamie Cahn – Finance Vice Chair > Overall financial picture

• Robert Fisher – Treasurer > Balance Sheet

> P&L Statement – Budget vs Actual

Governance Committee Business:

Carron Dunker & Nikia Brown - Chairpersons >Position Replacements
 >Legislation - Google Suites

>Incorporation Inquiry

>Election Slate for 2021 - openings

Open Business:

Jaelynn's Joy Service Project: Sock it to COVID Sarah Nelson
 LEAP – update and questions Pat Kaplan

a. Awards (Motion#1)

3. Initiatives Review Anna Summerfield

New Business:

1. Administrative Director Hiring - Results

Safe Sport Chair – (Motion#2)
 Awards for this year – Coach of the year,
 Comeback Swimmer, Jaelynn Rose Willey
 Marci Benda

4. HOD – Date, Ideas, Decision

Anna Summerfield

Reports of Committees and Coordinators: Reports requested will be discussed.

	Pull		Pull
Athletes		MDSI Office – Admin. Director	
Awards		Operations Risk/Safety	
Board of Review (ABOR)		Officials Committee	
Club Development		Program Development (Age Group)	
Coaches Committee		Program Operations (Sr. Swimming)	
Diversity/Inclusion/Outreach/Disability Swimming		Registration/Membership	
Distance/Open Water/ Camps		Safe Sport Committee	
Equipment Coordinator		Technical Planning	
Hall of Fame		Top 10/Records	
Website			

Date of Next Meeting – February 9, 2021 **Adjournment**

1 min 1 min

Committee Report Submission Process

Five (5) days prior to each Board Meeting, Committee Chairs and Coordinators will be asked to electronically complete the Maryland Swimming Committee Report Form, which includes the committee member roster, mission statement, goals, and updated initiatives. The form will automatically be submitted to the Secretary and the Governance Committee. The details in the form will be used to appraise each committees' progress in the areas listed above, and the results will be noted on the Board Accountability Tracking Chart.

Committee Report Form:

https://marylandswimming.formstack.com/forms/maryland swimming committee report

Committee Report

The following is an example of the Committee Report Template that all committees of MDSI must fill out prior to the monthly BOD meetings.

MARYLAND SWIMMING COMMITTEE REPORT

To be submitted to TBA the Friday prior to the next BOD meeting. Please send report even if there was no action/meeting and explain progress
Committee:
Chairperson:
Date of Last Meeting:
Members Present: (please note team affiliation and if they are an athlete, denote as such)
Date of Next Meeting:
Action Items Completed:
Action Items In-Progress / Pending:
Questions for the Board / Larger Group:
Announcements:
Notes / Other:
Chairperson Signature: Date:

Terms of Office

The following link is where individuals can find the current MDSI office, board, and committee members:

https://www.teamunify.com/team/md/page/governance/mdsi-board

Maryland Swimming - Officers, Board and Committee Members						
Election / Appointment / Open / Hire	Board Position	Officers Executive Committee	Voting Members	Term		
Election - HOD Odd Years	General Chair	Yes	Yes	2 Years		
Election - HOD Odd Years	Admin Vice Chair	Yes	Yes	2 Years		
Election - HOD Odd Years	Finance Vice Chair	Yes	Yes	2 Years		
Selection - Finance Vice Chair	Finance Committee			As Needed		
Election - HOD Odd Years	Secretary	Yes	Yes	2 Years		
Election - HOD Odd Years	Program Development Chair	Yes	Yes	2 Years		
Election - HOD Odd Years	Program Operations Chair	Yes	Yes	2 Years		
Election - HOD Odd Years	Senior Athlete Representative	Yes	Yes	2 Years		
Election - HOD Odd Years	Junior Athlete Representative	Yes	Yes	2 Years		
Election - HOD Odd Years	Treasurer		Yes	2 Years		
Election - HOD Even Years	Coaches Representative	Yes	Yes	2 Years		
Election - HOD Even Years	Safe Sport Chair		Yes	2 Years		
Open	Safe Sport Committee			Open		
Election - HOD Even Years	Diversity, Equity & Inclusion Chair		Yes	2 Years		
Open	Diversity, Equity & Inclusion Committee			Open		
Election - HOD Even Years	Technical Planning Chair		Yes	2 Years		
Election - HOD Even Years	Meet Operations Chair		Yes	2 Years		
Election - HOD Even Years	Open Water Chair		Yes	2 Years		
Appointment - Open Water Chair	Open Water Committee			As Needed		
Election - Officials Committee Even Years	Officials Chair		Yes	2 Years		
Appointment - Officials Chair	Officials Committee			As Needed		
Election - HOD Even Years	At Large Board Member		Yes	2 Years		
Election - HOD Even Years	At Large Board Member		Yes	2 Years		
Election - Athlete Committee Even Years	At Large Athlete Board Member		Yes	2 Years		
Election - Athlete Committee Even Years	At Large Athlete Board Member		Yes	2 Years		
)pen	Athlete Committee			Open		
Election - HOD Even Years	Adapted Swimming Chair			2 Years		
Open	Adaptive Swimming Committee			Open		
Appointed - Administrative Review Board Committee	Administrative Review Board Chair			2 Years		
Election - HOD Even Years	Administrative Review Board Committee			2 Years		
Election - HOD Even Years	Awards Chair			2 Years		
Appointed - General Chair	Awards Committee			As Needed		
Appointed - Admin Vice Chair	Club Development Chair			As Needed		
fire - Executive Committee	Equipment Chair			As Needed		
Election - HOD Even Years	Hall of Fame Chair			2 Years		
Appointed - Governance Committee	Governance Chair			Annually		
Election (5 Members) - HOD Even Years				2 Years		
Election (4 Members) - HOD Odd Years	- Governance Committee			2 Years		
Election - HOD Even Years	Operational Risk Chair			2 Years		
Appointed - General Chair	Operational Risk Committee			As Needed		
Appointed - General Chair	Webmaster			As Needed		
Hire - Executive Committee	Administrative Director			As Needed		

Positions Descriptions

General Chair:

Oversees and has general charge of the management, business, operations, affairs and property of MDSI, and general supervision over its officers and agents.

Administrative Vice Chair:

Conducts meetings in the absence of the general Chair, or in the event of the disability of the General Chair, assumes the duties of the General Chair. The Admin Vice Chair aids in the development of policy and coordinates the activities of the Officers and committees and is responsible for the creation and maintenance of MDSI's Policies and Procedures Manual.

Secretary:

Responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing meetings and other notices and making any reports required by USA Swimming.

Finance Vice Chair:

Manages the MDSI investments to achieve a reasonable rate of return without undue risk.

Treasurer:

The principal receiving and disbursing officer of MDSI which includes receival and transfer of financial transactions.

Program Operations Chair:

Chairs the committee that develops and conducts the Senior Swimming Program of MDSI. They also serve as the BOD liaison to the Athlete Representatives and the Athletes Committee.

Program Development Chair:

Chairs the committee that develops and conducts the Age Group Swimming Program of MDSI.

Coaches' Representative:

Serves as a liaison between the Coach members of MDSI and the Board of Directors and the House of Delegates.

Athlete Representative:

Serves as the liaison between the athletes who are members of MDSI, Board of Directors, House of Delegates and the USA Swimming Athletes Executive Committee.

Safe Sport Chair:

Responsible for implementation and coordination of the Safe Sport Program as established by USA Swimming. The Safe Sport Chair also oversees and monitors all MDSI Social Media, including on deck MDSI photography.

At-Large Non-Athlete:

Have any and all powers and duties as may be delegated to them by the MDSI governing bodies and documents.

Inclusion Chair

Serves as an MDSI advocate for marginalized groups in USA SWIMMING INC by developing and implementing minority recruiting and safety programs to attract marginalized athletes to the sport including swimmers with disabilities.

Technical Planning

General charge of the long-range planning and development of the swim programs conducted by MDSI.

Operations Risk Coordinator

Shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA swimming safety education information to all Group members, athletes, coaches, and officials of MDSI.

Open Water Coordinator

General charge of the planning, development and implementation of the Open Water Swim Program conducted by MDSI.

Officials Chair

Responsible for recruiting, training, certifying and supervising officials for MDSI.

At-Large Athlete Representative

Have any and all powers and duties as may be delegated to them by the MDSI governing bodies and documents.

Hall of Fame Coordinator

Oversees the MDSI Hall of Fame and related activities.

Equipment Coordinator

Responsible for maintaining, purchasing, inventorying, retiring outdated equipment, charging rental fees, and distributing the MDSI equipment to MDSI affiliates.

Club Development Coordinator

Assists potential, new, and existing clubs by developing operational programs and initiatives that help a club improve their USA Swimming Club Recognition standing and fulfill their USA Swimming LEAP requirements.

Meet Operations

Oversees the Championship Meet Program in MDSI which allows for 3 State Championship Meets per year. They recruit volunteers, and become the bridge between the meet venue, committee chairs that help run meets and oversee all vendor applications and facility requirements such as shuttle busses and parking.

Awards Coordinator

Works with the appropriate committees to annually create, purchase and award MDSI swimmers, coaches, Officials and volunteers for their achievements.

Webmaster

Maintains the MDSI website and manages the social media accounts to keep them active.

Timeline

Item/Event	Timeframe		
Filing Requirements: 990	Fifteenth day of the fifth month after close of fiscal year		
USA Swimming reporting requirements: 1. A copy of the annual closing Balance and Statement of Income and Expenses 2. A copy of the filed Form 990	Send to USA Swimming within five months of close of the LSC fiscal year Send to USA Swimming within five months of close of the LSC fiscal year		
Evaluations: 1. Board Performance Evaluation 2. MDSI Office Administrator Evaluation 3. Equipment Manager Evaluation	 30 days prior to HOD for Peer, Board, General Chair 90 days prior to HOD 90 days prior to HOD 		
Investment Policy:	Board reviews and confirms investments 90 days prior to HOD; Inform Budget Committee of any changes 2 weeks prior to Budget preparation		
Annual Audit:	Within three months of the end of fiscal year (Audit Committee or Outside Auditing Firm). Outside Firm Audit between Treasurers		
Budget:	Develop budget 60 days prior to HOD; Send proposed budget to members 30 days prior to HOD; and Approve budget at HOD		
Annual Retreat:	Schedule within 90 days after HOD		
Contracts:	Championship Coordinator reviews Pool Contracts for Short and Long Course Champs 15 days prior to Spring Coaches Meeting. Independent Contractors secured 30 days prior to HOD.		
Registration and Background Checks:	Office Administrator completes Board Member USA Swimming Registration and Background checks annually		
By-Laws, Policy and Procedure Review:	Update in October after USA Swimming HOD meeting (Convention) and as an ongoing part of Governance Committee Work.		
Strategic Plan Review:	Annual Review at Board retreat and as needed to stay on track		

Initiatives Sheet Template

The goal of the MDSI BOD Initiative Tracker sheet is to display the initiatives of the LSC. The General Chair maintains the documentation, organization, and accountability by updating this sheet accordingly.

Blank Template:

	INITIATIVE	LEADER (L)/COMMITTEE (C)	DATE STARTE D	DATE COMPL ETED	OUTCOME
1					
2					
3					
4					

Example Template:

	INITIATIVE	LEADER (L)/COMMITTEE (C)	DATE STARTE D	DATE COMPL ETED	OUTCOME
1	Virtual Meeting Option	John Smith(L), Jane Doe (Athlete)	5/1/21	5/2/21	John got written access so that everyone could use zoom.com

Appendix A

Maryland Swimming Conflict of Interest Form

I understand that the purposes of this policy are to protect the integrity of the organization's decision making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of volunteers and Board members.

In the course of meetings or activities, I will disclose any interests in a decision or transaction where I, my family and/or my significant other, employer or my business, or close associates will receive a benefit or gain. After disclosure I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.

For the transaction of business for Maryland Swimming this does not include the awarding of swim meets to a club or organization of which the volunteer or Board member is a member.

I understand that I must protect and maintain the confidentiality of business information, both documentary and electronic.

I understand that I may not accept gifts, gratuities or entertainment, or other favors, that could result in an actual, or perceived, conflict of interest.

I understand that all expenses incurred in the furtherance of Maryland Swimming business are to be reasonable, necessary and substantiated.

The Chair will monitor proposed or ongoing transactions (such as contracts with vendors) for conflicts of interest and disclose them to the Board, as appropriate, whether discovered before or after the transaction. I have complied and will continue to comply with the policies and procedures of Maryland Swimming.

Signed:	 	
Print Name:		
Date:		

Appendix B

Club Annual Deadlines

What	When
MEET NOTICES FOR SHORT COURSE SEASON: Note: Every Meet Notice must be reviewed/approved by the Meet Referee prior to MSI submission	July 15th
MEET NOTICES FOR LONG COURSE SEASON: Note: Every Meet Notice must be reviewed/approved by the Meet Referee prior to MSI submission	December 1st
POST MEET FINANCIAL REPORT: Note: Meet Operational List Checklist is due at the same time	Within 30 days of the last day of the meet.
SWIM MEET BID FORM - APPLICATION FOR SANCTION or APPROVAL	Spring Coaches Scheduling Meeting
ADDING A MEET TO EXISTING SCHEDULE: Request must be approved, and meet host notified, 30 days prior to first day of start of requested meet. If approved, a Meet Notice must be submitted, and sanction assigned, within 48 hours of notification of approval.	30 days prior to first day of start of requested meet
USA SWIMMING COACH MEMBERSHIP REQUIREMENTS:	As needed to stay current on all aspects
ATHLETE REGISTRATION AND FEE PAYMENT:	Anytime. Season starts September 1st
OUTREACH MEET FEE REIMBURSEMENT: Email required, completed form along with all backup documentation to: Office@md.org	Within 30 days of the <u>last</u> day of the meet
SCHOLARSHIP APPLICATIONS FROM ATHLETES:	Annually by March 1

Appendix C

Finance Policy

The Audit Report for current fiscal year is filed with the Vice Chair of Finance and the Treasurer. The Accounting Firm engaged by Maryland Swimming completes the Form 990 and will be available at the first yearly Board Meeting for review. The Vice Chair for Finance manages investments per Investment Policy and reports monthly to the Board. The Budget Committee meets to prepare an annual budget for presentation to the Board prior to the House of Delegates. The proposed Budget is sent to the House of Delegates members 30 days prior to the House of Delegates meeting.

The list of equipment and its disposition is maintained by the Equipment Manager; the equipment manager files a quarterly report to the Board outlining inventory and depreciation; the treasurer uses this data to develop depreciation statements for taxes.

Investment Policy:

https://www.teamunify.com/md/UserFiles/Image/QuickUpload/investment-policy_068317.pdf

Appendix E:

<u>Position Description One-Sheeters</u>

The following documents are a series of one-sheet position descriptions developed by the Governance Committee. These documents are to be used alongside the descriptions listed in the Policies and Procedures (Section) for easy use and referencing.

GENERAL CHAIR

The General Chair oversees and has general charge of the management, business, operations, affairs and property of MDSI, and general supervision over its officers and agents.

TERM: 2 years

TERM LIMITS: 2 consecutive terms

ELECTION: Elected at HOD in odd years

COMMITTEES: MDSI Board of Directors; MDSI Executive Committee MDSI Budget

Committee; Eastern Zone

DUTIES:

 Regularly attend Board of Director, House of Delegates, and all meetings in Policies and Procedures

- Shall preside at all meetings as described in the Policies and Procedures.
- Set goals and objectives for MDSI
- Set the tone for the conduct of MDSI business
- Resolve issues that arise individually or through delegation to others
- Appoint committee chairs, coordinators, members for standing and special committees
- Shall report to the Board of Directors all matters related to MDSI
- Facilitate and set agenda for BOD and HOD meetings
- Approve delegates to USA Swimming's annual meeting

SECRETARY

The Secretary is responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing meetings and other notices and making any reports required by USA Swimming.

TERM: 2 years

TERM LIMITS: unlimited

ELECTION: elected at HOD in odd years

COMMITTEES: MDSI Board of Directors; MDSI Executive Committee

DUTIES:

- Regularly attend, take minutes, and participate in Board of Directors and House of Delegates meetings
- Conduct official correspondence, issue meetings and other notices
- Send reminders to all board members of any upcoming meetings/events when necessary
- Send minutes prior to next meeting and make corrections for approval
- Send minutes to the webmaster to be posted to MDSI website in a timely manner
- Cause to be kept at MDSI's permanent office copies of all minutes, official correspondence, meeting and other notices, and any other records of MDSI
- Work with registration and Technical Planning to send out fine letters; maintain documentation of fine letters and ensures MDSI rules are followed in the process of collecting the fines

ADMINISTRATION VICE CHAIR

The Administration Vice Chair conducts meetings in the absence of the General Chair, or in the event of the disability of the General Chair, assumes the duties of the General Chair. The Admin Vice Chair aids in the development of policy and coordinates the activities of the Officers and committees and is responsible for the creation and maintenance of MDSI's Policies and Procedures Manual.

TERM: 2 years

TERM LIMITS: 2 consecutive terms

ELECTION: Elected at HOD in odd years

COMMITTEES: MDSI Board of Directors; MDSI Executive Committee; Finance Committee

DIVISION: Administrative Division Chair (2021 Bylaws7.1.1)

DUTIES:

- Regularly attend Board Of Director, House Of Delegates, and committee meetings
- Conduct meetings in the absence of the General Chair and at the request of General
 Chair perform all of the duties of the General Chair
- Establish and direct policies, procedures, and programs for MDSI
- Responsible for the creation and maintenance of MDSI's Policies and Procedures Manual
 to include the coordination of the activities of the officers and committees within the
 division internally and with other divisions, committees, and coordinators
- Responsible to see that the Coach Representative elections are held in accordance with the Bylaws
- General charge of the business, affairs and property of the division that administers
 MDSI business and affairs
- Maintenance of Rules & Reg, By-laws and related LSC policies and procedures including timely update to documents and posting materials to website
- Preparation and oversight of bylaws proposals for HOD approval and subsequent
 National Rules committee approval of any bylaws revisions
- Assist Secretary in the preparation and management of fine letter process including coordination of distribution of letters to appropriate LSC officers
- Oversee the final selection of delegates to the USA Swimming annual convention
- Administers the MDSI annual athlete scholarship program
- Appoint committees or subcommittees necessary to fulfill the duties & responsibilities

FINANCE VICE CHAIR

The Financial Vice Chair manages the MDSI investments to achieve a reasonable rate of return without undue risk.

TERM: 2 years

TERM LIMITS: 2 consecutive terms

ELECTION: elected at HOD in odd years

COMMITTEES: MDSI Board of Directors; MDSI Executive Committee; Chair of Finance

Committee

DIVISION: Finance Division Chair (2021 Bylaws7.1.4)

DUTIES:

 Regularly attend Board of Director, House of Delegates, and meetings outlined in policies and procedures

- Sign and execute in the name of MDSI financials
- Manage annual AUDIT; prepare annual budget, and oversee all financial workings
- Establish and direct policies, procedures, and programs for MDSI
- Establish, execute and make recommendations towards policies regarding investments and audits made by MDSI
- Regularly review MDSI's equipment needs and methods available to finance the acquisition of any needed equipment & make recommendations of financing method
- Conduct a review or audit of the financial books for MDSI; an independent auditor may be used for this action
- Consult with officers and committee chairs to prepare and present a proposed budget the MDSI BOD
- Complete and submit any state or local reports
- Perform duties outlined in Policies and Procedures as it relates to the committee chair positions
- Preside at all meetings outlines in the Policies and Procedures

TREASURER

The Treasurer is the principal receiving and disbursing officer of MDSI which includes receival and transfer of financial transactions.

TERM: 2 years

TERM LIMITS: Unlimited terms

ELECTION: Elected at HOD in odd years

COMMITTEES: MDSI Board of Directors; Finance Committee

DIVISION: Finance

- Regularly attend and participate in Board of Director, House of Delegates, and committee meetings
- Shall receive moneys, incomes, fees, and other receipts of MDSI
- Pay all bills, salaries, expenses and other disbursements approved by an authorized General Chair, committee chairs, the Finance Committee, the Board of Directors or the House of Delegates
- Keep set of books that accurately presents the status of MDSI financial position and actual expenditures to budget
- Issue a monthly report listing the current budget variances by line item, all receipts, all
 expenditures and the current fund and account balances for the month and the
 preceding month and for the fiscal year to date
- Sign for indebtedness of MDSI
- Ensure invoices are paid timely and receipts are deposited timely
- Reconcile bank statements monthly and correct and discrepancies
- Provide current monthly bank account statements to the General Chair
- Manage MDSI investments to achieve a reasonable rate of return without value risk
- present current financial information to BOD at meetings
- Prepare a budget for the upcoming fiscal year for annual HOD
- Ensure tax return and any other tax or financial required filings are submitted timely
- Send USA Swimming the required financial and tax information as they require
- Maintain MDSI financial documents for 7 years

PROGRAM OPERATIONS CHAIR

The Program Operations Chair chairs the committee that develops and conducts the Senior Swimming Program of MDSI. They also serve as the Board of Development liaison to the Athlete Representatives and the Athletes Committee.

TERM: 2 years

TERM LIMITS: 2 consecutive terms

ELECTION: elected at HOD in odd years

COMMITTEES: MDSI Board of Directors; MDSI Executive Committee; Finance Committee

DIVISION: Program Operations Division (2021 Bylaws7.1.3)

- Regularly attend and participate in Board Of Director, House Of Delegates, and committee meetings
- Preside at all meeting of the respective division, committee or subcommittee
- General charge of affairs, and development of the senior swimming program division
- Serves as liaison to Athlete Reps and Athlete Committee; responsible to see that the Athlete Rep elections are held in accordance with bylaws
- Establish and direct policies, procedures, and programs for MDSI
- Appoint committees or subcommittees necessary to fulfill the positions duties & responsibilities
- Communicate with the General Chair, respective division, committee members, staff, and/or secretary to keep them informed
- Appoint a member as secretary of the committee or subcommittee charged with taking minutes to forward to the secretary
- Hold regular and special meetings of committees or subcommittees of MDSI

PROGRAM DEVELOPMENT CHAIR

The Program Development Chair chairs the committee that develops and conducts the Age Group Swimming Program of MDSI.

TERM: 2 years

TERM LIMITS: 2 term

ELECTION: elected at HOD in odd years

COMMITTEES: MDSI Board of Directors; MDSI Executive Committee

DIVISIONS: Program Development Division (2021 Bylaws7.1.2)

- Regularly attend and participate in Board of Director, House Of Delegates, and committee meetings
- Preside at all meeting of the respective division, committee or subcommittee
- Communicate with the GC, respective division, committee members, staff, and/ or secretary to keep them informed
- General charge of the affairs, property, and development of age group division
- Work with technical planning chair to ensure meet schedule provides adequate and appropriate opportunities for age group swimmers at all levels
- Coordinate entries and logistics for the long course zone meet
- Liaison with USA swimming age group planning committee
- Appoint committees or subcommittees necessary to fulfill the duties & responsibilities
- Appoint a member as secretary of the committee or subcommittee charged with taking minutes to forward to the secretary
- Hold regular and special meetings of committees or subcommittees of MDSI

COACHES' REPRESENTATIVE

The Coaches' Representative serves as a liaison between the Coach members of MDSI and the Board of Directors and the House of Delegates.

TERM: 2 years

TERM LIMITS: 2 consecutive terms

ELECTION: nominee selected by coaches in odd years

COMMITTEES: MDSI Board of Directors; Coaches' Committee

DIVISION: COACHES DIVISION CHAIR (2021 Bylaws7.1.6)

- Regularly attend and participate in Board Of Director, House Of Delegates, and committee meetings
- Preside at all meeting of the respective division, committee or subcommittee
- Serve as liaison between coaches who are members on MDSI and the BOD and HOD
- Communicate with the General Chair, respective division, committee members, staff, and/ or secretary to keep them informed
- Oversee collection of nominations and voting for relevant awards
- Solicit feedback or concerns from coach members during the year and report comments to the Board
- Represent coaches' views, issues, and concerns for the LSC
- Oversee distribution of relevant LSC information to the LSC coach members including meet schedule revisions, Board inquiries, registration procedures, etc
- Organize, schedule, and run annual coaches meeting
- Certify meet directors
- Research and distribute coach training information to LSC coaches
- Appoint a member as secretary of the committee or subcommittee charged w/ taking minutes to forward to the secretary

ATHLETE SENIOR REPRESENTATIVE

The Senior Athlete Representative shall serve as the liaison between the athletes who are members of MDSI, Board of Directors, House of Delegates and the USA Swimming Athletes Executive Committee.

TERM: 2 years

TERM LIMITS: 1 consecutive term

ELECTION: Junior Athlete Representative Succession

COMMITTEES: MDSI Board of Directors; MDSI Executive Committee; Athlete Committee

(chair)

DIVISION: ATHLETE DIVISION CHAIR (2021 Bylaws7.1.5)

DUTIES:

 Regularly attend and participate in Board of Director, House Of Delegates, and committee meetings

- Have general charge of the business and affairs of the athletes of MDSI (along with whole athletes committee)
- Communicate w/ the General Chair, respective division, committee members, staff, and/ or secretary to keep them informed
- Undertake activities delegated by Board Of Directors or General Chair
- Preside at all meeting of the respective division, committee, or subcommittee
- Act as LSC athlete liaison to USA Swimming Inc. Athlete Executive Committee
- Appoint committees or subcommittees necessary to fulfill the duties & responsibilities
- Appoint a member as secretary of the committee or subcommittee charged w/ taking minutes to forward to the secretary
- Hold regular and special meetings of committees or subcommittees of MDSI
- Overseeing the Annual MDSI Scholarship and athlete service projects

ATHLETE JUNIOR REPRESENTATIVE

The Junior Athlete Representative shall serve as the liaison between the athletes who are members of MDSI and the Board of Directors and House of Delegates.

TERM: 2 years

TERM LIMITS: 1 term

ELECTION: elected by Athlete Committee; to succeed the Senior Athlete Representative

COMMITTEES: MDSI Board of Directors; MDSI Executive Committee; Athlete Committee

DUTIES:

 Regularly attend and participate in Board Of Director, House Of Delegates, and committee meetings

• Supportive role to the Senior Athlete Representative that has general charge of the business and affairs of the athletes of MDSI (along with whole athletes committee)

• Undertake activities delegated by Board of Directors and/or the General Chair

42

SAFE SPORT CHAIR

The Safe Sport Chair is responsible for implementation and coordination of the Safe Sport Program as established by USA Swimming. The Safe Sport Chair also oversees and monitors all MDSI Social Media, including on deck MDSI photography.

TERM: 2 years

TERM LIMITS: Unlimited

ELECTION: elected at HOD in even years

COMMITTEES: MDSI Board of Directors; MDSI Executive Committee; National Safe Sport

Committee; Athlete Committee

QUALIFICATIONS: Non Athlete

- Regularly attend and participate in Board Of Director, House Of Delegates, and committee meetings
- Provide awareness and education for all MDSI athletes, parents, coaches, volunteers, and staff
- Communicate w/ the GC, respective division, committee members, staff, and/ or secretary to keep them informed
- Implement pertinent aspects of the national Safe Sport Program within MDSI
- Be aware of the complaint reporting structure and refer all reports of a violation of the Athlete Protection policies directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority
- Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices
- Serve as an information resource for MDSI clubs and membership and will help to identify ad connect them with local educational partners and resources
- Receive feedback and suggestions on the Safe Sport policies and programs from the MDSI clubs and membership and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport Staff
- Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy, and positive environments for all its members
- Appoint committees or subcommittees necessary to fulfill the duties & responsibilities
- Appoint a member as secretary of the committee or subcommittee charged w/ taking minutes to forward to the secretary

At-Large Non Athlete

The At Large Board Members as members of the BOD of MDSI, have any and all powers and duties as may be delegated to them by the MDSI governing documents.

TERM: 2 year

TERM LIMITS: 2 consecutive terms

ELECTION: elected at HOD in even years

COMMITTEES: MDSI Board of Directors

- Regularly attend and participate in Board Of Director, House Of Delegates, and committee meetings
- Communicate with the General Chair, respective division, committee members, staff, and/ or secretary to keep them informed
- Have duties and powers deemed necessary by the General Chair, Board of Directors, & House of Delegates
- Offer opinions on issues that are brought up to the BOD to aid in the conduct of MDSI business as needed through helping with committee and/or working on projects
- Use position as a stepping stone to familiarize self with the structure and operations of MDSI as preparation to join other committees in the future

INCLUSION CHAIR

The Inclusion Chair serves as the MDSI advocate for marginalized groups in USA Swimming Inc. by developing and implementing minority recruiting and safety programs to attract marginalized athletes to the sport including swimmers with disabilities.

TERM: 2 years

TERM LIMITS: 2 consecutive terms

ELECTION: elected at HOD in even years

COMMITTEES: MDSI Board of Directors

- Regularly attend and participate in Board Of Director, House Of Delegates, and committee meetings
- Preside at meeting of the committee or subcommittee
- Develop and implement minority recruiting policies for MDSI and clubs to follow to foster an atmosphere conducive to attracting athletes from marginalized groups into the sport
- Research and develop opportunities for MDSI marginalized athletes to compete as an LSC team
- Partner w/ swim clubs to promote swim meets like the UNITY meet
- Serve as a voice for MDSI marginalized groups including but not limited to African American, Hispanic American, Asian American, and Native American ethnic groups as well as those swimmers from low socio-economic backgrounds
- Appoint committees or subcommittees necessary to fulfill the duties & responsibilities

TECHNICAL PLANNING COORDINATOR

The Technical Planning Coordinator has general charge of the long-range planning and development of the swim programs conducted by MDSI.

TERM: 2 years

TERM LIMITS: Unlimited Terms

ELECTION: Elected in even years

COMMITTEES: MDSI Board of Directors

- Regularly attend and participate in Board Of Director, House Of Delegates, and committee meetings
- Develop and coordinate the conduct of all swimming programs for all levels of swimming in MDSI;including awarding of meet sponsorships to Club Members
- Plan future swimming programs
- Develop, update, and maintain LSC meet procedures in accordance to MDSI legislature
- Develop the meet schedule and present it to the BOD for review
- Hold coach's schedule meeting to discuss the future meet/program schedule
- Present the yearly meet/program schedule to HOD for approval
- Appoint committees or subcommittees necessary to fulfill the duties & responsibilities
- Communicate the schedule planning and execution with the General Chair, respective division, committee members, staff, and or secretary
- Hold regular and special meetings of committees or subcommittees of MDSI

MEET OPERATIONS COORDINATOR

The Meet Operations Coordinator oversees the Championship Meet Program in MDSI which allows for 3 State Championship Meets per year. They recruit volunteers, and become the bridge between the meet venue, committee chairs that help run meets and overseeoversees all vendor applications and facility requirements such as shuttle busses and parking.

TERM: 2 years

TERM LIMITS: None

ELECTION: Elected even years by HOD

COMMITTEES: MDSI Board of Directors, technical planning committee

- Regularly attend and participate in Board Of Director, House Of Delegates, and committee meetings
- Certification/re certifications of meet entry coordinators and meet directors (2year)
- Oversees all vendor applications and facility requirements
- Planning championship meets
- Complete Other meet related projects
- Communicate w/ the General Chair, respective division, committee members, staff, and/ or secretary to keep them informed
- Assist in the training of meet director and entry coordinators

OPEN WATER COORDINATOR

The Open Water Coordinator has general charge of the planning, development and implementation of the Open Water Swim Program conducted by MDSI.

TERM: 2 years

TERM LIMITS: 2 consecutive terms

ELECTION: elected in even years

COMMITTEES: MDSI Board of DirectorsS; USA Open Water Committee

- Regularly attend and participate in Board Of Director, House Of Delegates, and committee meetings
- Promote Open Water Swimming within MDSI through
- Work with MDSI members to conduct open water swim meets and encourage club teams to participate in competition outside of the LSC
- Monitor USA and Eastern Zone websites for updated information on open water events and inform LSC of upcoming events
- Track meet info and results of distance and open water meets
- Stay abreast of USA Swimming and FINA rule changes for domestic and international competitions
- Attend Eastern Zone Meetings and any other meetings requiring the Open Water Coordinator
- Appoint committees or subcommittees necessary to fulfill the duties & responsibilities
- Communicate with the General Chair, respective division, committee members, staff, and/ or secretary to keep them informed
- Hold regular and special meetings of committees or subcommittees of MDSI

OFFICIALS CHAIR

The Officials Chair (must be a Referee) chairs the Officials Committee which is responsible for recruiting, training, certifying and supervising officials for MDSI.

TERM: 2 years

TERM LIMITS: 2 consecutive terms

ELECTION: Nominee selected by officials in even years (Bylaws 6.2.2)

COMMITTEES: MDSI Board of Directors; MDSI Officials Committee

QUALIFICATIONS: current LSC Referee certification for a minimum of 2 years

DUTIES:

 Regularly attend and participate in Board Of Director, House Of Delegates, and committee meetings

- Manage the program to ensure apprentice candidates for all levels of officials receive the appropriate training, evaluation, and certification testing via online or manual methods
- Provide information or ideas to Group Members to enhance official candidate recruitment efforts
- Schedule and/or host officials training clinics periodically throughout the swim season to provide the opportunity for all officials to enter the apprenticeship program, recertify annually, or plan for advancement opportunities
- Provide all the necessary training materials to support the conduct of the clinics
- Request rule clarifications and distribute rule interpretations as provided by the Rules and Regulations Committee
- Determine invitees and arrange for LSC level officials to attend the annual official's clinics sponsored by USA Swimming
- Develop policy or recommend MDSI rules changes as they pertain to officials or meet conduct
- Perform meet observations upon request to ensure timing adjudication and stroke rules conform to the USA Swimming Rules and regulations
- Make recommendations to national office for officials who request to work national championship level meets
- Appoint committees or subcommittees necessary to fulfill the duties & responsibilities
- Communicate with the General Chair respective division, committee members, staff, and/ or secretary to keep them informed

AT LARGE ATHLETE REPRESENTATIVE

The At Large Board Members as members of the BOD of MDSI, have any and all powers and duties as may be delegated to them by the MDSI Policies and Procedures Manual, The General Chair, the Board of Directors or the House of Delegates.

TERM: 1 year

TERM LIMITS: 2 consecutive terms

ELECTION: Nominated by athlete committee & elected at HOD

COMMITTEES: MDSI Board of Directors

- Regularly attend and participate in Board Of Director, House Of Delegates, and committee meetings
- Offer opinions on issues that are brought up to the BOD to aid in the conduct of MDSI business as needed through helping with committees and/or working on projects
- Have duties and powers deemed necessary by the General Chair, Athlete Representatives, BOD, and House of Delegates

HALL of FAME COORDINATOR

The Hall of Fame Coordinator gathers nominations for the MDSI Hall of Fame and the MDSI Service Medal. The HOF committee selects the nominees, purchases the awards, runs the Hall of Fame Ceremonies, maintains the Perpetual Plaque and does the Biographies to be maintained and posted on the MDSI website

TERM: 2 years

TERM LIMITS: Unlimited

ELECTION: elected at House of Directors during even years

COMMITTEES: None

- Regularly attend and participate in Board Of Director, House Of Delegates, and committee meetings
- Gather nominations for MDSI's Hall of Fame, and select Hall of Fame inductees from such nominations
- Plan and run the Hall of Fame ceremonies
- Appoint committees or subcommittees necessary to fulfill the duties & responsibilities
- Communicate with thee General Chair, respective division, committee members, staff, and/ or secretary to keep them informed

EQUIPMENT COORDINATOR

The Equipment Coordinator is responsible for maintaining, purchasing, inventorying, retiring outdated equipment, charging rental fees, and distributing the MDSi equipment to MDSI affiliates. This is not a Board position, but an LSC stipend position.

TERM: 2 years

TERM LIMITS: unlimited

ELECTION: Appointed as independent contractor

COMMITTEES: Finance Committee

- Regularly attend and participate in Board Of Director, House Of Delegates, and committee meetings
- Responsible for maintaining and distributing the timing equipment to MDSI clubs and on occasion nonaffiliated teams
- Purchase new equipment and replacement parts
- Maintain the equipment in good working condition; repair and send out for repair defective equipment
- Inspect returns for proper working conditions and/or missing equipment
- Provide monthly equipment usage and charged rental fees
- Follow budget and send invoices to LSC Administrative Assistant, retire outdated equipment, provide quarterly inventory list to BOD
- Communicate with the General Chair, respective division, committee members, staff, and/ or secretary to keep them informed

CLUB DEVELOPMENT COORDINATOR

The Club Development Coordinator assists potential new clubs and educates new and existing clubs by developing operational programs and initiatives that help clubs improve their USA Swimming Club Recognition standing and fulfill their USA Swimming LEAP requirements.

TERM: 2 years

TERM LIMITS: unlimited

ELECTION: Nominated by General Chair

COMMITTEES: None

- Regularly attend and participate in Board Of Director, House Of Delegates, and committee meetings
- Develop programs, initiatives, and incentives to promote the growth of MDSI swim clubs
- Assist potential new clubs in becoming registered MDSI club
- Educate new and existing MDSI clubs in resources available to build their clubs and how to improve their Club Recognition metrics
- Administer club mentoring program
- Identify and refer resources available to help MDSI clubs meet the needs of their swimmers, coaches, and parents

MEET OPERATIONS COORDINATOR

The Meet Operations Coordinator oversees the Championship Meet Program in MDSI which allows for 3 State Championship Meets per year. They recruit volunteers, and become the bridge between the meet venue, committee chairs that help run meets and oversees all vendor applications and facility requirements such as shuttle busses and parking.

TERM: 2 years

TERM LIMITS: None

ELECTION: Elected even years by HOD

COMMITTEES: MDSI Board of Directors, technical planning committee

- Regularly attend and participate in Board Of Director, House Of Delegates, and committee meetings
- Certification/re certifications of meet entry coordinators and meet directors (2year)
- Oversees all vendor applications and facility requirements
- Planning championship meets
- Complete Other meet related projects
- Communicate w/ the General Chair, respective division, committee members, staff, and/ or secretary to keep them informed
- Assist in the training of meet director and entry coordinators

AWARDS CHAIR

The Awards Chair works with the appropriate committees to annually create, purchase, and award MDSI swimmers, coaches, Officials and volunteers for their achievements.

TERM: 2 Year

TERM LIMITS: Unlimited

ELECTION: Elected by House of Delegates in even years

COMMITTEES: Awards Committee (Chair)

DUTIES:

 Regularly attend and participate in Board Of Director, House Of Delegates, and committee meetings

- Administers awards and promotional programs as determined by the Board of Directors that help promote swimming within MDSI and recognizes the achievements of all of its member swimmers, coaches, officials and volunteers
- Solicit bids and coordinates with winning vendor the championship meet apparel for sale at MDSI championship events

WEBMASTER

The webmaster maintains the MDSI website and manages the social media accounts to keep them active.

TERM: 2 years

TERM LIMITS: Unlimited

ELECTION: Appointed by the General Chair

COMMITTEES: MDSI Board of Directors

- Regularly attend and participate in Board Of Director, House Of Delegates, and committee meetings
- Works with Safe Sport, DEI, and Senior Athlete Rep to update website and maintain social media accounts
- Knowledge of TEAM Unify
- Familiarity with HTML
- Maintain DNS registry for mdswim.org URL
- Generate and revise web pages
- Maintain backups of web pages and files